

Board of Trustees Meeting

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

Date: Tuesday, November 26, 2019

Time: 3:30 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Mr. Amit Bahl, Board Member, Mr. Jonathon Carrington, Board Member, Ms. Jane Sun, Board Member

Board Members Absent: Ms. Katharine Urbati, Treasurer

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Ms. Amanda Morton, Principal NDCHS, Mr. Steve Ramkissoon, Director of Finance NDCS, Mr. Jose Obregon, Director of Operations, NDCS,

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

I. Resolution: Minutes from October 2019 Board Meeting.

Motion: Mr. Amit Bahl motioned to approve the October 2019 board minutes.

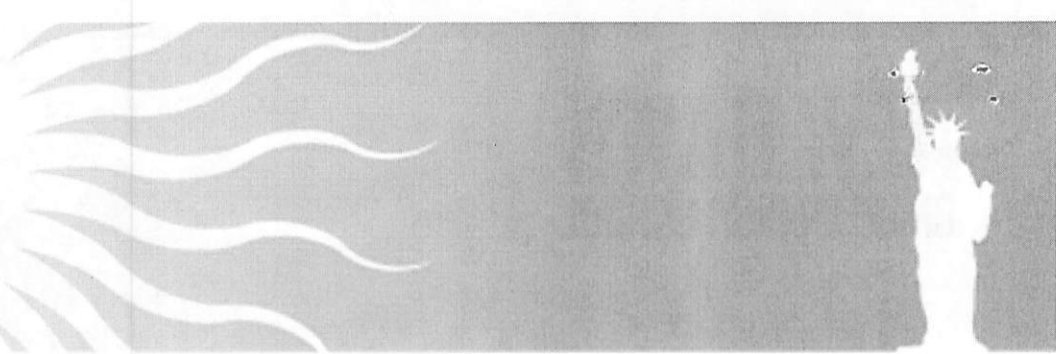
Motion Seconded: Mr. Jonathon Carrington

Vote: The board unanimously voted to accept the September 2019 board minutes.

II. Financials

Mr. Steve Ramkissoon informed the board that certain school assets cannot be depreciated such as books. Mr. Steve Ramkissoon further reported to the board that there is nothing significant to report on the monthly financial report and that both schools continue to be fiscally on track. Mr. Steve Ramkissoon also reported that he is continuing to clean up Expense Watch. However, he also stated that timing of payments to vendors needs to be improved.

In respect to employee benefits, Mr. Steve Ramkissoon informed the board that the Dental plan will be upgraded to include dental implants and that there will be a minimal increase in cost totaling an average of \$1.25 increase per employee. Mr. Steve Ramkissoon also briefed the board on the employee Flex Spending Account (FSA). Mr. Jonathon Carrington asked if the flex spending plan can be rolled over. Mr. Steve Ramkissoon replied that it cannot be rolled over. Mr. Jonathon Carrington stated that there are FSA websites that offer employees discounts. Mr. Steve Ramkissoon agreed and stated that these discounts can only be applied to the plan year and plan's scope. Mr.



Amit Bahl stated that it would be a good idea to offer the FSA benefit to employees for their consideration and get their feedback.

A. Resolution Board Financials.

Motion: Mr. Jonathon Carrington motioned to approve the September 2019 financial report.

Motion Seconded: Ms. Jane Sun.

Vote: The board unanimously voted to accept and approve the November 2019 financial report.

B. Construction Spending Updates

Mr. Steve Ramkissoon reported that nothing significant has changed since the last report. He further stated that Mr. Brian Baer will continue to send updated expenditure spreadsheets. Mr. Steve Ramkissoon also reported that the school is current on construction loan payments and compliance reports for September 2019 were submitted. The next compliance report for December 2019 is due February 15, 2020.

C. Mandatory Harassment Professional Development Update

Mr. Steve Ramkissoon confirmed that this training is ongoing and will include those employees that are part of vendor contracts such as custodial and security personnel. Mr. Jonathon Carrington asked if there is a deadline for this to be completed. Dr. Asmussen indicated that it should be done as soon as possible.

D. Staff vacancies (Queens)

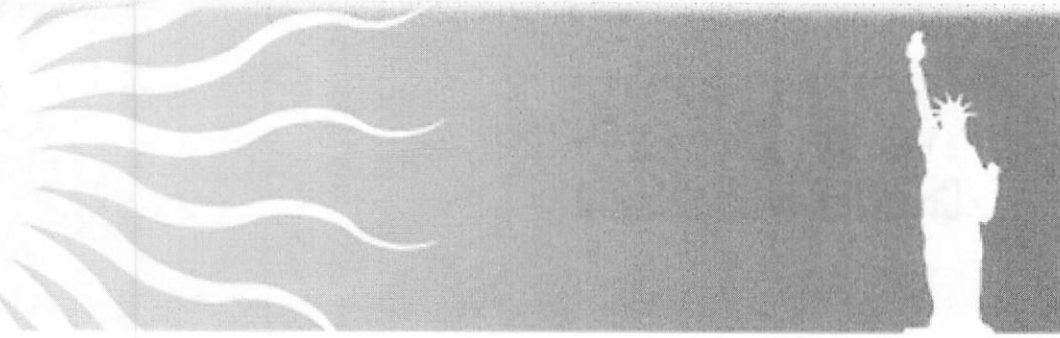
Dr. Asmussen reported that there are no vacancies at this time in the Queens school.

E. Staff vacancies (Brooklyn)

Dr. Asmussen reported that there is still a science teacher and a guidance counselor position vacant in the Brooklyn school. Additionally, Dr. Asmussen indicated that a data specialist needs to be hired to serve both schools.

III. Facilities

A. Updates on the Right of Access for 242 Hoyt Street. Dr. Asmussen reported that we now have right to access on both sides of the school. One of the owners wants 2K per month for three (3) months and 6K upfront. The other owner has settled for 1K per



month. Mr. Tabano recommended that we take pictures of the inside of both adjacent buildings to avoid any future claims.

B. Updates on 242 Hoyt Street.

1. Mr. Tabano indicated that we should move forward and cut the tree that is leaning onto school property.

2. Resolution: Night/Weekend Security Guard.

Motion: Mr. Amit Bahl motioned to approve the EPIC Security contract for a Security Guard to watch the construction site at 242 Hoyt Street overnight.

Motion Seconded: Mr. John Carrington

Vote: The board unanimously voted to approve the EPIC Security contract for a Security Guard to watch the construction site at 242 Hoyt Street overnight.

C. Updates on Dekalb. Mr. Jose Obregon reported to the board that at this time, there was nothing significant to report.

D. Updates on 161st Street.

1. **Exterminator.** There is an exterminator that is servicing the facilities.

2. Resolution: Increased Security Guard.

Motion: Ms. Jane Sun motioned to approve the EPIC Security contract for an additional Security Guard at NDCHS II in Queens.

Motion Seconded: Mr. John Carrington

Vote: The board unanimously voted to approve the EPIC Security contract for an additional Security Guard at NDCHS II in Queens.

IV. Programmatic Updates

A. Recruitment efforts (NDCHS Brooklyn)

Dr. Asmussen reported that billing invoices are in for this cycle and there is an increase of twelve (12) students since the last submission. The Brooklyn school currently has over 300 students enrolled.

B. Recruitment efforts (NDCHS Queens)

Dr. Sara Asmussen reported to the board that the Queens school has over 130 students enrolled. There is also a recruiting event scheduled in December 2019 and the DOE's D79 is assisting with that event.

C. Transfer School Automatic Appeals Process

Dr. Asmussen reported data pertaining to the appeals process. Dr. Asmussen further reported that the appeal is now submitted through the city of New York. Dr. Asmussen reported that NDCHS does not meet the 67% graduation target rate, but if rated appropriately, it will meet and exceed that requirement.

V. New Business

Dr. Asmussen informed the board that the Queens school staff would like counseling. Mr. Ron Tabano asked that we hold off on this until further notice.

VII. Adjournment.

The Board meeting was adjourned at 4:30 P.M.