

## **Board Minutes**

### **New Dawn Charter Schools Board of Trustees**

#### **June 2022 Meeting**

**Wednesday, June 15, 2022**

**11:30 a.m.**

**New Dawn Charter High School**

**242 Hoyt Street**

**Brooklyn, NY 11217**

**New Dawn Charter High School II**

**89-25 161<sup>st</sup> Street**

**Jamaica, NY 11432**

**347-505-9101**

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

**Date:** Wednesday, June 15, 2022

**Time:** 11:30 AM

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board Members Absent: Mr. Jonathon Carrington, Board Member.

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS

#### **I. Agenda**

Mr. Tabano asked the board members if there was a resolution to accept and approve the June 2022 Board of Trustees meeting agenda.

**Resolution:** June 2022 Agenda

**Motion:** Ms. Jane Sun motioned to accept and approve the June 2022 Board of Trustees meeting agenda.

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

**Vote:** The board unanimously voted to accept and approve the June 2022 Board of Trustees meeting agenda.

## **II. Minutes**

Mr. Tabano asked the board members if there was a resolution to accept and approve the May 2022 Board of Trustees meeting minutes.

**Resolution:** May 2022 Minutes

**Motion:** Ms. Jane Sun motioned to accept and approve the May 2022, Board of Trustees meeting minutes.

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

**Vote:** The board unanimously voted to accept and approve the May 2022, Board of Trustees meeting minutes.

## **III. Financials—Steve Ramkissoon**

### **Benchmark 4: Financial Condition**

### **Benchmark 5: Financial Management**

After receiving the budget presentation for school year 2022-2023 by Mr. Steve Ramkissoon, Director of Finance and HR, Mr. Tabano asked if there was a motion to accept and approve the 2022-2023 budget.

#### **a. Resolution: 2022-2023 Budget**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the 2022-2023 budget.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board unanimously voted to accept and approve the 2022-2023 budget.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 staff salary raises.

#### **b. Resolution: 2022-2023 Raises**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the 2022-2023 salary raises.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the 2022-2023 salary raises.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 403 (b) six percent (6%) match

#### **c. Resolution: 2022-2023 403(b) match**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the 2022-2023 403 (b) six percent (6%) match

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the 2022-2023 403 (b) six percent (6%) match.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 insurance policies as presented by Mr. Steve Ramkissoon.

**d. Resolution: Insurance Policies**

**Motion:** Ms. Jane Sun motioned to accept and approve the 2022-2023 insurance policies.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board unanimously voted to accept and approve the 2022-2023 insurance policies.

**IV. Hiring, Recruitment, and School Updates— Dr. Sara Asmussen, Executive Director**  
**Benchmark 7: Organizational Capacity**

**a. Staff Hiring**

Dr. Asmussen reported to the board that staff hiring is going well. The Internship and Career department is fully staffed at both school locations. The shortages that still exist are at the Brooklyn school in the science and SPED department. The Queens school does not have this staff shortage. Dr. Asmussen stated that she is confident that these staff vacancies will be filled before the beginning of the new school year.

**b. Student Recruitment**

Dr. Asmussen reported that student recruitment is ongoing. Dr. Asmussen also reported that in the Queens school, since bringing on fresh staff, student recruitment has risen significantly. Dr. Asmussen further stated that she does not believe that student enrollment will be an issue next school year.

**c. School Updates**

Dr. Asmussen reported that she met with Mr. Paolo Giovine during the charter renewal visit last Wednesday and it went well. Dr. Asmussen stated that the Queens school has a strong teaching staff and there should be no issues.

Mr. Tabano also remarked that it should be noted that the Queens school has received exceptional support from Dr. Asmussen and other support staff members who regularly spend time at the Queens school to help the school in any way needed. This is a positive effort and indicative that the board and the school leadership are vested in ensuring the success of the Queens school.

**V. Board Elections**  
**Benchmark 6: Board Oversight & Governance**

Mr. Ron Tabano asked if there was a resolution to reconstitute the board membership as it currently stands now.

**a. Resolution: Board Membership**

**Motion:** Ms. Katharine Urbati motioned to reconstitute the board membership as it currently stands.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board unanimously voted to reconstitute the board membership as it currently stands.

**b. Resolution: Election of Officers**

**Motion:** Mr. Brian Baer motioned to elect Mr. Ron Tabano as the Chairperson of the New Dawn Charter Schools Board of Trustees.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Resolution:** The board unanimously voted to elect Mr. Ron Tabano as the Chairperson of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a treasurer for the Board of Trustees.

**Motion:** Mr. Brian Baer motioned to elect Ms. Katherine Urbati as the treasurer of the New Dawn Charter Schools Board of Trustees.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Resolution:** The board unanimously voted to elect Ms. Katherine Urbati as the treasurer of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a Secretary for the Board of Trustees.

**Motion:** Mr. Ron Tabano motioned to elect Mr. Brian Baer as Secretary of the New Dawn Charter Schools Board of Trustees.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Resolution:** The board unanimously voted to elect Mr. Brian Baer as Secretary of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a Vice Chairperson for the New Dawn Charter Schools Board of Trustees.

**Motion:** Mr. Brian Baer motioned to elect Ms. Jane Sun as the Vice Chairperson of the New Dawn Charter Schools Board of Trustees.

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

**Resolution:** The board unanimously voted to elect Ms. Jane Sun as the Vice Chairperson of the New Dawn Charter Schools Board of Trustees.

**VI. Contracts—Mr. Jose Obregon – Director of Operations**  
**Benchmark 8: Mission & Key Design Elements**

Mr. Jose Obregon presented the board with two quotes from Insight Corp. and Dell Corp. for Chromebooks for students and laptops for staff. Both quotes for each device were competitive. However, since the school has done business with Dell Corp. in the past and the product and service provided was good, Mr. Obregon recommended going with the Dell quotes. Ms. Urbati asked a clarifying question on pricing included in the quotes and Mr. Obregon acknowledged that there was not a significant difference in pricing.

Mr. Tabano asked if there was a motion to accept and approve the quotes from Dell Corp. for the laptops and Chromebooks.

**a. Resolution: Laptops & Chromebooks**

**Motion:** Mr. Brian Baer motioned to accept and approve the two quotes for laptops and Chromebooks from Dell Co.

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

**Resolution:** The board unanimously voted to accept and approve the two quotes for laptops and Chromebooks from Dell Co.

**VII. Public Comment**

No public comment made.

**VIII. New Business**

Dr. Asmussen reported to the board that the NYS Board of Regents awarded the school a five (5) year renewal. Mr. Tabano congratulated Dr. Asmussen and the board members for a job well done to achieve the renewal. Dr. Asmussen also reported that the homeless consortium awarded the school additional funds for the conduct of PD.

Mr. Tabano asked the board members if July 13, 2022, at 11:00 was acceptable for the next board meeting and all the board members agreed with that date and time.

**Adjournment**

The board adjourned at 12:00 P.M.