

**New Dawn Charter Schools Board of Trustees
June 13, 2023, 11:00 A.M. Board Meeting Minutes**

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

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
547-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chair, Ms. Katharine Urbati, Treasurer

Board Members Absent: Mr. Brian Baer, Secretary

Staff Members/ Visitors Present: NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkisson, Director of Finance &HR; Mr. Jose Obregon Director of Operations and Acting Principal NDCHS II; Dr. Lisa DiGaudio, Director of Curriculum, and Instruction

I. Agenda

Resolution: July 2023 Agenda

Mr. Tabano asked the board members if there was a motion to accept and approve the July 2023 Board of Trustees meeting agenda.

Motion: Ms. Jane Sun motioned to accept and approve the June 2023, Board of Trustees meeting agenda.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the July 2023 Board of Trustees meeting agenda.

II. Minutes

Resolution: June 2023 Minutes

Mr. Tabano asked the board members if there was a motion to accept and approve the May 2023 Board of Trustees board minutes.

Motion: Ms. Jane Sun motioned to accept and approve the May 2023 Board of Trustees minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the May 2023 Board of Trustees minutes.

III. Resolution: June 2023 Finance Committee Minutes

Financials— Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Resolution: Monthly Financials

Mr. Ramkissoon reported to the board that the Brooklyn school is at negative \$173K. However, considering the amortization and depreciation values which are currently at \$744K, the school is on its way meeting the budget forecast for the year. Mr. Ramkissoon also stated that there is one more month to be included in the final fiscal year outcome and he believes that the Brooklyn school will do well. Mr. Ramkissoon also reported that enrollment is at 231 students. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school. There were no questions.

Mr. Ramkissoon reported to the board the Queens school is at a positive \$1.4M. The budget projection was \$1.1M. He also stated that amortization and depreciation is calculated in the budget which is approximately \$56K. Overall, the Queens school is doing well financially. The school has 258 students enrolled. Mr. Ramkissoon also stated that enrollment at both schools is not as high as projected, however the month of June still needs to be factored in. Mr. Ramkissoon further stated that despite student enrollment shortfalls in both schools, he predicts that both campuses will end the fiscal year well. He then asked if the board members had any questions. There were no questions. Ms. Urbati stated to the board members that after reviewing the monthly financials, nothing stood out as remarkable.

Mr. Tabano then asked the board members if there was a motion to accept and approve the May 2023 monthly financials.

Motion: Ms. Ms. Katharine Urbati motioned to accept and approve the May 2023 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the May 2023 monthly financials.

Mr. Tabano then asked Mr. Ramkissoon to brief the board on proposed insurance premiums. Mr. Ramkissoon then explained to the board that last year NDCHS spent approximately \$169K on all insurance premiums. Mr. Ramkissoon subsequently planned for a 15% increase in insurance costs. However, it resulted that total insurance costs this year will be \$174K which is only a 1.2% increase from the prior year. The

board agreed that this was exceptionally good news since insurance costs were projected to be much higher.

Mr. Tabano then asked the board member if there was a motion to approve and accept the new insurance contracts for the coming fiscal year.

Motion: Ms. Katharine Urbati motioned to accept and approve the insurance costs for the coming fiscal year.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the insurance costs for the coming fiscal year.

Mr. Tabano asked Dr. DiGaudio to brief the board on testing and IXL. Dr. DiGaudio explained that IXL replaced Scantron last year and that she was asking the board for approval to get it renewed. Dr. DiGaudio explained to the board that IXL is used for pretesting students when they come in for enrollment so that they are scheduled correctly. There are also additional programming advantages in IXL. It is a diversified program that also offers a number of tools in the program for instructional support as well.

Mr. Tabano asked if Scantron was coming back. Dr. DiGaudio replied that she was not certain since another company bought Scantron out. Mr. Tabano asked the board members if there was a motion to accept and approve the renewal of IXL.

Motion: Ms. Katharine Urbati motioned to accept and approve the renewal of IXL.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the renewal of IXL.

IV. Hiring, Recruitment, and School Updates— Dr. Sara Asmussen

Benchmark 7: Organizational Capacity

a. Dashboard

Dr. Asmussen reported that the dashboard is straightforward and has not changed. Dr. Asmussen also stated that the only real problem is the schools' Regents scores which are embargoed at this point. However, she stated that she will send the results to the board members.

A discussion was held about the preliminary results. Board members will get actual results once scores are no longer embargoed.

Ms. Jane Sun asked which testing months these Regents results were for and Dr. Asmussen stated that these were the June Regents results. Dr. Asmussen stated that the January Regents results were much better and that she and the staff will spend the summer figuring out a strategy to improve future results.

Mr. Tabano asked Dr. Asmussen to update the board on the hiring of the new Principal for the Queens school. Dr. Asmussen stated an entire day was spent by staff interviewing candidates. Dr. Asmussen stated that there were three (3) candidates Dr. Asmussen further stated that all candidates are good and came from a pool of nine candidates. The next step is to check references. Dr. Asmussen stated that New Dawn is using consultants to conduct the reference checks. The consultants are going to ask the specific questions that everybody used to rate each candidate in four (4) different domains. Dr. Asmussen stated that the interview process was very Danielson-like. Weak areas were identified in each candidate and those weak areas will drive the questions that will be specifically asked of the references regarding the candidates. Dr. Asmussen stated that she anticipates having a new principal by mid-July.

A discussion regarding the AIM schools leaving New Visions was held.

Staff Hiring – Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that he is continuing to post the vacancies for both schools. He is also receiving signed contracts from the current staff. Additionally, a new English teacher was hired. Mr. Tabano asked how many vacancies still need to be filled. Mr. Ramkissoon stated that there are two (2) vacant SPED teacher positions at each school. Additionally, there may be a need for a math teacher in Queens. Also, an outreach person will be needed in Brooklyn since one of the outreach personnel were recently promoted to the internship department. There is also a PE teacher vacancy in Brooklyn and a Global History teacher vacancy in Queens.

Student Recruitment – Dr. DiGaudio

Dr. DiGaudio reported that the numbers are posted on the dashboard. She believes that enrollment numbers are moving in a positive direction. Several interviews and appointments were made at both schools over the course of the month. Students enrolled will be starting in July. In Brooklyn, there are fourteen (14) new recruits starting on the first day of school and at the Queens school has sixteen (16) new recruits. Dr. DiGaudio further stated that applications are still coming in. She also assured the board that recruiting will continue throughout the summer and year-round.

V. School Updates

a. New Dawn II – Mr. Jose Obregon, Acting Principal

As Dr. Asmussen previously stated, Mr. Obregon reported to the board that the school just finished conducting Regents exams. Mr. Obregon also reported to the board that graduation will take place tomorrow at Hunter College. Additionally, the Queens staff is preparing for summer school. Mr. Obregon also stated that Dr. DiGaudio is helping with the curriculum, plans for summer school, and for next fall.

VI. Facilities— Mr. Jose Obregon – Director of Operations

Benchmark 6: Board Oversight & Governance

Update on both buildings

Mr. Obregon reported to the board that Barone Management has not communicated with him lately. Additionally, their new facilities manager, recently resigned. Dr. Asmussen stated that there is a meeting with Barone, Thursday, at 1:00 PM. Mr. Tabano asked Dr. Asmussen to send him the Zoom invite.

Dr. Asmussen reported to the board that the ESSER desk audit paperwork was received from the State. She anticipates that the state will come back and ask her some clarifying questions but we are good for now. She informed the board that these questions are a compliance requirement in order to receive Federal funds.

Regarding the five-year renewal for the Queens school, the state does not have the application out yet. Dr. Asmussen stated that staff has attended training but the state communicated not to start on the templates until the school gets the new application. Dr. Asmussen also reported that she is moving to have the eight (8) sections of the application already written. This includes board governance. She informed the board members that she will be asking the board members for their signatures on the Disclosure statements.

Mr. Tabano asked if there were any questions for Dr. Asmussen. There were none.

VII. Public Comment

No public comment was made.

VIII. New Business

There was no new business.

IX. Adjournment

The board agreed to meet on July 25, 2023, at 11:00 A.M. The meeting adjourned at 1:35 P.M.