

**New Dawn Charter Schools Board of Trustees  
January 23, 2023 Board Meeting Minutes  
11:00 a.m.: Executive Committee Meeting  
11:10 A.M.: Full Board Meeting**

**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, Mr. Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer

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

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of HR (Human Resources)

**I. Executive Session**

**II Resolution: Agenda**

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

**Motion:** Mr. Brian Baer motioned to accept and approve the January 2023, Board of Trustees meeting agenda.

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

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

**III. Resolution: Minutes**

Mr. Tabano asked if there was a motion to accept and approve the December 2022 board minutes.

**Motion:** Mr. Brian Baer motioned to accept and approve the December 2022 Board of Trustees meeting minutes.

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

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

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

**Benchmark 4: Financial Condition**

**Benchmark 5: Financial Management**

Mr. Ramkissoon stated that, as in past reports, the budget is off what was projected in both schools. Regarding the Brooklyn school, the school has been in the negative for the last six (6) months. However, when amortization and depreciation are factored in, there is a positive income of \$260K. Subsequently, the Brooklyn school continues to do well. Of course, the budget will be monitored closely. Student recruitment is still continuous. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school.

Ms. Urbati stated that she reviewed the monthly budget report. Ms. Urbati further stated that this was clearly a result of low student enrollment. Additionally, there is only so much that can be cut from the budget. Ms. Urbati also stated that she believes that expenses reported are very reasonable. Ms. Urbati further stated that she believes that both schools are keeping a watchful eye on the budget and are doing the best they can to maintain financial resiliency.

Mr. Ramkissoon stated that as the third financial quarter ends, there will be a clearer picture of the final financial outcome for both schools. Notwithstanding the student enrollment shortage, Mr. Ramkissoon stated that he believes both schools are doing well. Like the Brooklyn school, the Queens school has a positive net income. Their depreciation is approximately \$34K to date. There are no red flag and the financial standing of both schools is being monitored closely. Mr. Ramkissoon also stated that vacant staff positions have allowed both schools to stay within a positive income. He also stated that the hiring of SPED (special education) teachers is still a priority for both schools. Mr. Ramkissoon asked if there were any questions regarding the Queens school. There were no questions.

Ms. Urbati asked Mr. Ramkissoon if by the end of March 2023, he would be able forecast the end of year financial standing of both schools. Mr. Ramkissoon confirmed that he would be able to do so.

**a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a motion to accept the December 2022 financials.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the December 2022 monthly financials.

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

**Vote:** The board voted unanimously to accept and approve the December 2022 monthly financials.

## **2. Hiring, Recruitment, and School Updates**

### **Benchmark 6: Board Oversight & Governance**

### **Benchmark 7: Organizational Capacity**

#### **a. Staff Hiring—Mr. Steve Ramkissoon**

Mr. Ramkissoon reported that there was a transfer school career fair recently at the Brooklyn school where NDCHS, Wildcat Academy, and Urban Dove Charter School jointly participated. Also, there was a vacancy ad posted and two candidates demonstrated interest online. The day of the fair, there were three (3) candidates that attended. There will be another career fair on February 7, 2023. Mr. Ramkissoon also confirmed that he re-posted position vacancies on Indeed. The goal is to have a staff recruitment event twice per month.

Mr. Tabano asked the board members if there were any questions regarding staff hiring and there were none.

#### **b. Student Recruitment—Sara Asmussen**

Dr. Asmussen reported to the board that Dr. Lisa DiGaudio is doing an excellent job in student recruitment for the Queens school and she will re-focus her effort on the Brooklyn school. In Queens, the recruiting team was able to set up a table at John Jay High School and successfully recruit students. The same strategy is being used for NDCHS Brooklyn with no results yet, but the recruiting efforts will continue. There are over two thousand students enrolled in that Queens school and the principal is giving New Dawn those students that he believes will do better in a smaller school. Dr. Asmussen also stated that she has started to do billing and there are at least twenty (20) new students enrolled at the Queens school and she believes that student enrollment numbers will continue to increase.

#### **c. Resolution: Leadership Consultant**

Mr. Tabano asked the board members if there was any further discussion needed regarding the hiring of a leadership consultant. There was no discussion initiated.

Mr. Tabano then asked the board members if there was a motion to proceed with the hiring of a leadership consultant.

**Motion:** Ms. Katharine Urbati motioned to proceed with the hiring of a leadership consultant.

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

**Vote:** The board voted unanimously to proceed with the hiring of a leadership consultant.

## **IV. Facilities—Mr. Jose Obregon, Director of Operations**

Mr. Obregon informed the board that he has solicited two (2) bids from separate contractors for the extension of power in the kitchen in the Brooklyn school and the addition of several electrical outlets to support multiple appliances that will be used in the culinary program. He will present those bids to the board once he receives them. Also, Mr. Obregon reminded the board that he is still waiting for Metropolis to complete filing for the schools permanent C of O.

For the Queens school, Mr. Obregon confirmed that Mr. Brian Baer and the new architect, Ilya came out to the school to survey the kitchen and for the remodeling project. There were no issues. Mr. Obregon stated that he asked for the building's electrical plans. Unfortunately, Barone Management does not have the electrical plans available. It is Mr. Obregon's understanding that Ilya will get an electrician to look at the electrical layout in the building so he can get an idea of how it is wired.

Lastly, Mr. Obregon stated that he confirmed with Barone Management that that the roof plan for the space that the school will be allocated as a student area, is limited to what is outlined in the architect drawings that Barone sent to the school. It meets the square footage that Barone agreed to give the school in the original lease with no additional space allocated.

Mr. Tabano asked if there was any resolution to the \$6K that the firm alarm company says is still owed to them. Mr. Tabano stated that GKV Architects were supposed to get with the alarm company and dispute the charge since the work being charged for by the alarm company was not in GKV's plans. Mr. Brain Baer stated that he had not heard anything back from GKV in several weeks to confirm resolution. Mr. Tabano stated that he will call GKV Architects once again.

#### **V. New Business**

Mr. Tabano asked if there was any new business. There was no new business. Mr. Tabano then mentioned that Barone Management stated that GUG was planning to buy their side of the building and asked New Dawn if they would be interested in buying the side that it currently occupies. Mr. Tabano stated that the board would have to see the term sheet before it considers any purchase.

#### **VI. Public Comment**

There was no public comment.

#### **VII. Adjournment**

The next board meeting was scheduled for February 28, 2023, at 11:00 A.M. The board then adjourned at 11:45 A.M.