

**New Dawn Charter Schools Board of Trustees
February 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
347-505-9101**

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, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of HR, NDCS, Ms. Donna Lobato, Principal, NDCHS, Mr. Zach Flory, Principal, NDCHS II, Ms. Emily Predmore, Data Specialist, NDCS

I. Executive Meeting

Real estate and staffing issues were discussed.

II. Resolution: Agenda—Mr. Ronald Tabano - Chairperson

Mr. Tabano asked the board members if there was a motion to accept and approve the February 2023 Agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 2023, Board agenda.

Motion Seconded: Mr. Jane Sun seconded the motion.

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

III. Resolution: January 2023 Minutes—Mr. Ronald Tabano – Chairperson

Mr. Tabano then asked if there was a motion to accept and approve the January 2023 board minutes.

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

Motion Seconded: Ms. Jane Sun seconded the motion.

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

IV. Financials—Mr. Steve Ramkissoon - Director of HR & Finance

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Mr. Ramkissoon reported to the board that the NDCHS Brooklyn monthly financial report is like similar to the previous month's report. Additionally, Mr. Ramkissoon reported that although the Brooklyn school is showing a negative income, the depreciation and amortization numbers place the school in \$250K positive income posture. Mr. Ramkissoon stated that this seems to be the norm for the third quarter and possibly the 4th quarter. Mr. Ramkissoon further stated that Dr. DiGaudio will brief the board on student recruitment which directly affects revenue. However, Mr. Ramkissoon feels that the school is doing well and he will continue to keep the board informed if he sees any red flags. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school financials.

Ms. Urbati, Board Treasurer, stated that she believes that all is in order with the Brooklyn school financials and does not see anything that is surprising or troubling.

Mr. Ramkissoon continued to report to the board regarding the NDCHS Queens monthly financials. He stated that the Queens school is reporting better numbers with a positive income of \$185K. After factoring in depreciation values of approximately \$40K, the school's net income is reported at approximately \$215. Mr. Ramkissoon stated that he is also monitoring the school's expenses closely, but he believes the school will end the fiscal year in a good financial position. He stated to the board members that he will keep them informed should any red flags or concerns arise. He then asked if there were any questions regarding the Queens school's financials.

Ms. Katharine Urbati stated that she had no questions, as neither did the other board members, and stated that the Queen's school financials were in order and she did not see anything that was concerning to her.

a. Resolution: Monthly Financials

Mr. Tabano asked the board members if there was a resolution to accept the monthly financial report.

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

Motion Seconded: Ms. Jane Sun seconded the motion.

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

V. Staff Recruitment—Mr. Steve Ramkissoon - Director of HR & Finance

Mr. Ramkissoon reported to the board that staff recruitment is going very slow. Mr. Ramkissoon reported that there is one new hire that will start on Thursday for a SPED position in Queens. Mr. Ramkissoon also stated that he is looking for other avenues to facilitate staff recruitment. He further stated that as school recruitment season nears, there may be more potential candidates applying for vacant positions at New Dawn. In the meantime, Mr. Ramkissoon will keep posting job vacancy announcements. The goal is to obtain more candidates. However, to date, the process is going slow.

Mr. Tabano stated that he believes that staff recruitment is a city-wide problem. Mr. Tabano also stated that he hopes that in the April timeframe there may be more applicants since that is when people start searching for employment in other places.

VI. Student Recruitment – Dr. Lisa DiGaudio, Director of Curriculum, and Instruction

Dr. DiGaudio informed the board that NDCS has been very aggressive in its communication across the city in its recruiting efforts. As a result, there has been a good number of potential students that have reached out to NDCS. NDCS has established communication with schools that have state they have potential recruits for the Queens school. Currently, there are twenty (20) new admits and several other students that are in the process of being enrolled for the Queens school. Additionally, Dr. DiGaudio stated that schools have visited the Brooklyn campus. Additionally, NDCS has attended several recruitment fairs and Dr. DiGaudio has conducted several remote meetings with different schools in the attempt to recruit new students to NDCS. Dr. DiGaudio confirmed that NDCHS Brooklyn has recently recruited ten (10) new students and also has several students that are in the process of being enrolled. Additionally, Dr. DiGaudio reported that NDCS has updated its marketing materials. These new materials include a new tablecloth poster, some pens with the school's name, and updated its flyers. All these items have all gone out to the community and are regularly circulated monthly.

Mr. Tabano thanked Dr. DiGaudio for her update to the board.

Benchmark 6: Board Oversight & Governance

Benchmark 7: Organizational Capacity

VII. School Updates (with Dashboard)

a. Brooklyn—Ms. Donna Lobato, Principal, NDCHS Brooklyn

Ms. Lobato reported to the board that the school administered the January Regents exam. Ms. Lobato stated that overall, the Regents results were successful. The pass rate was 68% for ELA and Algebra had an 83% pass rate. US history regents still received a waiver this test period. Global History had a 75% pass rate Living environment had a 50% pass rate. To improve Regents test outcomes, Ms. Lobato stated that there are planned targeted interventions for students that need such help. Ms. Lobato stated that current enrollment is at two hundred forty-nine (249) students and several more students are scheduled to enroll. Ms. Lobato believes that the school is in an upswing in most areas. Finally, Ms. Lobato reported to the board that the Spring semester has just begun and that NDCHS Brooklyn school basketball team made it all the

way to the final, but unfortunately lost in the final seconds of the game. Mr. Tabano asked that Mr. Asher be congratulated for his work, as well as the team, for a job well done and for making the finals. Mr. Tabano stated that this was truly an accomplishment. Mr. Tabano stated that all of New Dawn is proud of Mr. Asher and proud of the team.

b. Queens—Mr. Zach Flory

Mr. Zach Flory reported that for the Regents exam, ELA had 72% pass rate and Algebra, which had the lowest pass rate, was at 25%. Mr. Flory also reported that Global History achieved a 72% pass rate. Living Environment had a 62% pass rate. Mr. Flory also reported that the Queens school is experiencing an increase in enrollment and the school now has 260 students enrolled. Mr. Flory expects the enrollment number to continue to increase. Mr. Flory reported that recently, the staff put together an exceptional Black History Month celebration for the students. There was food prepared by staff and students brought in food as well. Mr. Flory also reported that the student events committee is planning some similar event in March for Women's History Month. Finally, Mr. Flory stated that this kind of culture is a positive for both students and staff.

Mr. Tabano asked if there were any questions for Mr. Flory. There were no questions. Mr. Tabano then proceeded to say, that he understood that Mr. Flory would be leaving NDCHS II. Mr. Tabano then thanked Mr. Flory for all that Mr. Flory has done for the school. Mr. Tabano stated that it is a monumental task to start a school, get it off the ground, and make all the little things work that most people do not have the slightest idea on how to do so. Mr. Tabano stated that Mr. Flory handled everything well. He also stated that Mr. Flory had a positive influence on students and staff. He wished Mr. Flory well. Mr. Tabano also stated that Mr. Flory's professional experience at New Dawn Charter Schools will certainly benefit Mr. Flory in any future endeavor that Mr. Flory may seek. Mr. Tabano wished Mr. Flory good luck, success, and finally stated that Mr. Flory will be missed.

Mr. Flory thanked Mr. Tabano for the opportunity to serve New Dawn Charter Schools and for the opportunity to have served its students. Finally, Mr. Flory stated that he would take with him many valuable experiences, great memories, and will miss New Dawn.

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

Mr. Obregon reported to the board that he obtained three (3) separate bids to conduct electrical work in the culinary kitchen at the Brooklyn school. The electrical work needed includes the addition of at least three (3) electrical wall outlets to support appliances, the installation of a drop-down multiple outlet electrical pole that will support a teaching section in the culinary kitchen, the wiring and installation of at least three additional circuit breakers in the electrical panel, and the fixing of the hood lighting that is not functioning properly. Mr. Obregon informed the board that the three bids received ranged from \$6,900. to \$8,975. for the electrical work needed. Mr. Obregon recommended using SM Electrical Corp which was the least costly. Mr. Obregon further stated to the board that he had researched SM Electrical Company and he found

them to be licensed and reputable. Mr. Tabano also stated that he researched SM Electrical Corp and found that the company had good reviews. Mr. Tabano then asked the board members if there was a motion to accept the SM Electrical Corp as the company to perform the electrical work in the culinary kitchen in Brooklyn.

a. Resolution: Brooklyn Electricians bid

Motion: Mr. Brian Baer motioned to accept and approve the SM Electrical Corp bid to perform the electrical work in the culinary kitchen in Brooklyn.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the SM Electrical Corp bid to perform the electrical work in the culinary kitchen in Brooklyn.

b. Update on Roof in Queens – Mr. Jose Obregon – Director of Operations

Mr. Obregon reported to the board that he was informed by Mr. Chris Karalis that he and some workers would be coming to the school during the Winter break to work on the roof. Mr. Obregon stated that no one came to the school during the Winter break. Subsequently, Mr. Obregon contacted Mr. Karalis to find out what happened. Mr. Karalis then told Mr. Obregon that he would come to the school in a few days with a crew to survey the roof but not to work on it. Mr. Tabano stated that Mr. Obregon should remain diligent about what needs to be done on the roof.

V. New Business

There was no new business discussed.

VI. Public Comment

There was no public comment made.

VII. Adjournment

The board decided to meet again on March 28, 2023, at 11:00 A.M. The board agreed to adjourn the meeting at 11:27 A.M.