

Board of Trustees Meeting

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

Zoom Meeting

Date: March 23, 2021

Time: 2:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Prospective Board Member

Board Members Absent: Mr. Jonathon Carrington, Board Member, Mr. Amit Bahl, Secretary

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance and HR NDCS, Mr. Zach Flory, Principal, NDCHS II, Ms. Donna Lobato, Principal, NDCHS, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, NDCS, Ms. Nazli Askin, Data Specialist, NDCS

Mr. Tabano, Chairperson, called the meeting to order at 2:00 P.M.

I. Introduction of Potential New Board Member—Ron Tabano

Mr. Tabano introduced and welcomed Mr. Brian Baer as the potential new board member of the New Dawn Charter Schools board of trustees.

II. Architect Update

A discussion was held about the negotiations with GKV Architects concerning over expenditures related to the construction project that were a result of architectural oversights. Several options were presented to remedy the situation of the over-expenditures. To date, there has been no resolution but conversations will continue in order to resolve this issue.

Mr. Tabano asked the board for a resolution to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

Motion: Ms. Jane Sun motioned to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

Motion Seconded: Ms. Katharine Urbati seconded the motion.



Vote: The board unanimously voted to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

II. Resolution: February 23, 2023 board minutes
Resolution: February 23, 2021 Executive Meeting Minutes
Resolution: March 17, 2021 Executive Meeting Minutes

Mr. Tabano asked the board for a resolution of the February 23, 2021 board minutes, the executive meeting minutes of 2/23/2021, and the executive meeting minutes of 3/17/2021.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 23, 2021 Board of Trustee meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the February 23, 2021 Board of Trustee meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 23, 2021 Board of Trustee executive meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the February 23, 2021 Board of Trustee executive meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the March 17, 2021 Board of Trustee executive meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the March 17, 2021 Board of Trustee executive meeting minutes.

III. Financials— Mr. Steve Ramkissoon, Director of Finance and H.R.

Benchmark 4: Financial Condition

Mr. Steve Ramkissoon reported to the board that there are no red flags at either school that the board should be concerned with. Currently, the Brooklyn school is at 51% of the 67% targeted revenue. Enrollment is at 80% and fortunately, the COVID-19 pandemic lowered much of the projected operational expenses. Mr. Ramkissoon further reported that the Queens school has now 180 students enrolled and is at 46% of the projected revenue.



Benchmark 5: Financial Management

Mr. Ramkissoon informed the board that the consolidated revenue for both schools is at 481K which is approximately 75% of what was budgeted for both schools. Notwithstanding the shortage in the projected revenue, New Dawn Charter Schools remains positive in revenue. Mr. Ramkissoon stated that he believes that both schools will obtain 75% of the projected revenue by the end of the fiscal year and will remain revenue positive.

a. Resolution: Financials

Mr. Tabano asked the board if there is a motion to approve and accept the financials for February 2021.

Motion: Ms. Katharine Urbati motioned to accept and approve the financials for February 2021.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the financials for February 2021.

b. PPP Forgiveness

Mr. Ramkissoon informed the board that bond compliance reporting is up to date. Specifically, he provided a copy of the temporary Certificate of Occupancy to Build NYC and submitted required bond reporting requirements to Mellon Bank. Mr. Ramkissoon also reported to the board that for PPP loan forgiveness, there is a 90-day turn around for approval. The Bank of America has received the loan forgiveness application and it is still being reviewed. Mr. Tabano informed the board that the NYC is also seeking to financially supplement NYC public schools since enrollment rates is down by 43K students in DOE school. However, this financial supplementation will not apply to Charter Schools.

c. Resolution Taxes

Mr. Tabano asked if anyone found any anomalies with the school tax filings. It was confirmed there were no issues and that the school's contracted accounting firm has reviewed the tax filings and they find them proper. Mr. Tabano asked the board for a resolution accepting and approving the tax filings for the school.

Motion: Ms. Katharine Urbati motioned to accept and approve the tax filing for New Dawn Charter Schools.



Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the tax filing for New Dawn Charter Schools.

IV. Facilities—Jose Obregon, Director of Operations

Benchmark 6: Board Oversight & Governance

a. Resolution: HVAC Maintenance Contracts

The board was presented with two (2) HVAC annual maintenance contracts for the Brooklyn school. The companies bidding for the job are Brookline Mechanical and 212HVAC. A discussion was held concerning costs and quality. It was asked that we determine the substantial completion date for the HVAC system so that we are aware of the warranty expiration date. Mr. Tabano asked the board for a resolution on the HVAC annual maintenance proposal.

Motion: Ms. Jane Sun motioned to accept and approve the 212HVAC annual maintenance proposal.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 212HVAC annual maintenance proposal.

b. Resolution: Replacement Filters

The Board was presented with two proposals for HVAC filter replacement for the Brooklyn school. A discussion about timing and costs was held. Mr. Tabano asked the board for a resolution.

Motion: Ms. Katharine Urbati motioned to accept and approve the 212HVAC filter replacement proposal.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 212HVAC filter replacement proposal.

c. Purchase of Laptops for teachers in Brooklyn and Queens school

The Board was presented with two (2) proposals from Dell, Inc., and CDW-G for the purchase of forty (40) laptops for the Queens and Brooklyn schools. After reviewing both offers, Mr. Tabano asked the board for a resolution.



Motion: Ms. Jane Sun motioned to accept and approve the Dell Inc. proposal for the purchase of 40 laptops for the Brooklyn and Queens school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the Dell Inc. proposal for the purchase of 40 laptops for the Brooklyn and Queens school.

V. Grants

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. Mental Health/Safety Grant—Sara Asmussen/Donna Lobato

Dr. Asmussen informed the board that both schools have completed Anger Replacement Therapy (ART) training. Mr. Tabano asked Ms. Lobato to explain what ART consists of. Ms. Lobato explained that the program is focused on teaching students social skills, replacing negative behaviors with positive ones. This is done through modeling and discussion. Piloting of this program will take place over the summer. Dr. Asmussen also informed the board that going forward, social/emotional learning will be included in the curriculum at both schools through the KickBoard aspects of the grant.

b. A Game— Dr. Lisa DiGaudio, Director of Curriculum & Instruction

Dr. DiGaudio informed the board that the school is working with the State to ascertain appropriate accountability measures for transfer schools. These accountability measures are alternative accountability measures. So far, the feedback is positive from the State. Mr. Tabano asked, what is the State's position on student engagement and graduation rates. Dr. DiGaudio replied that these topics are still being discussed. On a positive note, the State is considering supporting a seven (7) year COHORT.

c. Green NYC Grant—Zach Flory, Principal, NDCHS Queens

Mr. Flory informed the board that the school was awarded 2K from the Growing NYC program. A committee was organized to oversee this horticultural project. The project will begin after the Spring break and is expected to be completed by mid-May this year. Mr. Tabano informed Mr. Flory that TOSHIBA has a 5K stem grant that could augment the horticultural grant.

d. YC Teen: As Real as Me – Ms. Janisha Crawley

Ms. Crawley informed the board that New Dawn has partnered with Youth Communications to pilot their YC Teen: As Real as Me, which is a grant available for girls that teaches them self-awareness, self-management, and emotional discipline. The program is run by several New Dawn professional staff members. Ms. Crawley indicated that the students enjoy the program so far. Mr. Tabano remarked that Youth Communication is a good organization that engages effectively.

VI. School Reports

Benchmark 6: Board Oversight & Governance

a. Brooklyn—Donna Lobato, Principal, NDCHS Brooklyn

Ms. Lobato informed the board that seventeen (17) new students have enrolled since the last board meeting. The ELL percentages also increased to 9.2% of the total student population. Additionally, forty (40) home visits were completed and eleven (11) students have returned to school. The school is averaging 13-15 students in person per day. Currently there are fifty (50) students scheduled to graduate in June. A joint PD was conducted to review final exam plans to assess curriculum issues. SATs will be given on April 13, 2021. Senior pictures are scheduled in school tomorrow, March 24, 2021.

The status of the NYSED Regents exams was requested. It was reported that the NYSED is still waiting on the response of the Federal Education Department as whether the request for a waiver will be granted. All Regents exams will be waived for August 2021.

b. Queens—Zach Flory, Principal, NDCHS Queens

Mr. Flory informed the board that, currently, the school has 194 students enrolled and is still conducting recruiting efforts. Five students will be taking the SATs tomorrow. Additional assignments are being developed for at home work to support work done during class. PLC leads are being trained on how to implement protocols during PLCs. Next week, new locks will be installed at the school. Mr. Tabano asked if the AC issues were resolved in the building. Mr. Flory responded that there are no issues right now and that teachers are now aware how and when to turn them on or off to maintain appropriate room temperatures. Mr. Flory confirmed that the installation of locks was the only outstanding item needed to be completed by Barone Management.

VII. Student Outcomes & Dashboard—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

Benchmark 9: Enrollment, Recruitment & Retention



a. Outcomes

Ms. Askins reported data for both schools pertaining to student enrollment data which includes SPED, ELL, Immunization, Free Lunch, gender, and ethnicity percentages for both schools. Ms. Askin noted that Queens has a high ELL population. Otherwise, there are no significant changes in either school except for an increase in student enrollment which has increased at both locations.

VIII. Charter School Performance Framework Discussion
All Benchmarks—Dr. Sara Asmussen, Executive Director

Dr. Asmussen remarked that NDCHS has never met the ELL benchmark but finally has and more ELL students are still to enroll. Queens has always outenrolled the surrounding District with the percentages of ELLs.

a. Use of Benchmarks in Accountability Framework

Dr. Asmussen informed the board that Benchmarks will be used in accountability measurements. The board will be expected to be familiar with the benchmarks and therefore, board training is important. While there is a training in place for this year, there will be a survey sent to board members to ascertain where the board members feel they need training. Ron asked if the benchmarks were sent out to the board members and Dr. Asmussen confirmed that they were.

b. Role of the Board versus Leadership Team in Renewal

Ms. Jane Sun asked if there were any other materials that they should review. Dr. Asmussen replied that there will be several zoom meetings scheduled to discuss benchmarks and that board members are invited to attend if they have the time. Ms. Jane Sun also remarked that at one time, the NYC Charter Center had board training available. Dr. Asmussen stated that she will check if that training is still available.

IX. New Business

Dr. Asmussen asked the board if future board meetings can be scheduled at 3:30 PM on Tuesdays. Mr. Tabano asked if there were any objections. The board agreed to 3:30 and on Tuesdays for future meetings. Next board meeting will be held on Tuesday, April 27, 2021 at 3:30 PM.

X. Adjournment

The board meeting adjourned at 3:04 PM.