

**Board of Trustees Meeting**

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

**Zoom Meeting (School Closed)**

**Date:** October 27, 2020

**Time:** 3:30 P.M.

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

**Board Members Absent:** Mr. Amit Bahl, Board Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoo, Director of Finance and HR

**Mr. Tabano, Chairperson, called the meeting to order at 3:30 P.M.**

**I. Resolution: September 29, 2020 Minutes**

**Motion:** Ms. Katharine Urbati motioned to approve the September 29, 2020 Board of Trustee meeting minutes.

**Motion Seconded:** Mr. Jonathon Carrington seconded the motion.

**Vote:** The board unanimously voted to accept and approve the September 29, 2020 Board of Trustee meeting minutes.

**Resolution: September 23, 2020 Pre-Audit Meeting Minutes**

**Motion:** Ms. Jane Sun motioned to approve the September 23, 2020 Pre-Audit Meeting Minutes

**Motion Seconded:** Mr. Jonathon Carrington seconded the motion.

**Vote:** The board unanimously voted to accept and approve the September 23, 2020 Pre-Audit Meeting Minutes

**Resolution: September 29, 2020 Executive Committee Minutes**

**Motion:** Ms. Katherine Urbati motioned to approve the September 29, 2020 executive Committee Minutes

**Motion Seconded:** Mr. Jonathon Carrington seconded the motion.

**Vote:** The board unanimously voted to accept and approve the September 29, 2020 executive Committee Minutes.



**Resolution: October 23, 2020 Audit Meeting Minutes**

**Motion:** Ms. Jane Sun motioned to approve the October 23, 2020 Audit Meetings Minutes

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

**Vote:** The board unanimously voted to accept and approve the October 23, 2020 Audit Meetings Minutes

**II. Financials—Mr. Steve Ramkissoon – Director of Human Resources and Finance**

Regarding the Brooklyn school, Mr. Steve Ramkissoon reported to the board that net revenue is at 97K as of September 30, 2020. This amount is slightly under the projected amount, but the school is still on track financially but included in equipment and furniture expenses were the moving costs that the school incurred while moving equipment from one site to the other. These costs included 1. the movement of lockers from Hoyt Street to Dekalb Avenue since Benchmark asked the school to store them at Dekalb temporarily, 2. the movement of lockers back to Hoyt Street when Benchmark was ready to re-install them, 3. The movement of donated equipment from Dekalb to Jamaica, 4. The main move from Dekalb Avenue back to Hoyt Street, and 5. The movement of furniture and books that remained as excess at the new Hoyt Street location to Jamaica.

Regarding the Queens school, there is high revenue reported showing a net profit of 141K after the district billing cycle. The school currently has 141 students enrolled. Mr. Steve Ramkissoon also reported to the board that there will have to be some adjustments made next report that will affect the projected income for the school. Ms. Urbati asked for clarification on the number of students that the school billed for which was 246. Ms. Urbati asked for actual enrollment numbers. Mr. Ramkissoon stated that actual enrollment is 141 and that there is a possibility that the school may have to pay back money at the end of the year depending on final enrollment numbers. Rent is being calculated accurately and the school is paying 10% less to Barone Management since enrollment numbers are down. The school budgeted to hire additional staff but has not done so resulting in a saving.

Mr. Tabano asked if there was a motion to accept and approve the September 2020 financials.

**A. Resolution: Financials for September 2020.**



**Motion:** Ms. Katharine Urbati motioned to approve the September 2020 financials.

**Motion Seconded:** Mr. Jonathan Carrington seconded the motion.

**Vote:** The board unanimously voted to accept and approve September 2020 financials.

**B. Resolution: Audit and Rep Letter—Ms. Katharine Urbati**

Ms. Katharine Urbati reported that there was nothing significant to report and that there are some goals that will be met this fiscal year. Additionally, the Audit committee approved the audit and rep letter.

Mr. Tabano congratulated Dr. Asmussen, Ms. Urbati, and Mr. Ramkissoon for a job well done on preparing for the audit. Additionally, Mr. Tabano asked if there was a motion to accept and approve the Audit and Rep letter.

**Motion:** Ms. Katharine Urbati motioned to approve to accept and approve the Audit and Rep letter.

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

**Vote:** The board unanimously voted to accept and approve the Audit and Rep letter.

**C. Resolution: Investment Policy – Dr. Asmussen**

Dr. Asmussen reported that the auditors suggested that the school have an investment policy. The policy was sent out to the board members for review. Mr. Tabano asked if everyone had a chance to review the policy. Some board members did not get a chance to do so. Therefore, Mr. Tabano asked that the resolution be tabled until next board meeting.

**D. Money Returned from NYS – Dr. Asmussen**

Dr. Asmussen reported to the board that the school received \$249,231. back from the State including almost 6K in interest.

**E. Resolution: Increase of Queens Escrow Funds – Dr. Asmussen**

Mr. Tabano indicated that the escrow amount for the Queens school needed to be increased to 50K. Dr. Asmussen explained that this money is used in case the school is closed.

Mr. Tabano asked if there was a motion to pay the increase the Queens school's escrow account to 50K.



**Motion:** Ms. Katharine Urbati motioned to increase the Queens school’s escrow account to 50K.

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

**Vote:** The board unanimously voted to increase the Queens school’s escrow account to 50K.

### **III. Contracts—Jose Obregon**

#### **A. Mutual Security**

Mr. Jose Obregon reported that there is an additional cost related to the security mechanism that needs to be installed for the doorway on the handicap ramp leading to the back yard. That cost for this change order is \$6,194. Additionally, card readers must be activated for the front door and elevator. Additionally, access cards still ne to be issued by Mutual Security. Mr. Tabano asked Dr. Asmussen why a change order regarding this door occur. Dr. Asmussen replied that this handicap ramp and security mechanism was not part of the original plans. Further, without this ramp, the architects have stated that a permanent Certificate of Occupancy will not be granted. Dr. Asmussen confirmed that it was a design mistake. Mr. Tabano stated that this needed to be part of the discussion with the architects regarding change orders that have exceed construction budget guidelines.

Mr. Tabano asked if there was a motion to approve the change order totaling \$6,194. pertaining to the installation of the security system for the handicap ramp doorway.

**Motion:** Ms. Katharine Urbati motioned to approve the change order totaling \$6,194. pertaining to the installation of the security system of the handicap ramp doorway.

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

**Vote:** The board unanimously voted to approve the change order totaling \$6,194. pertaining to the installation of the security system of the handicap ramp doorway.

### **IV. Facilities—Jose Obregon**

#### **A. Construction & Maintenance**

Mr. Jose Obregon reported to the Board that at the Brooklyn school the punch list is still being worked on and that the list is being reduced. There are still a few items that need to be addressed such as wall coverings for exposed water pipes in the cafeteria area, the spackling and painting of several walls, window adjustments for at least five (5) windows, and light sensors that need to be fixed in two classrooms. Other items that are still due out include:



1. Installation of canopy lettering
2. Finishing of security door locking system on handicap accessible door.
3. Re-keying of all doors and issuance of master and sub-keys.
4. Issuing of Card Keys for roof and front door.
5. Installation of support beams for roof fence.
6. Turn on of gas services pending the inspection of the air exchange system on the kitchen oven

## **B. Fire Alarm**

### **1. Brooklyn**

Mr. Obregon reported to the board that in Brooklyn, a TCO was issued by the NYC DOB. Additionally, the FDNY has approved the building's fire alarm plans and the school is awaiting a final fire inspection.

### **2. Queens**

Mr. Obregon reported to the board that the FDNY has stated that fire alarm plans must be submitted and approved before a re-inspection of the building is conducted. Mr. Obregon has informed Barone Management and GUG which is also housed in the same building as NDCHS II. Mr. Obregon also reported that to help expedite fire alarm approval for the Queens building, he has provided Barone Management with contact information on the expeditors used at the Brooklyn school. Mr. Tabano asked Dr. Asmussen if this was a problem for the school. Dr. Asmussen replied that it was a huge problem for the school and that it will impede the school from opening. Dr. Asmussen reported that the school may have to take legal action.

## **V. Board Planning—Mr. Ronald Tabano**

### **A. Strategic Plan**

Mr. Tabano complimented the group on a well thought out plan. He asked the Board if anyone had any comments regarding the plan.

### **B. Website Development**

Dr. Asmussen reported to the board that the school renewed its contract with eChalk and that the cost was under 5K. Dr Asmussen also stated that eChalk will create three (3) identical but separate websites. There will be one each for the Brooklyn and Queens school and one for NDCS which will contain compliance items. Further, Dr. Asmussen

reported that the State will be looking at websites this year particularly during renewal visits. There will be a Board of Trustees page which is based on Wildcat's model. Mr. Tabano reinforced that the State will be looking for Board Meeting Agendas, Board minutes, executive committee meeting minutes, school safety plans, annual reports, and the like on the website.

#### **VI. Policies for Next Meeting – Mr. Tabano**

Dr. Asmussen informed the board that she will be emailing board members student and parent handbooks. Also coming soon will be the employee handbook and fiscal and financial policies and procedures. Ms. Nazli Askin is putting together a new dashboard to monitor the ten benchmarks.

##### **A. Board of Trustee Bylaws**

Mr. Tabano asked if there is anything pending. The updated Bylaws will be submitted to the State and they will have forty-five (45) days to respond. Dr. Asmussen stated that she will send her recommendations to the board within the next two weeks for review.

##### **B. Student & Parent Handbook**

As discussed in Item VI above.

#### **VII. New Business 5 minutes**

Dr. Asmussen stated that Vanguard is a service that uses mass mailing for student recruitment. Urban Dove uses this service and finds it effective. The Recruitment Committee will identify zip codes in addition to zip codes where current students reside. Mr. Tabano asked what the cost is for this service. Mr. Ramkissoon stated that it would be approximately \$600 for design plus postage. This does not include postcard costs. Total cost could be up to 20K. Mr. Tabano stated that it sounds like a great recruiting tool and that NDCS should pursue it. Ms. Urbati asked if Vanguard can target the student population that NDCHS is seeking; Mr. Ramkissoon indicated that it can target any grade and zip code. Additionally, Vanguard has contact information accordingly.

#### **VII. New Business**

Mr. Steve Ramkissoon asked if NDCS is the school the name registered at the State level for tax purposes. Dr. Asmussen replied that the school identifier is the EIN. However, she will follow up with the State if NDCS is the registered name.





Next board meeting is scheduled for November 24, 2020.

**VIII. Adjournment**

The meeting was adjourned at 4:30 PM.