

## Board of Trustees Meeting

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

**Date:** Tuesday, May 1, 2019

**Time:** 2:30 pm.

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Member, Ms. Darlene Anderson, Member, Mr. Amit Bahl, Secretary

**Board Members Absent:** Ms. Katharine Urbati and Mr. Les Winter

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Mr. Jose Obregon, Dr. Lisa DiGaudio, Mr. Steve Ramkissoon.

Mr. Tabano called the meeting to order at 2:30 P.M.

### I. Minutes from March 26, 2019 Board Meeting.

**Motion:** Mr. Tabano motioned to approve the March 26, 2019 board minutes.

**Motion Seconded:** Ms. Darlene Anderson.

**Vote:** The board unanimously voted to accept the March 26, 2019 board minutes.

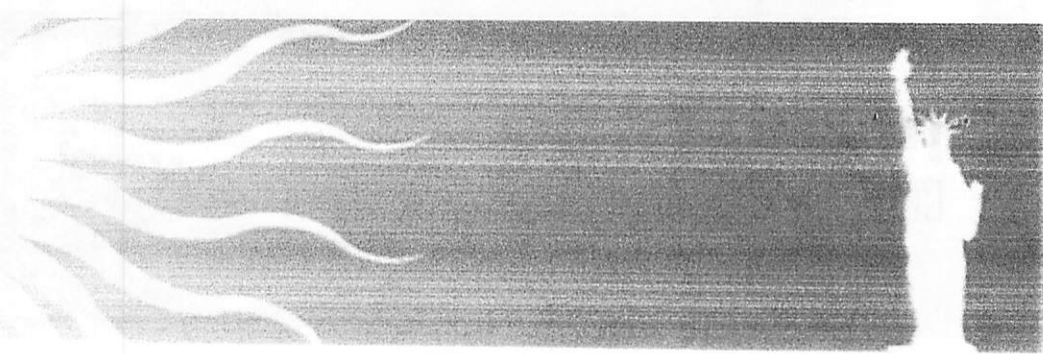
### II. New Dawn Charter Schools

**A. Technical Proposals.** The board reviewed four (4) managed services and IT support proposals. The tech service companies that submitted bids for both the Brooklyn and Queens school included: On Site in 60 Inc. (the IT support company currently servicing NDCS Brooklyn), MSP Networks, Inc., Network Outsource Inc., and YRSIS IT Support, Inc. After reviewing the four proposals the board moved as follows:

**Motion:** Ms. Darlene Anderson motioned to approve and accept the MSP Networks, Inc. proposal to service both the Brooklyn and Queens school.

**Motion Seconded:** Ms. Jane Sun.

**Vote:** The board unanimously voted to accept the MSP Network, Inc. managed services and IT support proposals for both NDCS Brooklyn and Queens.



**B. New Dawn Services Agreement.** The board reviewed and discussed the New Dawn services agreement. Ms. Darlene Anderson asked if the financials pertaining to both schools will be kept separate and independent. Dr. Asmussen confirmed that they will be kept separate and independent from each other. Ms. Darlene Anderson further asked if the financial statements from both schools will be similar or different. Mr. Ramkissoon indicated that he would explain the keeping of each school's finance reporting in his presentation. Having discussed the New Dawn services agreement, the board moved as follows:

**Motion:** Ms. Jane Sun motioned to approve and accept the New Dawn services agreement.

**Motion Seconded:** Ms. Darlene Anderson.

**Vote:** The board unanimously voted to accept and approve the New Dawn services agreement.

### III. New Dawn Charter High School (Brooklyn)

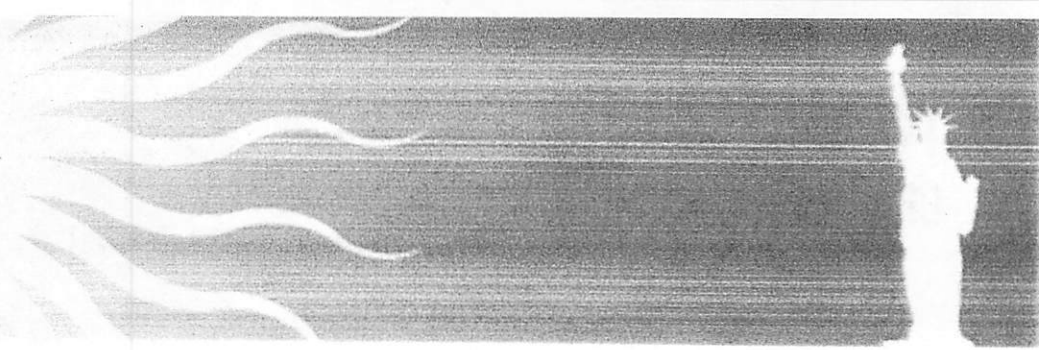
**A. Relocation Plans.** Dr. Asmussen informed the board that landlord at the temporary Brooklyn space wanted a licensing agreement instead of a lease. At this time, the building does not have a Certificate of Occupancy and will have to obtain a Letter of No Objection from NYC DOB before NDCS Brooklyn can enter into a lease agreement. The temporary space is charging 75K per month. There is also 83K in taxes that will be included over the term of the lease.

**B. Resolution: Monthly Financials.** The board reviewed the monthly financials. Dr. Asmussen explained to the board that the FY18-19 per pupil allocation will increase and that the school will be in a good financial position. Dr. Asmussen also informed the board that since January 2019, New Dawn Charter School Brooklyn has added another 65 pupils to its enrollment. Having reviewed the monthly financials, the Board moved as follows:

**Motion:** Ms. Jane Sun motioned to approve and accept the monthly financials.

**Motion Seconded:** Ms. Darlene Anderson seconded the motion.

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



**C. Accounting Practices.** Mr. Steve Ramkissoo briefed the board on 1) the New Dawn Charter Schools' Structure 2) the operation of both schools under one EIN, 3) New Dawn Charter Schools Fiscal Management, 4) the capturing, recording, and booking financial transactions, and 5) the Bond requirement.

Among the topics discussed was how NDCHS Brooklyn will be able to bill NDCS Queens for services rendered. To clarify for the board members, Mr. Ramkissoo stated that billed reimbursements will go to NDCHS Brooklyn and not to those individuals who perform the services for the Queens school. Mr. Ramkissoo also stated that to maintain transparency and good bookkeeping practices, he was creating cost centers in Paylocity to capture revenue by location. Mr. Ramkissoo stated that he is working closely with New Dawn accountants.

Mr. Ron Tabano asked if there was a benefit in health insurance costs since the New Dawn staff will be expanding. Mr. Ramkissoo responded that there will be no lowering of individual health insurance costs immediately since there is a threshold that must be met to qualify for a decrease. However, Mr. Ramkissoo will speak with health insurance companies to check if there are any cost benefits as staff grows.

Ms. Darlene Anderson asked when will new employees be added to the Queens school. Dr. Lisa DiGaudio stated that the Queens school was seeking to hire a parent coordinator as its first employee and that interviews are now being conducted for positions available at the new school. Ms. Darlene Anderson asked if there will be documentation for auditors to look at including the transition process for those employees going from the Brooklyn School to the Queens school. Mr. Ramkissoo indicated that there will be timesheets that will be filled out for those who do work for both schools and that there will be short term contracts for those who are currently in Brooklyn but moving to Queens in the future.

Pertaining to the Bond requirement, Mr. Ramkissoo reminded the board that Build NYC will expect periodic employment and benefit reporting, construction milestones upon request, verification of insurance, will conduct field

visits, and will charge an admin fee annually. Mr. Ramkissoo ensured the board that he will monitor these requirements and insure that all required reporting is completed on a timely basis.

**D. IGUA Group Inc.** Dr. Asmussen confirmed that she was served a subpoena and presented a retainer agreement with a new attorney. .

**Motion:** Ms. Darlene Anderson motioned to approve and accept the new attorney, Robert Diehl.

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

**Vote:** The board unanimously voted to accept the new attorney

**E. Lawyer's Alliance FOIL agreement.** Dr. Asmussen reiterated to the board members that New Dawn Charter School is on par with schools that are in good standing and above those who are below good standing and that we are moving forward with Lawyer's Alliance with a FOIL letter.

#### **IV. New Dawn Charter High School II**

**A Facilities Appeal.** Dr. Asmussen informed the board that the commissioner approved the facilities appeal.

**B. Facilities update.** Dr. Asmussen informed the board that NYC Department of Health Inspections was a concern for the landlord and the Fire Control System a concern for New Dawn. Nevertheless, Dr. Asmussen indicated that the prospect of signing a lease was good.

#### **C. M/WBE Contracts.**

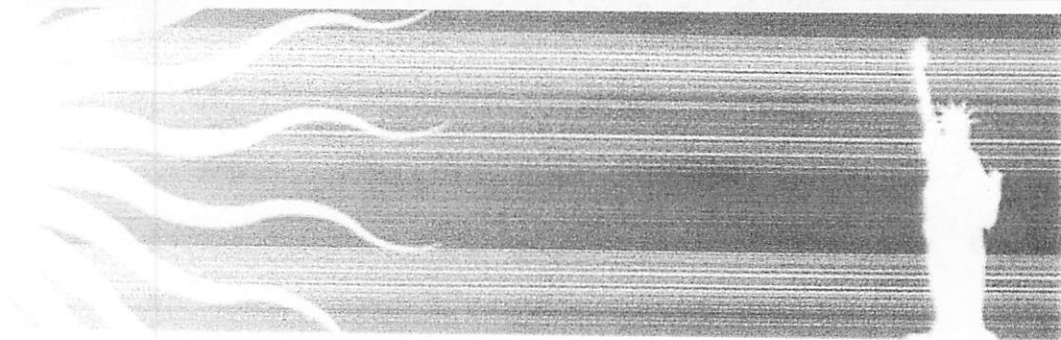
The board reviewed the contracts and moved as follows:

##### **1. Creative Mindz Contract**

**Motion:** Ms. Jane Sun motioned to approve and accept the Creative Mindz contract.

**Motion Seconded:** Ms. Darlene Anderson seconded the motion.

**Vote:** The board unanimously voted to approve and accept the M/WBE contracts.



**2. Tech purchase contract.** The tech purchase contract was reviewed by the board. Dr. Lisa DiGaudio recommended that the school attempt to acquire another competitive bid that meets M/WBE requirements. Until then, vote on this contract was postponed.

**D. Queens staffing**

Dr. Lisa DiGaudio informed the board that interviews were continuing for available positions and that a selection was made for the position of Parent Coordinator for Queens.

**E. CSP Grant.** The board reviewed the CSP Contract/agreement. Dr. Asmussen explained to the board members the CSP Grant budget and implementation requirements. Mr. Tabano asked if there were any restrictions for grant expenditures. Dr. Asmussen replied that the grant monies cannot be used in any form to directly assist a student. The grant monies are to be used strictly for setting up the school.

**Motion:** Ms. Jane Sun motioned to approve the implementation of the CSP Grant as outlined in the CSP Grant contract/agreement.

**Motion Seconded:** Ms. Darlene Anderson seconded the motion.

**Vote:** The board unanimously voted to approve the implementation of the CSP Grant as outlined in the CSP Grant contract/agreement.

**V. New Business.** Board members were given a draft of the upcoming school year calendar which is subject to change.

**VI. Adjournment.** The board meeting was adjourned at 3:38 P.M. Next board meeting will be held on May 28, 2019.