

**Board of Trustees Meeting**

**Location:** Zoom due to COVID-19 closure

**Date:** Tuesday, April 14, 2020

**Time:** 3:00 P.M.

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

**Board Members Absent:** All present

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Dr. Lisa DiGaudio, Principal NDCHS II, Ms. Amanda Morton, Principal, NDCHS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of H.R. and Finance, NDCS

Mr. Tabano called the meeting to order at 3:00 P.M.

**I. Financial Updates - Mr. Steve Ramkissoon, Director of H.R. and Finance, NDCS**

Mr. Steve Ramkissoon, Director of H.R. and Finance thanked the board for promptly approving the Payroll Protection Program (PPP) application. He also reported to the board that the application was already submitted to Bank of America. The school is now waiting to hear from the bank for next steps.

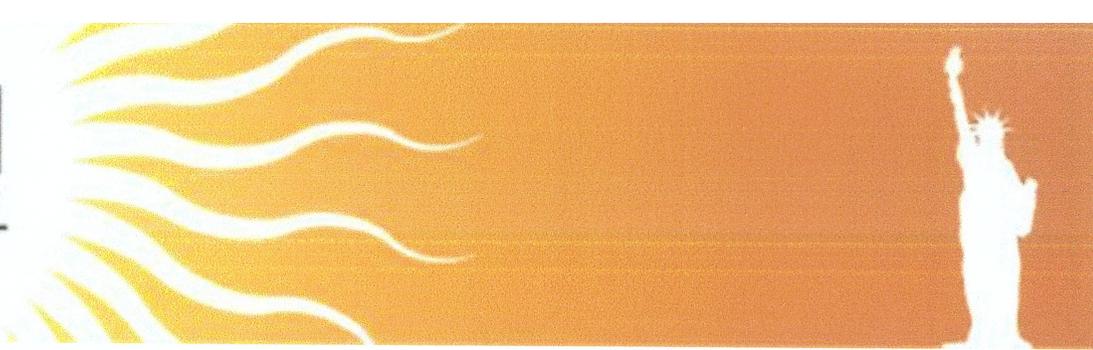
Mr. Steve Ramkissoon also informed the board that NDCS is up to date in accounts payable and that all checks were issued to keep the schools current.

**II. School Closure Updates**

**A. NDCHS II, Queens. Dr. Lisa DiGaudio, Principal.**

Dr. DiGaudio discussed training and development using Zoom as a virtual teaching platform. Additionally Dr. DiGaudio discussed PLCs, 1:1 meetings, whole staff meetings, and bi-weekly PD, and Friday staff updates.

Dr. DiGaudio discussed expectations of online learning. She reported to the board that Forums and Exit tickets will be required on Jupiter and Juno Pods. Additionally, to enhance learning, Zoom classes will be increasing from once per week with bi-weekly office hours to twice per week with office hours on Fridays. Dr. DiGaudio also discussed student engagement and participation. Dr. DiGaudio indicated that students who are limited to cell phones may be able to get tablets from the DOE. So far, only 1 student has



reported that he needs a device. Dr. DiGaudio further informed the board that she and her staff will have discussions about helping with technology in the future based on the PAUSE order. Dr. DiGaudio also informed the board that at this time, only 4 students are using packets picked up at the school.

**B. NDCHS, Brooklyn. Ms. Amanada Morton, Principal.**

Ms. Amanda Morton informed the board of Directors that NDCHS continues to use JupiterEd.com for online grade books and as an instructional tool. Additionally, Ms. Morton reported that the instructional format used on Jupiter includes forums for the lesson (Online Classroom Discussion), Juno Pods, and Exit Tickets. Teachers will use Zoom for face to face lessons. There will be weekly mentee updates.

Additionally, Ms. Morton informed the board that every Tuesday, Brooklyn Admin is in the building to distribute packets to students and to get students to apply for devices from the DOE. Ms Morton also reported that weekly department meetings are being conducted. The recent meetings were focused on getting teachers and students familiar with using Jupiter and Zoom to continue online instruction. Additionally, Ms. Morton informed the board that the staff is focusing on the Social Emotional aspect of this COVID-19. As an incentive, some teachers are hosting fun virtual hangouts to get students engaged.

**III. Year 3 Renewal Documents and Desk Audit - Dr Asmussen Executive Director**

Dr. Asmussen recommended to The Board of Trustees to carefully consider whether the school has met the criteria for renewal as set forth in the Regent's Oversight 4 Plan, including but not limited to, the Charter School Renewal Policy and the Performance Framework. Dr. Asmussen also shared with the Trustees the NYSED Charter School Office Remote Monitoring and Oversight Protocol Liaisons' Alternative Monitoring Plan (03-31-2020) Spring 2020 Check-In and Mid-Term Desk Audits for their information and review. In that document, Dr. Asmussen informed the board that the State will schedule and conduct check in and Mid-term desk audits via ZOOM. The State will also access remote classroom learning in lieu of onsite observations.

Dr. Asmussen informed the board that during the desk Audit, some of the questions that the State will ask are how is student progress assessed, how does the school know whether students are on track for graduation, and what interventions is the school offering to address academic deficiencies.

**IV. Adjournment.**

The Board meeting was adjourned at 4:00 P.M.