

Board of Trustees Meeting

Location: New Dawn Charter High School, 760 Dekalb Avenue, Brooklyn, NY 11216

Date: Tuesday, July 30, 2019

Time: 2:30 pm.

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

Board Members Absent: None

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Dr. Lisa DiGaudio, Principal, NDCHS II, Ms. Amanda Morton, Principal NDCHS, Mr. Steve Ramkissoon, Director of Finance NDCS, Mr. Digant Bahl, Accounting Solutions, Mr. Jose Obregon, Director of Operations, NDCS

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

I. Resolution: Minutes from June 18, 2019 Board Meeting.

Motion: Ms. Katherine Urbati motioned to approve the June 18, 2019 board minutes.

Motion Seconded: Ms. Jane Sun

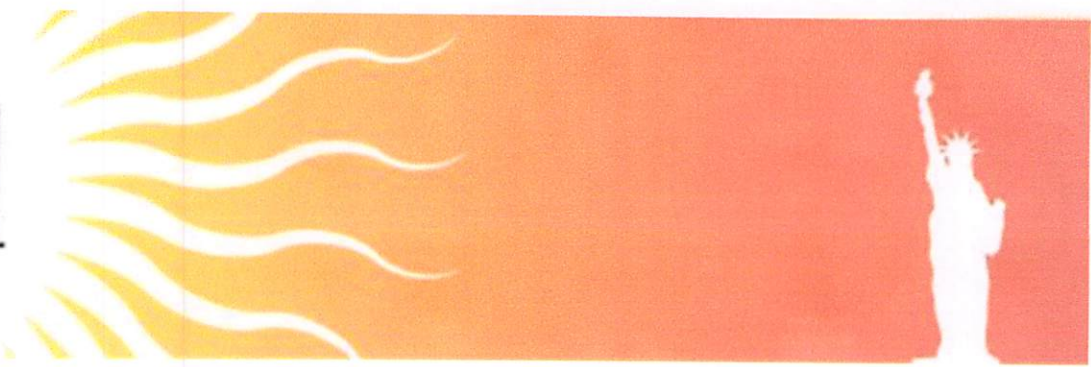
Vote: The board unanimously voted to accept the June 18, 2019 board minutes.

II. Financials

A. Discussion of Board Expectations – Ms. Katharine Urbati

Mr. Digant Bahl informed the board that the school will be transitioning over to the Quick Books accounting program, that he is in the process of closing the books for NDCHS Brooklyn for the end of the fiscal year, and that he has created cost centers in Peach Tree, the current accounting program. Mr. Bahl also informed the board that the goal is to create separate data bases in Peach Tree and to move those over to Quick Books. He also added that there will be an increase in cost to switch over to QBs. However, Mr. Bahl reported that the QBs accounting system will be able to track Queens and Brooklyn's finances separately.

Mr. Digant Bahl also informed the board that during the 2nd and 3rd week of August 2019, the auditors will come physically to the school to complete the audit. Mr.



Digant Bahl further stated that, going forward, vendors will be issuing separate invoices to separate expenses for both schools. He also stated that reconciliations will be done on a monthly basis. Mr. Digant Bahl further informed the board that currently financials are consolidated for both schools in Peach Tree. This needs to be rectified by the end of the year.

Ms. Katharine Urbati questioned Mr. Bahl why the board did not get a detailed financial report for review, as is expected and customary every month instead of the collapsed reporting which was received. Mr. Digant Bahl indicated that since Accounting Solutions was still in the process of closing the books for the fiscal year, a detailed report was not possible but that it will be made available to the board by the end of next month, August 2019.

Ms. Katharine Urbati stated that she would like to see a “inter-school transaction report” on a monthly basis as well. Mr. Digant Bahl replied that such a report will be made available to the board for review. Mr. Bahl also indicated that at the end of every month, there will also be a cash transaction report between the schools. Mr. Ron Tabano indicated that whatever reporting method is used to track inter-school transactions, it must be very clear and concise. Mr. Steve Ramkissoon stated that payroll is still the biggest transaction between the schools thus far. Ms. Urbati stated that next month the board must be informed of any outstanding balances between the two schools. Ms. Urbati also stated that a pre-audit conference call must be set up to discuss any issues that may arise during the audit.

B. Resolution: Board Financials (NDCHS)

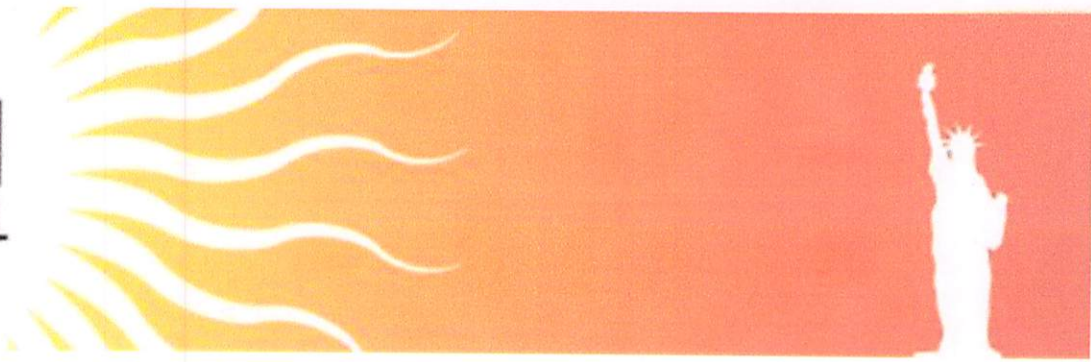
Motion: Ms. Katherine Urbati motioned to accept and approve the NDCHS, NDCHS II collapsed Financials.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept and approve the Financials.

C. Update on CSP Audit – Mr. Ramkissoon

Dr. Asmussen informed the board that the CSP budget needs to be re-done since the Federal sponsor denied SED’s request to extend the first year’s expenditures. Aside from this adjustment, there was nothing other significant to report. The CSP audit has yet to take place even though there is a signed commitment letter with the auditors.



III. Facilities -Mr. Jose Obregon.

Mr. Jose Obregon, Director of Operations, NDCS, reported that the move from Hoyt Street to Dekalb Avenue was complete and successful despite what he thought was the moving company's slower than anticipated moving performance. Mr. Obregon also reported that the Jamaica school location is continuing to be prepped in anticipation of the new school year. Mr. Obregon then proceeded to present the board with contract proposals for custodial/cleaning services for both schools, copy machine proposals for Queens, a security alarm proposal for Brooklyn, and a proposal for the early termination of the Spectrum/Stratus contract for NDCHS which will impose an early termination fee but will translate into significant savings over the next few months. Additionally, Dr. Asmussen sought a re-affirmation of approval for the Dekalb Avenue Lease.

Resolutions:

Motion: Ms. Jane Sun motioned to accept the Brio Clean custodial/cleaning contract for the Queens school.

Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to accept the Brio Clean custodial/cleaning contract for the Queens school.

Motion: Ms. Katharine Urbati motioned to accept the Executive Cleaning Services custodial/cleaning contract for the Brooklyn school.

Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to accept the Executive Cleaning Services custodial/cleaning contract for the Brooklyn school.

Motion: Ms. Jane Sun motioned to accept the Mutual Security contract for the Brooklyn school.

Motion Seconded: Ms. Katharine Urbati

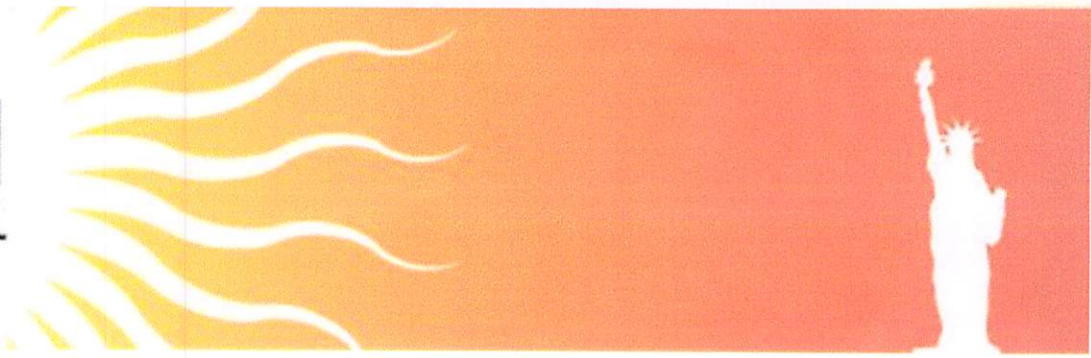
Vote: The board unanimously voted to accept the Mutual Security contract for the Brooklyn school.

Motion: Mr. Amit Bahl motioned to terminate the Spectrum/Stratus contract for the Brooklyn school.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to terminate the Spectrum/Stratus contract for the Brooklyn school.

Dr. Sara Asmussen asked the board to re-affirm the decision of accepting and approving the Dekalb Avenue lease with an official vote. The board moved as follows:



Motion: Ms. Katharine Urbati to accept and accept and approve the Dekalb Avenue lease.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept and approve the Dekalb Avenue lease.

Finally, Mr. Ron Tabano directed Mr. Jose Obregon to go back to NYBS and have them re-submit a copy machine proposal for the Queens school. Mr. Tabano further asked the board to postpone a vote on the copy machine contract proposal until next month. The board agreed to postpone vote on a copy machine contract proposal for Queens until the August 2019 board meeting.

IV Staff Development – Dr. Lisa DiGaudio

Dr. DiGaudio asked the board to review and approve several proposals that included the purchase of instructional supplies and staff development contract proposals. The board moved as follows:

Resolutions:

Motion: Ms. Jane Sun motioned to accept and approve the NTN contract with addendum.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to accept and approve the NTN Contract with addendum.

Motion: Ms. Jane Sun motioned to accept and approve the Houghton Mifflin Harcourt (HMH) proposal.

Motion Seconded: Mr. Amit Bahl

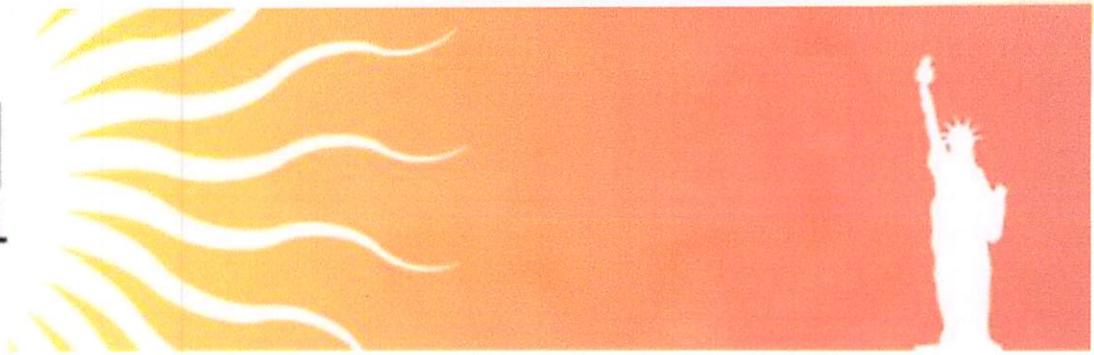
Vote: The board unanimously voted to accept and approve Houghton Mifflin Harcourt (HMH) proposal.

Motion: Ms. Jane Sun motioned to accept and approve the Voyager Surpris Learning proposal.

Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to accept and approve the Voyager Surpris Learning proposal.

Motion: Ms. Jane Sun motioned to accept and approve the Pearson student Materials proposal.



Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to accept and approve Pearson student Materials proposal.

Motion: Ms. Jane Sun motioned to accept and approve the Academic Innovations student materials proposal.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to accept and approve the Academic Innovations student materials proposal.

Motion: Ms. Jane Sun motioned to accept and approve the PCG Group proposal w/amendment.

Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to accept and approve PCG Group proposal w/amendment.

V. Programmatic Updates

A. Regents Scores Update (NDCHS Brooklyn) – Ms. Amanda Morton, Principal

Ms. Morton informed the board that Regents scores need to improve. She further explained to the board that better tracking of student progress and the setting of student academic goals needs to a teacher responsibility and priority. Further, Ms. Morton informed the board that these will be strategies that will be implemented and closely monitored this coming school year.

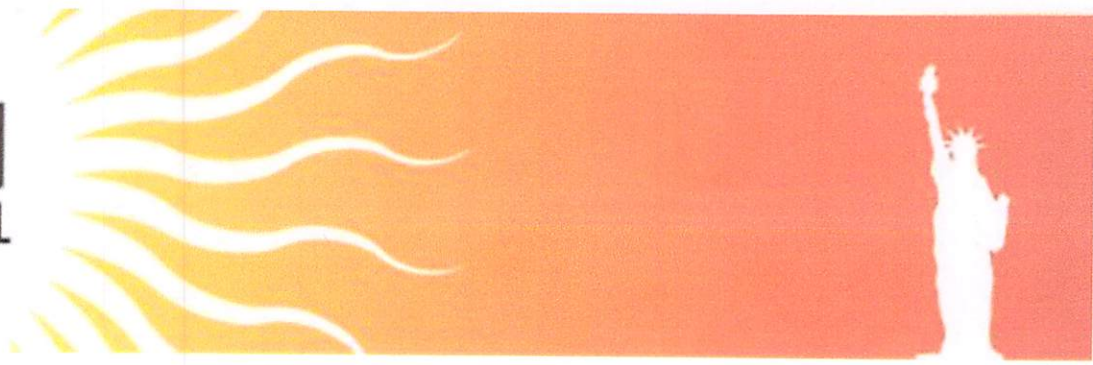
B. Recruitment Efforts (NDCHS Brooklyn) – Ms. Amanda Morton, Principal

Ms. Morton informed the board that reach out to other schools is continuing and that the school continues to recruit as planned.

C. Recruitment Efforts (NDCHS Queens) – Ms. Lisa DiGaudio, Principal

Ms. DiGaudio informed the board that recruiting efforts for Queens continue to be on track and that the school has scheduled open house events for parents during the 3rd and fourth week of August 2019 in the Queens school.

VI. Adjournment. The board meeting was adjourned at 3:40 P.M.



VII. Executive Session. The Board voted to increase all salaries, with the exception of those on probation and those who have worked less than a school year, by 2%. Increases based on HEDI scores will be awarded during October.