

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

February 2022 Board Meeting Minutes

New Dawn Charter Schools Board of Trustees

**Tuesday, February 22, 2022
11:00 a.m.**

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

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432**

Tel. 347-505-9101

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chair, Mr. Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer

Board Members Absent: Jonathon Carrington, Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS

I. Agenda

Resolution: February 2022 Agenda

Mr. Tabano asked the board members if there was a motion to accept and approve the February 2022 agenda.

Motion: Mr. Brian Baer motioned to accept and approve the February 2022, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2022 agenda.

II. Minutes

Resolution: January 2022 board minutes

Mr. Tabano asked if there was a motion to accept and approve the January 2022 board minutes.

Motion: Ms. Jane Sun motioned to accept and approve the January 2022, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian seconded the motion.

Vote: The board voted unanimously to accept and approve the January 2022, Board of Trustees meeting minutes.

III. Financials—Steve Ramkissoo
Benchmark 4: Financial Condition
Benchmark 5: Financial Management

a. Resolution: Monthly Financials

Ms. Urbati informed the board that the financials look good. Mr. Tabano asked if there was any issue with the financial report that needed to be discussed. Ms. Urbati confirmed that there was not. Mr. Tabano then asked the board members if there was a resolution to accept the February 2022 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 2022 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2022 monthly financials.

IV. Hiring, Recruitment, and School Updates
Benchmark 7: Organizational Capacity

a. Staff Hiring— Dr. Sara Asmussen

Dr. Asmussen reported to the board that the new PE teacher will start next Monday in the Brooklyn school to replace Mr. Asher who was moved into the Dean's position. Dr. Asmussen also stated that the Brooklyn school still needs a science teacher. The school is also looking for a Global History teacher. Ms. Nydia Lugo, who is a certified social studies teacher, is temporarily filling in that position while a new teacher is hired. The Queens school is looking for an ELA and SPED teacher. Dr. Asmussen further stated that staffing is improving in both schools and the schools are getting more candidates applying for open positions.

b. Student Recruitment—Dr. Sara Asmussen

Dr. Asmussen informed the board that student recruitment is getting much better. However, at the Queens school, both the parent coordinator and office assistant resigned. In the meantime, Dr. Asmussen will assign Mr. Mike Wolf to work at the Queens school to handle student recruitment. There is a new parent coordinator already hired and she will work with Ms. Kim Fields in Brooklyn to get properly trained and then will go out to Queens with Ms. Kim to get officially started. Ms. Fields is also hosting guidance counselors with students at the Brooklyn school. By next week, Dr. Asmussen anticipates that a recruiting film will be completed for NDCS. Additionally, intakes are increasing at both schools. Dr. Asmussen also reported that the outreach team is bringing some students back, however many students are just not returning. Dr. Asmussen also stated that new students recruited are good attenders, which is a positive.

Mr. Tabano stated that he is having a similar experience at his schools with some students deciding not to attend but new recruits being very good attenders. Dr. Asmussen also remarked that she believes that the school will continue to do well. Mr. Tabano believes that the Bridge program is a good idea in the future at his school as well.

Dr. Asmussen reported on the new Bridges to College & Careers program which has seventeen (17) students in Brooklyn and eight (8) students in Queens. Dr. Asmussen also reported that Mr. Scott Millikan has officially started in the Brooklyn school and he has launched the Bridges program. Subsequently, students are coming back to school to set up their postgraduate careers. An announcement was made to parents about the Bridges program and was met with great enthusiasm. Dr. Asmussen stated that Scott and Olivia Robinson (Queens), who is currently on maternity leave, have the Bridge program set up in groups. There are the students that are going to college or technical school; who want to take civil service exams or want to go into the military, or want a job. Finally, there is a fourth group of students who do not know what they want to do. The goal is to get that fourth group into one of the other three groups and then have focused classes with those three groups to make sure that all students will have a career plan upon graduation.

c. School Updates—Dr. Sara Asmussen

Dr. Asmussen reported that overall things are going well in both schools. As far as positive COVID test results, both schools had no one test positive for the first time this week. Dr. Asmussen stated that she believes that the situation is improving. Mr. Tabano asked what the school's position will be if the State lifts the mask mandate. Dr. Asmussen replied that she will make it an option for anyone who chooses to wear a face mask. Mr. Tabano agreed that it should be left up to the individual's discretion.

V. Facilities— Mr. Jose Obregon, Director of Operations and Student Services

Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon informed the board that he received three (3) bids for the installation of the security system in Queens. The security system being installed includes access control for doors, access control for the elevator in Queens, and exit doors alarmed to notify security or staff if anyone has left the building or if an intruder enters the building. One of the bids is from Mutual Security which installed the security system in Brooklyn. The monthly fee will be approximately \$167. per month or approximately \$2K per year. Mutual Security is proposing a ten (10) year contract commensurate with the one in Brooklyn. Stanley is the other security company which is offering installation at \$38K with a quarterly fee of \$61.62 and the contract will be in effect until the time the school decides to cancel the contract. The third company bidding for the job is Coverington Security systems which is asking for \$62,000 with no monthly fee. Coverington will monitor the system as long the school desires as until the school gives them notice to terminate their service. All three companies use a cloud base data system to operate and monitor their security system.

Mr. Brian Baer suggested that to maintain simplicity of having one vendor for both schools, Mr. Obregon should go back and try to negotiate a 3–5-year term that will expire simultaneously with the Brooklyn school security contract. Mr. Baer suggested that at the time of expiration, the school can decide whether it wants to continue with Mutual Security or look elsewhere. Mr. Tabano stated that he believed that to be a good idea. Mr. Obregon stated that he would go back to Mutual Security and try to renegotiate the length of the contract. Mr. Brian Baer also stated that we should use this as leverage to get the handicap ramp completed at the Brooklyn school. Mr. Baer also stated that he will be available to assist with pushing that along. Finally, for the Queens school, Barone was notified that the window AC/heating units are not working properly. When the temperature drops below a certain temperature, they become ineffective. This was confirmed by one of Barone's electricians that was sent to the school to troubleshoot the units that were not working properly.

For the Brooklyn school, Mr. Obregon reported that Mr. Ed Cinni had the solenoid installed in the mechanical room on the rooftop. This was the last requirement needed to get a final C of O. Additionally, Mr. Ed Cinni sent a contractor to look at the water leak coming from the mechanical room on the rooftop. The technician determined that the leak was coming through a gap between the door leading to the HVAC system and the landing where the door is installed. Mr. Cinni stated that he will have someone come to make the necessary adjustments.

Mr. Tabano asked if the school was going to hold Benchmark responsible to fix the leak. Mr. Obregon stated that we would and to also fix the floor in the mechanical room

that was damaged because of the water leak. Mr. Brian Baer cautioned that they should fix the leak first before the floor. Mr. Obregon acknowledged this.

Mr. Tabano then asked where the school was with Barone. Dr. Asmussen replied that she would discuss this at the executive meeting.

b. Resolution: Security bids at Queens

Pending renegotiation of contract term with Mutual security.

VI. Grants & Reports— Dr. Sara Asmussen

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen informed the board that both schools were approved for the ESSER grant. Therefore, the paver project can go forward at the Brooklyn school. Regarding the mechanical room on the rooftop to be authorized as classroom space, Dr. Asmussen stated that the school will need to get a land use attorney.

b. Consolidated Application updates

Dr. Asmussen reported to the board that all consolidated applications are approved.

c. Capital Funding and RESO

Dr. Asmussen reported that the Brooklyn school received 500K from the Brooklyn Borough President, Eric Adams. Therefore, the school will not be applying for the RESO grant. Queens will be applying for the RESO grant. Since the school does not own the Queens building, the school will not be able to apply for Capital funding.

Dr. Asmussen also informed the board that DYCD is looking to award the Queens school \$82K as opening funds. However, they want the school's insurance broker to sign off on an insurance form for year 2019.

VII. New Board Platform – Dr. Sara Asmussen

Dr. Asmussen informed the board that next month the board will be trained on how to use this new platform. The new platform will eliminate the need to send multiple emails regarding board business. Instead, all documents will be posted on the new platform for board members to check. This will include board minutes, bids, finance reports, the board bylaws, and all our policies and procedures and such.

Mr. Tabano asked what the platform was called and Dr. Asmussen replied that it was called Board Effects. Mr. Tabano also asked what the cost for the platform was and Dr.

Asmussen replied that it was 5K. Mr. Tabano remarked that it sounds like a good initiative.

VIII. Public Comment

No Public Comment was made.

IX. New Business

Mr. Tabano asked if there was any new business to be discussed. There was no new business.

X. Adjournment

Mr. Tabano asked if there was a motion to adjourn the February 2022 Board of Trustee meeting.

Motion: Mr. Brian Baer motioned to adjourn the February 2022 Board of Trustee meeting.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to adjourn the February 2022 Board of Trustee meeting at 11:30 A.M.

XI. Executive Session

Real estate issues were discussed.