

**Board of Trustees Meeting**

**Location:** New Dawn Charter High School, 760 Dekalb Avenue, Brooklyn, New York 11216 **Zoom Meeting (School Closed)**

**Date:** Tuesday, April 28, 2020

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

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Mr. Amit Bahl, Board Member, 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. Resolution: Minutes from March 24, 2020 board meeting**

**Motion:** Ms. Katharine Urbati motioned to approve the March 24, 2020 Board of Trustees minutes.

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

**Vote:** The board unanimously voted to accept and approve the March 24, 2020 Board of Trustees minutes.

**II. Resolution: Minutes from April 14, 2020 board meeting.**

**Motion:** Ms. Katharine Urbati motioned to approve the April 14, 2020 Board of Trustees minutes.

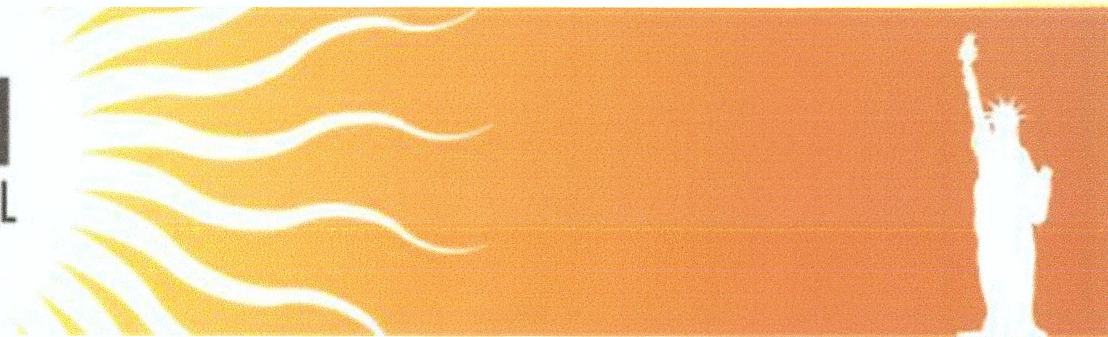
**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the April 14, 2020 Board of Trustees minutes.

**III. Financials – Mr. Steve Ramkissoon, Director of H.R. and Finance**

Mr. Steve Ramkissoon reported to the board that NDCHS added \$1.8M in assets. Additionally, to date, all payments are current to Benchmark. Mr. Steve Ramkissoon also added that he will come up with a schedule to determine cash flow for next year's budget. He also reported that there was a Profit and Loss reconciliation which determined \$715K in revenue for the Brooklyn school. Mr. Ramkissoon said that he will forecast the P&L for the next two months. Mr. Tabano asked if construction overruns would impact the





school's cash flow and what is the expectation. Mr. Steve Ramkissoon replied that he will get back to the board with an answer. Mr. Tabano asked, when can the board expect that answer. Mr. Steve Ramkissoon replied that he will have that answer in two (2) weeks. Ms. Urbati requested that Mr. Steve Ramkissoon provide the board with a breakdown of all unforeseen and un-projected expenses.

Mr. Steve Ramkissoon reported to the board, that as of this board meeting, the school has a profit margin of about \$268K. Fortunately, Mr. Steve Ramkissoon stated, the rent at the Queens school will be based on per pupil revenue. Ms. Katharine Urbati requested that Mr. Steve Ramkissoon provide the board with a breakdown of all expenses at the Queens School.

**A. Resolution: Board Financials**

**Motion:** Ms. Katherine Urbati motioned to approve the April 2020 financials.

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

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

**B. Benefit Discussion for Next School Year**

Mr. Steve Ramkissoon talked about the benefit packet for next year including Health insurance benefits, Flexible Spending Accounts, and 403B benefits. He indicated that more information will be made available to NDCHS employees over the course of the next few weeks. He also informed the board that the school's PPP application did not get processed this first attempt. Mr. Ramkissoon informed the board that he will be pushing to get it approved this second round of submissions.

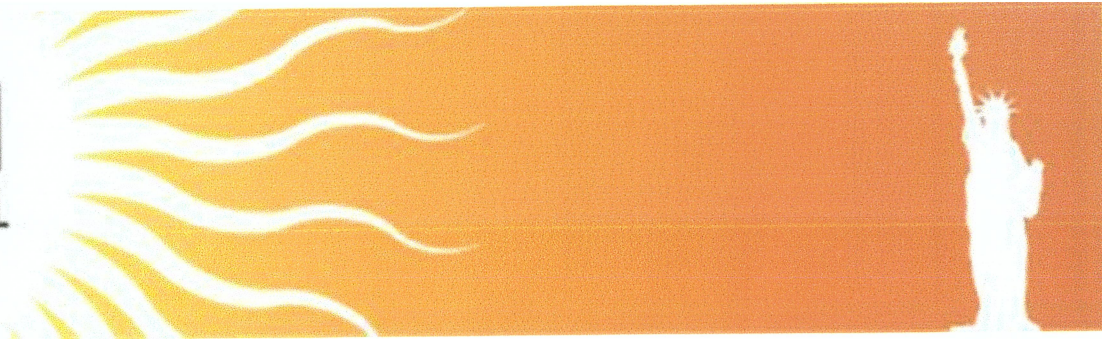
**C. HR Committee Update**

Mr. Ramkissoon gave board members a recap of the number of employees at both schools. Mr. Ramkissoon asked the board if he should pursue getting the school quotes from different insurance companies for the new school year. Mr. Tabano recommended that the schools stay with the company that it has now and knows. Ms. Urbati agreed and stated a pandemic is not a good time to switch insurance companies.

**D. Bond Presentation**

Mr. Ramkissoon reported that Q1 financial reporting is complete and it shows a project fund balance. At the end of the project, the school will be able to submit all paid invoices to the bond and be reimbursed for any costs we paid directly. As far as the construction budget summary, Mr. Steve Ramkissoon informed the board that the school still needs to pay approximately \$3M to Benchmark before completion of the project. Mr. Ramkissoon reported to the board that he believes the school will be within the projected budget by





the end of the project. Mr. Tabano asked Dr. Asmussen if the school found out the details concerning furniture. Dr. Asmussen replied that furniture costs are included in the construction budget. Ms. Urbati asked, how are non-budgeted items listed. Mr. Steve Ramkissoon replied that they are listed as un-funded items in the construction cost detail report.

**IV. Time Issues for Staff—Dr. Sara Asmussen, Executive Director**

Dr. Asmussen reminded the board that due to the COVID-19 crisis, staff lost vacation time including the Spring break. Therefore, she recommends that we seek remedies. She requested that the Board think about way in which to handle this issue, Mr. Tabano suggested that if there is a summer school session, that might be a way to compensate staff. Mr. Urbati asked if PPP can be used as a form of relief. Mr. Ramkissoon replied that possibly yes, but those funds would still be a loan.

**V. Facilities and Construction Update – Mr. Jose Obregon, Director of Operations/Dr. Sara Asmussen, Executive Director**

Mr. Jose Obregon reported to the board that construction operations at 242 Hoyt Street have completely resumed and that there is no shortage of workers at the construction site. Additionally, Mr. Obregon reported that there is still a security guard presence at both locations and cleaning crews are coming in twice a week to sanitize both schools.

Dr. Asmussen also reported that she is close to finishing lease negotiations with Growing Up Green (GUG) School. There will be an amendment to the lease and that includes the lease of the 3<sup>rd</sup> floor to GUG school. Dr. Asmussen reminded the board that NDCHS II will have to request co-location with a DOE school and be denied in order to get facility funding. After the rejection NDCHS II will be required to appeal in thirty (30) days.

**VI. School Reports**

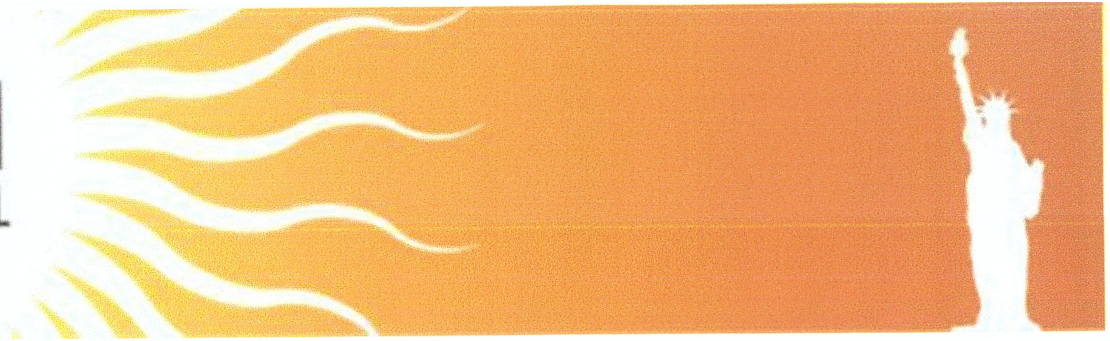
**A. Queens—Dr. Lisa DiGaudio, Principal, NDCHS II**

**1. Instructional Committee Update: Both Schools**

Dr. DiGaudio informed the board that she is reviewing the Danielson rubric using the State audit sheets which will be used by the NYSED during our online desk audit for our 3<sup>rd</sup> year visit. Further, she is looking to determine if any adjustments need to be made. Dr. DiGaudio is also looking at data trends and evaluating school wide performance.

**2. Queens Instruction Update**





Dr. DiGaudio reported to the board that Zoom lessons are in full swing. PD is happening with the staff and is focusing on forums and discussion boards. Ms. Emily Predmore, teacher at NDCHS II, is taking on the tech advisor role for NDCS and working at both schools now. Looking ahead, Dr. DiGaudio believes that all schools will remain closed for the rest of the year. Dr. DiGaudio informed the board that the school has identified at least fifty-five (55) students who need to borrow a Chrome Book to do online work. Ms. Urbati asked if students are not using Chromebooks properly can the school shut them down. Mr. Obregon replied that they can be shut down remotely. Ms. Jane Sun asked if the DOE was still letting students borrow computers. Dr. Asmussen replied yes, but only to students with IEPs. Finally, Dr. DiGaudio informed the board that she already has five (5) applicants for the next school year. The school is also posting the school application online using Google.

**3. Resolution: Queens Computer Loan Program**

**Motion:** Ms. Jane Sun motioned to approve the lending of Chromebooks to students at NDCHS II.

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

**Vote:** The board unanimously voted to accept and approve the lending of Chromebooks to students at NDCHS II.

**B. Brooklyn—Ms. Amanda Morton, Principal**

**1. Brooklyn Instruction Update**

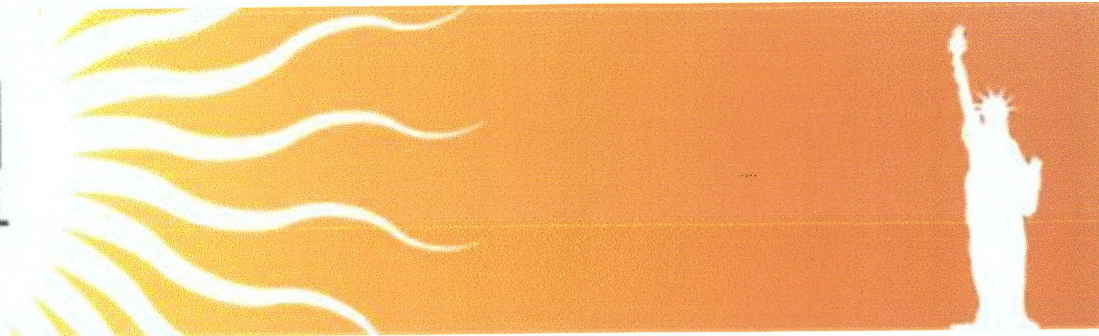
Ms. Morton reported to the board that instruction is continuing to take place online and packets are still being distributed at the school to students who have trouble with online lessons. Teachers are recording live Zoom lessons and placing them in folders on Jupiter. Ms. Morton reported that she is checking that lesson plans are being updated regularly and placed in online folders by the teachers. Ms. Morton is also checking for updates and completion at the end of each instructional period. Monday through Thursday Zoom lessons are being conducted. Teachers and mentors are told to reach out to students to make sure they can log in to classes. Ms. Morton is also conducting observations during Zoom classes using both Danielson and the State Rubric that is being used for the third year visit. Content Department meetings are being held every Friday to check instruction. Finally, Ms. Morton informed the board that a survey is being conducted to determine which students need to borrow a Chromebook to participate in online instruction.

**2. Resolution: Brooklyn Computer Loan Program**

**Motion:** Ms. Katherine Urbati motioned to approve the lending of Chromebooks to students at NDCHS.

**Motion Seconded:** Mr. Amit Bahl seconded the motion.





**Vote:** The board unanimously voted to accept and approve the lending of Chromebooks to students at NDCHS.

**VII. Potential Funding—Dr. Sara Asmussen, Executive Director**

**A. Center Funding for Computers**

Dr. Asmussen informed the board the school applied for the grant but did not get approved.

**B. Teacher & School Leader (TSL)**

Dr. Asmussen informed the Board that we are going to apply to this since New Dawn's entire HR model is based on PICCS which was a TSL grant. We need to decide which of two companies to go with moving forward.

**C. Stimulus Grant through SUNY**

Dr. Asmussen informed the board that NDCS will apply for this grant after discussing our eligibility with John Flack from SUNY. We did not think we were eligible due to our CSI status but he assured us we were.

**C. Walton Funding**

Dr. Asmussen informed the board that NDCS was awarded the grant and that \$20K will go to Queens.

**VIII. Compliance Reports Due to NYSED & NCY DOE**

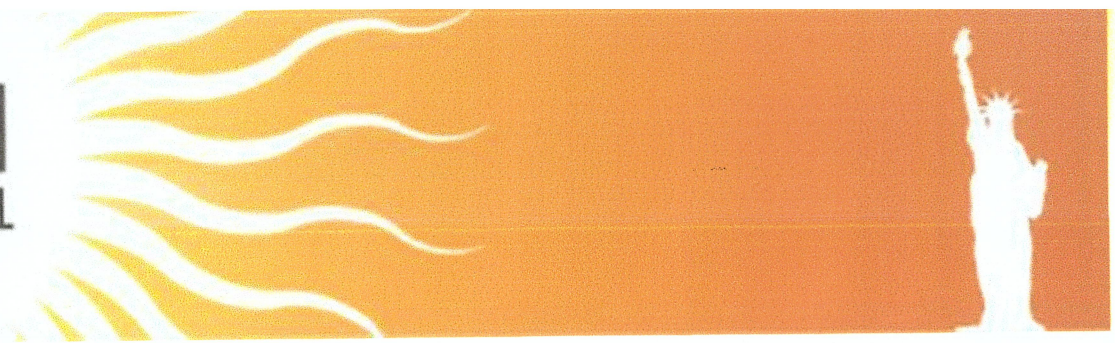
**A. Invoicing**

Dr. Asmussen reported that Invoices went through. However, she cautioned the board that reconciliation might be more difficult this year. She and Ms. Lobato were told by the NYC DOE that they both needed to be available over the summer to be able to complete reconciliation. Since New Dawn is in session during the summer and the auditors are always in the building in August, this is not a problem. Both will be here.

**B. Update of Year 3 Renewal Documents**

Dr. Asmussen reported to the board that there are no changes or updates in this area. Further, Dr. Asmussen confirmed that all information required by the State was submitted.





**IX. Adjournment**

The Board of Directors meeting adjourned and 4:00 P.M. Next meeting will be May 12, 2020 at 3:00 PM.