

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.

August 2022 Board of Trustees Meeting Minutes

New Dawn Charter Schools Board of Trustees

**Tuesday, August 16, 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. Ramkissoon, Director of Finance and HR, NDCS, Ms. Emily Predmore, Data Specialist, NDCS

I. Agenda

Resolution: August 2022 Agenda

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

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

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the August 2022 Board of Trustees meeting agenda.

II. Minutes

Resolution: July 13, 2022, board minutes

Mr. Tabano asked if there was a motion to accept and approve the July 13, 2022, board minutes.

Motion: Ms. Jane Sun motioned to accept and approve the July 13, 2022, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian seconded the motion.

Vote: The board voted unanimously to accept and approve the July 13, 2022, Board of Trustees meeting minutes.

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

a. Resolution: Monthly Financials

Mr. Ramkissoon informed the board that the July financials were not ready yet and that his report included only the June 2022 financials. Subsequently, he reported that the Brooklyn school was doing well and maintains a positive cash flow that is higher than projected. This positive cash flow was maintained with 252 students enrolled. He asked if there were any questions. The board members agreed that it was a good report and had no questions.

For the Queens school, Mr. Ramkissoon reported that despite having only 218 students enrolled, the school came close to meeting the revenue projections. Mr. Ramkissoon also stated that the revenue may be even higher since there were a few students who were since recently enrolled. Dr. Asmussen confirmed that after enrollment numbers and billing are reconciled, the DOE owes both schools approximately \$100K.

Mr. Ramkissoon asked the board members if there were any questions regarding the June 2022 financials. There were no questions. Mr. Tabano then asked the board members if there was a motion to accept the June 2022 financials.

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

Motion Seconded: Ms. Jane Sun seconded the motion.

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

After the resolution, Ms. Urbati remarked that given the challenges that everyone has faced the last couple of years, she is impressed that both schools continue to be on

target in meeting their financial goals and objectives. She thanked the staff of NDCS for their challenging work and success.

Mr. Ramkissoon confirmed that the auditors will be physically on site in Brooklyn for the yearly audit. He also stated that the auditors have already submitted a list of student records that they will review. Additionally, they will be provided with all the financial records that they need to conduct the annual audit.

b. Resolution: Contracts

Copy Machine Contract for Brooklyn School. Mr. Ramkissoon reported that he was able to get a medium-size copy machine contract for approximately \$180/month versus the \$900/month lease that the school recently let expire. He reported that with the new copy machine, users will have to come to the copy machine to release their print jobs. This will save paper and money. Mr. Tabano asked the board if there a motion to accept and approve the new copy machine contract.

Motion: Ms. Katharine Urbati motioned to accept and approve the new copy machine contract.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the new copy machine contract.

National Training Network Contract for both schools. Mr. Ramkissoon informed the board that this contract needed to be renewed and needed board approval. Dr. Asmussen explained to the board that this program included an embedded and onsite visit for several days from the program to assist Math teachers. NDCHS has been using this program for approximately five (5) years. Mr. Tabano asked the board if there was a motion to accept and approve the renewal of this contract.

Motion: Ms. Katharine Urbati motioned to accept and approve the National Training Network contract for both schools.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the National Training Network contract for both schools.

Accounting Solutions Contract. Mr. Ramkissoon reported that Accounting Solutions' annual fees increased by 5K. However, he believes that they have done an excellent job and should be renewed. Ms. Urbati asked if the school experienced any issues with Accounting Solutions in the past. Dr Asmussen confirmed that the school has not and that the accounting firm has been very consistent over the last several years. Dr. Asmussen confirmed that Accounting Solutions' fees are also much better than other accounting firms. Mr. Tabano asked the board members if there were no objections if there was a motion to accept and approve the Accounting Solutions contract.

Motion: Ms. Katharine Urbati motioned to accept and approve the Accounting Solutions contract for both schools

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the Accounting Solutions contract for both schools.

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

a. Staff Hiring— Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that both the Brooklyn and Queens school have staff vacancies. There were five (5) vacancies in Brooklyn and six (6) in Queens. Currently, the Brooklyn school has hired three teachers including a science teacher. Mr. Ramkissoon will send out an offer letter to a social studies teacher for Brooklyn. The Queens school was able to hire one teacher and there remains five additional vacancies that need to be filled. Additionally, Mr. Ramkissoon informed the board that Ms. Fabiano will not return to NDCS. She was scheduled to be the Director of Student Services. Nonetheless, Mr. Ramkissoon indicated that recruiting efforts will continue to fill the remaining vacant positions. Mr. Tabano remarked that it is difficult getting new teachers in view of the nation-wide teacher shortage and the number of people leaving the profession.

Dr. Asmussen informed the board that NDCS was able to recruit two culinary instructors who will set up the CTE program, the curriculum, and the Queen's kitchen. Additionally, she reported to the board that in the schools' internship program, everyone, except one person, is new in that program. Dr. Asmussen stated that she believes that they are fabulous people.

Mr. Tabano asked Mr. Ramkissoon if he knew where staff that left went. Mr. Ramkissoon stated that he believes that those personnel took other positions closer to home and especially if they lived in Long Island. Dr. Asmussen also informed the board that one of the Brooklyn school's long-time teachers moved back to Texas.

b. Student Performance—Dr. Sara Asmussen

Dr. Asmussen reminded the board members that she emailed the outcomes. She also reminded the board members that this is the first time since 2019 or January 2020 that the Regents exams were administered. Dr. Asmussen also stated that since Regents results and outcomes are embargoed, details of outcomes, results, etc. will not be included in the transcribed minutes.

V. Facilities— Mr. Jose Obregon, Director of Operations

Mr. Tabano spoke about the Barone management proposal of constructing a space in front of the building instead of proceeding with the roof project as agreed to by both parties in the lease. Mr. Tabano stated that this proposal was not acceptable and asked the board members if they agreed with him. All the board members agreed that the roof project should proceed as agreed to in the lease and that building a space in front of the building for recreational purposes was not safe or acceptable.

Mr. Brian Baer suggested that the board formally vote in favor of continuing with the roof project and oppose the construction of a recreation area in front of the school as Barone management proposed. Ms. Urbati also stated that Barone needed to address several safety issues that still needed to be fixed on the roof. Mr. Brian Baer asked Dr. Asmussen if the use of the roof was part of the lease agreement and Dr. Asmussen confirmed that it is.

Mr. Brian Baer then made the following motion:

Motion: NDCS will not accept Barone's proposal to create a recreational area in front of the school and will hold Barone accountable for what is in the lease agreed to by both parties.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to not accept Barone's proposal to create a recreational area in front of the school and will hold Barone accountable for what is in the lease agreed to by both parties.

Mr. Tabano asked Dr. Asmussen to inform Mr. Scott Baron of the board's decision.

VI. Grants & Reports— Dr. Sara Asmussen

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

Dr. Asmussen reported to the board that she sent both annual reports to the board members. There is minor change from last year's report. Dr. Asmussen reported that on November 1 there will be a budget audit for both schools. Mr. Tabano asked if there were any questions or concerns regarding the annual reports for both schools. There were no questions or concerns. Mr. Tabano asked the board members if there was a motion to accept and approve the Queens annual report.

a. Resolution: Queens Annual Report

Motion: Ms. Jane Sun motioned to accept and approve the NDCHS II annual report.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCHS II annual report.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Brooklyn school annual report.

b. Resolution: Brooklyn Annual Report

Motion: Ms. Jane Sun motioned to accept and approve the NDCHS annual report.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCHS annual report.

VII. Policies and Procedures

Mr. Tabano informed the board that the state has asked schools to revise certain policies and procedures. He asked Dr. Asmussen to explain the changes that the state is looking for the school to implement. Dr. Asmussen explained to the board that the state has directed that the school reinstate some of the policies that are incorporated in the documentation that she sent the board members. The authorizer also wants to make sure that these changes are implemented right away instead of December 2022 as previously directed. The authorizer also wants NDCS to redo the discipline policy. Dr. Asmussen informed the board that Ms. Lobato is working with the school's attorney to get this accomplished. Thus far, all changes were reviewed by Ms. Lobato, Dr. Asmussen, and the school attorney. The four policies below will be submitted once the Board approves them. The discipline policy will not be ready until September 2022 and Mr. Giovine stated that September 2022 was acceptable.

Mr. Tabano asked the board members if there was a motion to accept and approve the bylaws for the school.

Motion: Ms. Jane Sun motioned to accept and approve the NDCHS bylaws.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCS bylaws.

Mr. Tabano asked if there was a motion to accept and approve the parent/student handbook.

Motion: Ms. Katharine Urbati motioned to accept and approve the NDCS parent/student handbook.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCS parent/student handbook.

Mr. Tabano asked the board members if there was a motion to accept and approve the NDCS grievance policy

Motion: Ms. Katharine Urbati motioned to accept and approve the NDCS grievance policy.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCS grievance policy

Mr. Tabano asked the board members if there was a motion to accept and approve the NDCS enrollment/admissions policy.

Motion: Ms. Katharine Urbati motioned to accept and approve the NDCS enrollment/admissions policy.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the new NDCS enrollment/admissions policy.

VIII. New Business

Mr. Tabano asked Dr. Asmussen about any future changes in NYS Education Department's leadership. Dr. Asmussen stated that she believes that certain individuals will move on to distinct roles. Dr. Asmussen also indicated that the individual will be invited to the school and welcomed. Mr. Tabano also stated that he is confident that whatever personnel changes are made at the NYSED, NDCS will work closely with whoever is designated to work with the school.

Dr. Asmussen stated that the board will need another board member. Ms. Urbati stated that she knows of someone who is an attorney and may be interested in joining the board. Ms. Urbati will contact that person and follow up.

IX. Public Comment

No public comment was made.

X. Adjournment

The board members agreed that the next board meeting will be held on September 27, 2022, at 11:00 A.M.

The board meeting adjourned at 11:45 A.M.