

**Board of Trustees Meeting**

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

**Date:** Tuesday, September 24, 2019

**Time:** 3:30 P.M.

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Treasurer, and Mr. Amit Bahl, Board Member

Board Member Absent: Ms. Katharine Urbati

**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. Jose Obregon, Director of Operations, NDCS, Mr. Digant Bahl from Accounting Solutions called in.

Mr. Tabano called the meeting to order at 3:30 P.M.

**I. Good News Announcement & Meet New Staff**

New Staff Members from New Dawn Charter High School Brooklyn introduced themselves to the board. The new staff members included Ms. Janisha Crawley, Mr. Alexis Garraway, and Mr. Robert Salisbury. The board members welcomed and wished the new staff members well at New Dawn Charter High School.

**II. Resolution: Minutes from August 2019 Board Meeting.**

**Motion:** Ms. Jane Sun motioned to approve the August 2019 board minutes.

**Motion Seconded:** Mr. Amit Bahl

**Vote:** The board unanimously voted to accept the August 2019 board minutes.

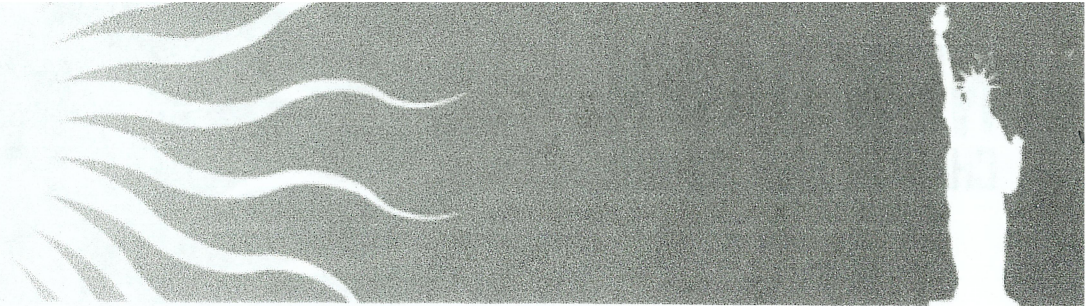
**III. Financials**

**A. Resolution Board Financials.**

Ms. Jane Sun pointed out a discrepancy in the Financial report and Mr. Digant Bahl indicated that he would make the necessary correction. Notwithstanding the discrepancy in the report, the board moved as follows:

**Motion:** Mr. Amit Bahl motioned to approve the August 2019 financial report.





**Motion Seconded:** Ms. Jane Sun

**Vote:** The board unanimously voted to accept the August 2019 financial report.

### **B. To/From Report**

#### **Resolution: Accounting Solutions Contract**

**Motion:** Mr. Amit Bahl motioned to approve and accept the Accounting Solutions contract for the 19-20 School Year.

**Motion Seconded:** Ms. Jane Sun

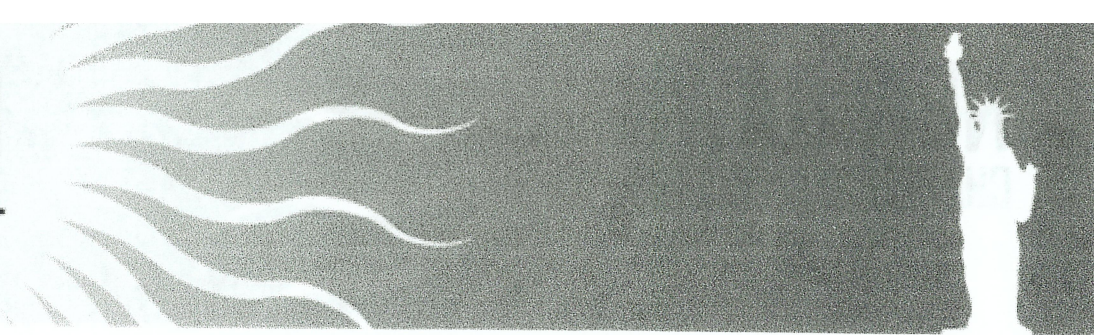
**Vote:** The board unanimously voted to approve and accept the Accounting Solutions contract for the 19-20 School Year.

### **C. Update on Audit**

Mr. Digant Bahl from Accounting Solutions reported that the 18-19 school year books were now closed. He further stated that the auditors are still working on open items. Additionally, he indicated that the audit has passed the manager review level and the auditors will be submitting to auditing firm partners for final review. Mr. Bahl then proceeded to introduce Mr. Juned Haque who replaced Ms. Rasheeda Jackson that worked onsite at the school for Accounting Solutions. Mr. Bahl confirmed that he met with Dr. Asmussen, Mr. Ramkissoon, and Mr. Haque to review the proper coding procedures for both schools as different books were now established for each individual school. Mr. Bahl also confirmed that most of the accounting systems were now in place for both schools. He explained that the consolidated balance sheet showed \$4.8M in available cash for both schools. NDCHS Brooklyn held \$4M in cash reserves and NDCHS II has \$800,000. in cash reserve. Mr. Digant Bahl also reported that there is nothing in the financial audit report that is alarming or of concern. Mr. Bahl informed the board that updates are required for student enrollment and staff vacancies.

Mr. Tabano, Board Chairperson, asked Mr. Ramkissoon how the board can be sure that both schools are being funded correctly. Mr. Ramkissoon responded that he is continuing to make sure that all orders are being checked to make sure that the schools are receiving what they ordered. Both Mr. Tabano and Amit Bahl stated that they had not received any checks to be signed lately. Mr. Tabano stated that he was concerned that the schools' financial obligations were not being met on a timely basis. Mr. Tabano also reminded Mr. Ramkissoon that there should not be any electronic check transfers initiated. Mr. Ramkissoon responded that he will create a voucher that will indicate payments issued by both schools. Mr. Tabano stated that the board needs to see something that schools are caught up with all outstanding financial obligations. Mr. Digant Bahl stated that, if needed, he could provide a person to make sure that both schools are current.





#### **IV. Facilities**

##### **A. Resolution: Chrome books for Brooklyn**

Mr. Jose Obregon presented the board with three Chromebook purchase proposals and recommended that the board accept the Staples Business Solutions proposal. The board moved as follows:

**Motion:** Mr. Amit Bahl motioned to approve and accept the Staples Business Solutions' proposal for the purchase of thirty (30) chrome books and one cart for the Brooklyn school.

**Motion Seconded:** Ms. Jane Sun

**Vote:** The board unanimously voted approve and accept the Staples Business Solutions' proposal for the purchase of thirty (30) chrome books and one cart for the Brooklyn school.

##### **B. Update on Queens' Lease**

Dr. Asmussen informed the board that Barrone Management is looking to install new AC units at the Queens school. Barrone Management will pay for the units and the installation. Additionally, Barrone is considering taking off \$2K per month off the rent fees to supplement the cleaning contract costs at the Queens school to comply with the lease agreement.

##### **C. Updates on Right of Access for 242 Hoyt Street**

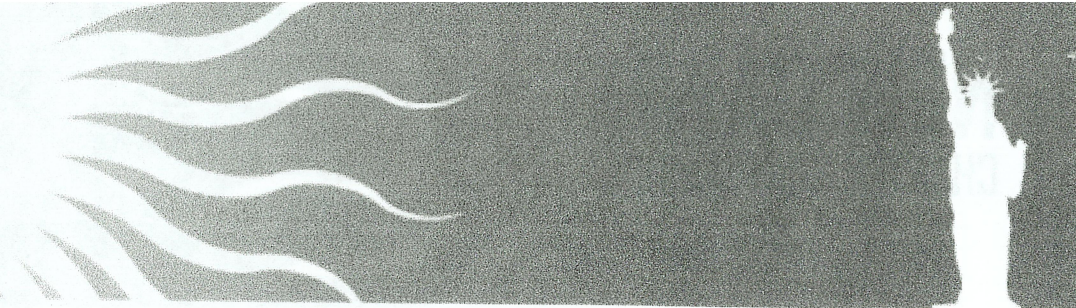
Dr. Asmussen reported to the board that one of the property owners next to the school building at 242 Hoyt Street is asking \$5K per month to allow access to his roof. Mr. Ron Tabano stated that this was a hyper-inflated number and that he spoke to Brian Baer, the owner's representative for the school's construction project, and asked him to offer not more than \$500 per month that can possibly be increased to \$750. per month.

##### **D. Update on Dekalb Avenue**

Mr. Jose Obregon informed the board that the landlord is installing electric heaters in the classrooms since the boiler is not functioning as it should. Mr. Tabano asked Mr. Obregon to find out who's paying for the additional electricity that will be used.

##### **E. Updates on 242 Hoyt Street**





On Thursday of the following week, the building at 242 Hoyt Street will be accessible since asbestos abatement phase will be completed.

## **V. Staff Development**

### **A. Staff Vacancies at NDCHS Queens**

Dr. Lisa DiGaudio reported that the Queens school is fully staffed at this time.

### **B. Staff Vacancies at NDCHS Brooklyn**

Ms. Amanda Morton reported that the school is seeking a Science Teacher and there is an interview scheduled for the vacancy next week.

## **VI. Programmatic Updates**

### **A. Recruitment efforts (NDCHS Brooklyn)**

Ms. Amanda Morton reported that student enrollment is at 283 and the home visit team led by Mr. Mike Wolf is still going out and having success in retrieving students that are not attending regularly. Mr. Steve Ramkissoon also reported that the school is on track by offering competitive staff salaries.

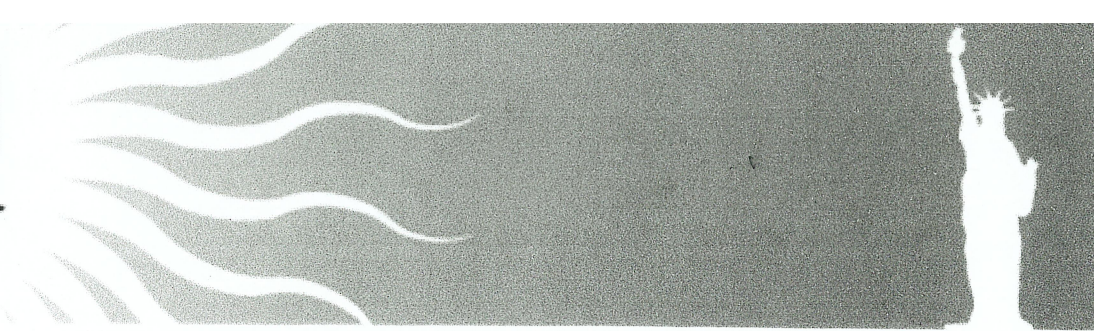
### **B. Recruitment efforts (NDCHS Queens)**

Dr. Lisa DiGaudio reported that since the last board meeting, the school has recruited fifteen (15) new students of which thirteen (13) are SPED students. The school will bill accordingly next billing cycle. Mr. Tabano asked Dr. DiGaudio what can be done to mitigate student loses. Dr. DiGaudio responded that the school is still reaching out to other schools for potential students and that she was informed that on this day of the board meeting, two (2) new students were enrolled. Dr. Asmussen also informed the board that the Queens school is still a bit low on enrollment but is doing fine. Dr. Asmussen also informed the board that NDCHS will not bill the Queens school for any services until enrollment further increases. Dr. Asmussen also informed the board that the Brooklyn school is having difficulties getting some students who attended at the Hoyt Street location to come to Dekalb.

### **C. Attendance and Billing (NDCHS Brooklyn)**

Attendance at NDCHS Brooklyn is adequate.





**D. Attendance and Billing (NDCHS Queens)**

Attendance at NDCHS Queens is adequate.

**VII. New Business**

Dr. Asmussen informed the board that three (3) staff members resigned their positions since the last board meeting. One of those staff members moved to Texas.

**VIII. Adjournment.**

The Board meeting was adjourned at 4:20 P.M.

**IX. Executive Session**

Meeting was called back to order at 4:35 p.m. Mr. Tabano requested a motion pertaining to the discussions held about the HEDI increases for staff discussed during the Executive Session.

**Motion:** Ms. Jane Sun motioned to approve the HEDI increases to salaries which are based on student outcomes and classroom observations.

**Motion Seconded:** Mr. Amit Bahl

**Vote:** The board unanimously voted to approve and pay the HEDI increases.

The meeting was adjourned at 4:40 p.m.