

Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: Tuesday, May 26, 2020

Time: 3:30 P.M.

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

Board Members Absent: Mr. Jonathon Carrington, Board Member. Mr. Amit Bahl, Board Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of H.R. and Finance, NDCS

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

I. Resolution: April 28, 2020 Minutes

Motion: Ms. Jane Sun motioned to approve the April 28, 2020 Board of Trustees meeting minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the April 28, 2020 Board of Trustees meeting minutes.

Resolution: May 12, 2020 Minutes

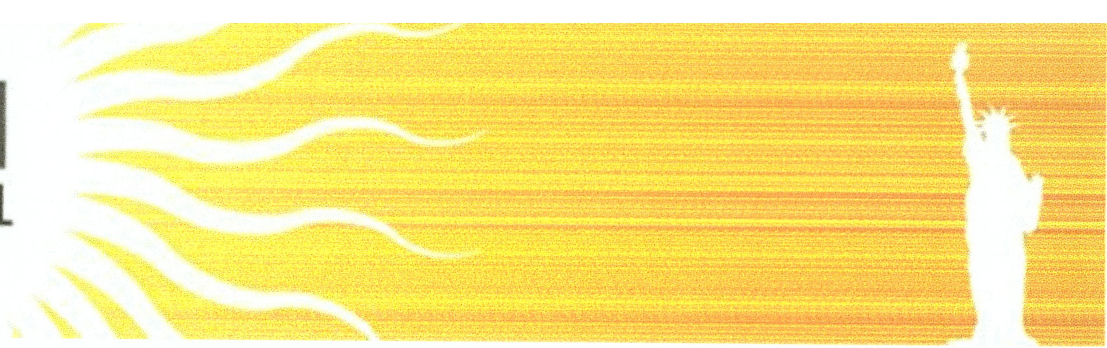
Motion: Ms. Katharine Urbati motioned to approve the May 12, 2020 Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the May 12, 2020 Board of Trustees meeting minutes.

II. Financials—Mr. Steve Ramkissoon, Director of HR and Finance

Mr. Steve Ramkissoon reported that the Profit and Loss (P&L) report for the Brooklyn school was \$231K and \$260K for the Queens school. The Queens school revenue was higher this reporting period as a result of the deferred rent. Mr. Tabano asked Mr. Ramkissoon that for oversight purposes, not to include deferred rent credit so it does not



affect the numbers reported. Additionally, Ms. Urbati recommended to have the deferred rent credit included as a note, so the numbers are not affected. Mr. Ramkissoon reported to the board that the Queens school was going to do better overall than originally projected. Mr. Tabano stated that the Queens school will be able to reimburse the Brooklyn school for services rendered. Additionally, Ms. Urbati asked Mr. Ramkissoon what the projected deferred rent will be in the next few months. Mr. Ramkissoon replied that he will get back with an answer. Ms. Urbati also stated that the deferred rent credit should go down.

Mr. Ramkissoon also reported that the Brooklyn school dropped FTE enrollment from 335 students assigned to 294 students as of this report. However, he verified that the Brooklyn school is doing much better in assigned SPED students than originally projected. Mr. Ramkissoon also informed the board that \$406K was projected for the next three months but only \$303K will be recorded as revenue. Mr. Ramkissoon further informed the board that energy costs totaled \$107K at the 242 Hoyt Street location which were unexpectedly high and affected revenue. Mr. Ramkissoon also stated that the Brooklyn school expenses are still consistent and there is not much change since there are no extra expenses, benefits or payroll costs aside from what he noted above.

A. Resolution: Financials for April 2020

Motion: Ms. Katharine Urbati motioned to approve the Financials for April 2020

Motion Seconded: Mr. Ron Tabano seconded the motion.

Vote: The board unanimously voted to accept and approve the Financials for April 2020

B. Queens 2020-2021 Budget

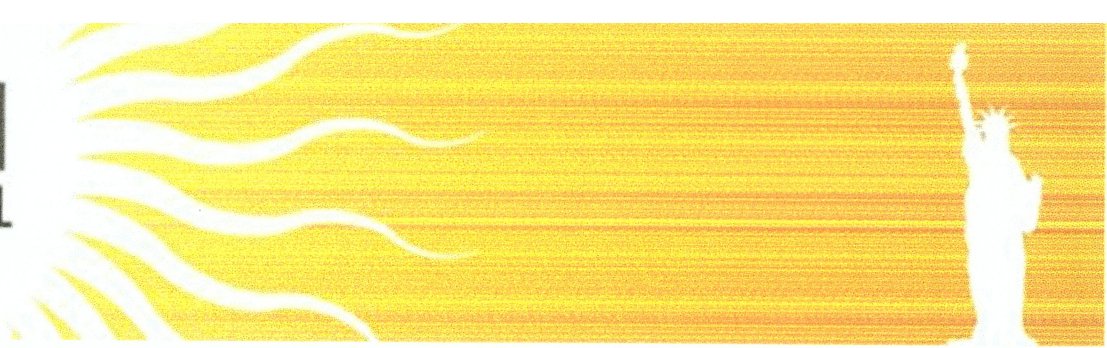
Mr. Steve Ramkissoon briefly discussed the 2020-2021 budget and stated that he will have a more detailed report next board meeting. What is expected is a 20% increase in instructional staff as the school adds more staff as it continues to grow.

C. Brooklyn 2020-2021 Budget

As with the Queens school, Mr. Steve Ramkissoon briefly discussed the 2020-2021 budget and will have a more detailed report next board meeting. It is expected that health benefit costs for NDCHS will increase by 11-12% since NDCHS is a small organization compared to other large corporations.

III. End of Year Staff Benefit Update—Sara Asmussen, Executive Director

A. Use of PPP



Dr. Asmussen informed the board that since PPP was approved for NDCHS, we will be able to move forward and hire the staff scheduled to be terminated when contracts expire. The two current Aspiring Teachers will not be terminated, one will fill a position as an ELA Teacher the other as the ELL Teacher. She further reported that there would be no layoffs or terminations as a result of budget deficits due to the PPP approval. These monies also allow us to continue with the new position which was created due to the school closure, that of the Remote Instruction Specialist.

Ms. Urbati asked Dr. Asmussen if there is an enrollment projection. Dr. Asmussen stated that the Brooklyn school lost approximately thirty (30) students due to the move from Hoyt Street to Dekalb Avenues. Additionally, if the school were not closed due to the pandemic, Dr. Asmussen believes that there would be an additional 48 students enrolled. Mr. Ramkissoon further added that PPP funding will allow the school to fund the positions that Dr. Asmussen spoke of.

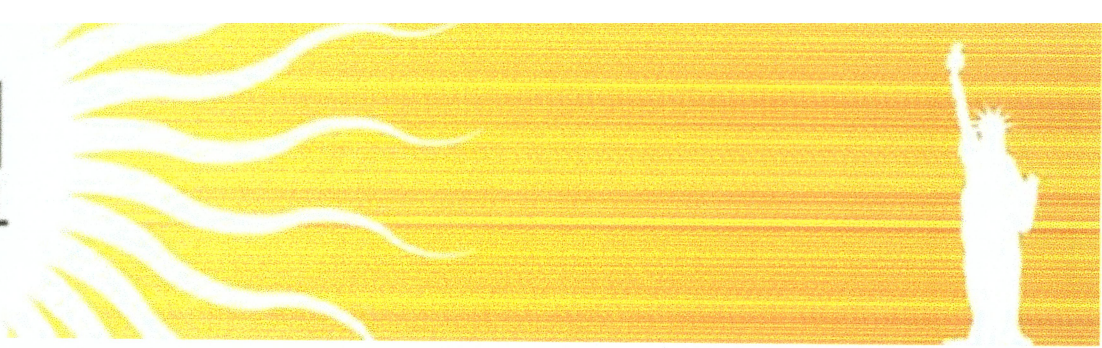
B. Plan for HEDI Scores—Dr. Sara Asmussen, Executive Director

Dr. Asmussen informed the Board that we would have to change our compensation plan for this year. There is enough data from the fall semester to calculate these numbers but there will be no data for spring semester due to COVID. Dr. Asmussen further stated that Dr. Lisa DiGaudio and Ms. Amanda Morton, Principals of NDCHS Queens and NDCHS Brooklyn, regularly observe ZOOM classes and use the NYSED evaluation template; however, this was not included in the compensation plan and there has to be some refinement of the practice. Further, at this time the schools cannot do Scantron. Scantron and Regents exams account for 40% of the teachers' compensation and since both tests are cancelled the Compensation Committee must develop a secondary plan for this year.

Mr. Ron Tabano stated that if the schools have performance data before the crisis, it can also consider that data. Dr. Asmussen also stated that it is clear, as you look at student results and which are the students who are logging into their ZOOM classes, which teachers are doing better. Additionally, Dr. Asmussen also informed the board that she is continuing to do data analysis that will clearly show who are the teachers that are going above and beyond. Dr. Asmussen stated that she will have that data by August.

C. Increases for Entire School

Dr. Asmussen stated that the board has historically approved a basic increase in the past. For planning purposes, Dr. Asmussen informed the board that COLA has increased between 1.2% and 2.4% this year. Dr. Asmussen also informed the board that staff is getting anxious about employment renewals and she would like to get out the new



employment agreements to staff in the next two (2) weeks. Mr. Tabano asked for a Board resolution regarding a basic salary increase for the next school year.

Resolution: Basic salary increase for the upcoming school year.

Motion: Jane Sun motioned to approve a 2% salary increase for the entire staff at NDCHS for the upcoming school year.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve a 2% salary increase for the entire staff at NDCHS for the upcoming year.

D. Board 403B Matching

Dr. Asmussen informed the board that a decision and a vote was needed for the matching of retirement funds for employees. Mr. Tabano asked that a proposal be sent to the board for review for a decision at the next June 2020 Board of Trustee meeting. Mr. Steve Ramkissoon stated that he will find out what the market trends are and what the Board has done historically.

IV. Facilities – Mr. Jose Obregon, Director of Operations

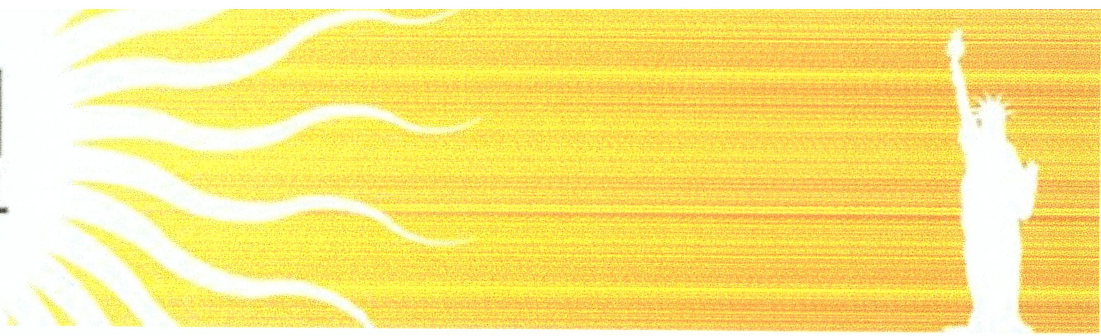
A. Construction & Maintenance

Mr. Obregon reported to the board that the roofing at the 242 Hoyt street location will be completed by the end of this week and that a NYC Dept. of Buildings inspection is scheduled for next Monday. Additionally, once the roof coping is completed, the guard rail and the additional security/safety fencing will be installed. Mr. Tabano asked Mr. Obregon to talk to Mr. Brian Baer, the owner's rep, about getting a better price for any additional fencing to be installed. Additionally, Mr. Obregon stated that MSP will be adding an additional phone line for the elevator and Fire alarm to cut down on costs. Finally, in respect to the construction site, alarm drawings are still at the FDNY offices and we are still waiting for the approval.

Insofar as the Queens and Dekalb Avenue locations, Mr. Obregon informed the board that there are no significant issues at this time at either location.

B. Condo Conversion Queens—Sara Asmussen

Dr. Asmussen informed the board that she is confident that Mr. Scott Barone, owner of the Queens property, will renovate the new space as agreed. Dr. Asmussen informed the board that the attorneys do not want to proceed until the separation of the tax lot is



completed. Notwithstanding the tax lot issue, Dr. Asmussen informed the board that she does not believe that any leverage is necessary at this time and we should move forward with the completion of the paper work needed for the Condo Conversion, which includes the creation of Friends of New Dawn. This will save the school millions of dollars over the years. Dr. Asmussen recommended that NDCHS move toward the conversion.

Resolution: Approve the start of paperwork for the Condo Conversion at the Queens school

Motion: Ms. Jane Sun motioned to approve the start of the Condo Conversion paperwork for the Queens school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the start of the Condo Conversion paperwork for the Queens school.

V. Updates—Dr. Sara Asmussen, Executive Director

A. Resolution: TSL

Dr. Asmussen informed the board that CEI is proposing to reestablish the PICCS grant and that both the Queens and Brooklyn school would like to participate. The Brooklyn school will be a “Mentor” school and the Queens school would be a “New” school. Dr. Asmussen informed the board that she and Dr. Lisa DiGaudio will be involved in the development of the grant. New Dawn Charter High School is based on the PICCS model.

Resolution: Accept and approve the signing of the MOU to participate in the PICCS Grant

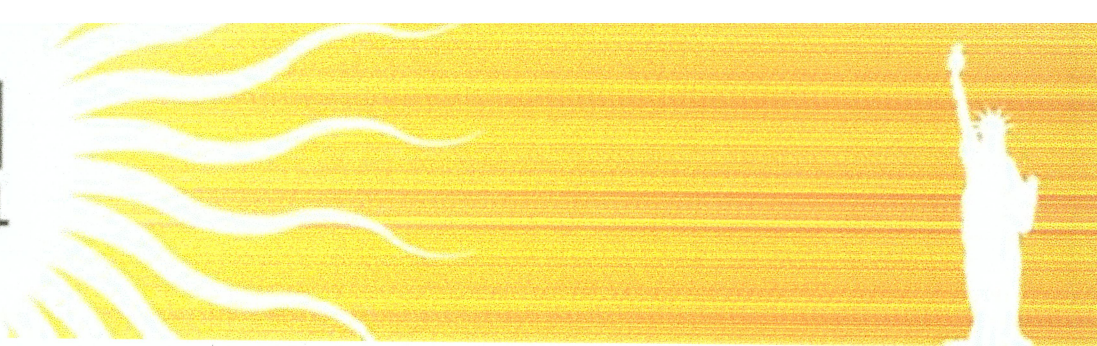
Motion: Katharine Urbati motioned to approve and accept PICCS participating and signing of the MOU.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve participating in the PICCS grant and signing the MOU.

B. Resolution: Digitalized Curriculum

Dr. Asmussen informed the board that Perf Plus, the platform that the schools are currently using, is going out of business since it was brought out by PowerSchool. Dr. Asmussen further informed the board that Perf Plus has its limitations. For example, it does not allow the reviewer of lesson plans to make comments on the lesson plans. This creates an additional step and more work. Dr. Asmussen informed the board that Dr.



DiGaudio and Fara Badrieva, Lead Teacher, both recommend Chalk since it is aligned with New York State Standards. Three bids were assessed.

Resolution: Accept and approve Chalk

Motion: Katharine Urbati motioned to accept and approve Chalk.

Motion Seconded: Mr. Ron Tabano seconded the motion.

Vote: The board unanimously voted to accept and approve Chalk.

VI. Update on NYSED Charter School Office 3rd-Year Visit

Dr. Asmussen reported to the board that the interaction with the admin staff and the NYSED team of Paolo Giovine and Susan Megna went very well. There was a survey conducted in which all the school's teachers participated, but those results will not be shared with the school but overall we were told the responses were overall quite positive. Dr. Asmussen informed the board that one weakness that was noted was student attendance based on fourteen (14) of twenty (20) staff who responded to the survey. However, Dr. Asmussen indicated to the board that the school has data supporting student attendance. Mr. Tabano reported that he felt the Board interview went very well also. Ms. Urbati asked Dr. Asmussen to please share the Brooklyn and Queens questionnaire when she gets a chance. Dr. Asmussen stated to the board that the State visit reminded us what we need to be focused on and the areas that need improvement. With the school closure and dealing with the pandemic, this was a wonderful opportunity to further our thinking around vision and mission into a virtual world.

VII. New Business

The next board of trustees meeting will be on June 9, 2020 at 3:00 P.M.

VIII. Adjournment

The board adjourned at 4:30 P.M.