

Board of Trustees Meeting

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, New York 11217

Zoom Meeting

Date: November 24, 2020

Time: 3:00 P.M.

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

Board Members Absent: N/A

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance and HR, NDCS, Mr. Zach Flory, Principal, NDCHS II, Ms. Donna Lobato, Principal, NDCHS, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, NDCS, Mr. Kevin Benoit, College and Career Manager, NDCHS, Ms. Marissa Disla, College and Career Manager, NDCHS II, Ms. Nazli Askin, Data Specialist, NDCS

Mr. Tabano, Chairperson, called the meeting to order at 3:00 P.M.

I. Resolution: October 27, 2020 minutes

Motion: Ms. Katharine Urbati motioned to approve the October 27, 2020 Board of Trustee meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the October 27, 2020 Board of Trustee meeting minutes.

II. Financials—Mr. Steve Ramkissoon – Director of Finance and Human Resources

Mr. Ramkissoon clarified to the board why revenue was overstated in the last financial report and how it was reduced this reporting period to compensate the overage. Mr. Ramkissoon also explained to the board the number of students currently assigned to the schools and how those numbers translated into the reported per pupil revenue and explained the adjustments made on the current report that reflect actual revenue. Ms. Urbati asked if monthly estimates can be accomplished more accurately and Dr. Asmussen replied that at the beginning of the fiscal year, invoices are submitted with numbers that reflect close to a full capacity enrollment. Ms. Urbati asked Mr.



Ramkissoon that next year, a footnote be included in the monthly report to reflect when revenue is being projected just to maintain clarity. Also, Dr. Asmussen mentioned that the COVID-19 situation made the initial projection a little more challenging. Mr. Ramkissoon assured the board that at the end of the year the school will reconcile accurately with the city. Ms. Katherine Urbati stated that she understood how the numbers are projected and if they reflect an accurate report of where the schools stand financially, she is fine with whatever reporting method Mr. Ramkissoon chooses. Next, Mr. Ramkissoon presented a five (5) year history of the school's revenue.

For the Brooklyn school, he reported that the net income is still in the positive and the school is doing well. In response to Ms. Urbati's question regarding the increase in the "Other" expenses line for the Brooklyn school totaling \$109,327, under the instructional personnel costs line, Mr. Ramkissoon reported that this expense was related to the grant Wildcat Charter School received and that NDCHS is disbursing. Conversely, Wildcat Charter school is reimbursing NDCHS for these grant expenditures. In other reported lines on the school financials for Brooklyn, there are significant savings reflected as a result of a decrease of expenditures in operating costs.

Regarding the Queens school, Mr. Ramkissoon reported that the school is in good financial standing although expenditures must be tracked carefully to remain within budget. Ms. Urbati asked what composes the "Other Local Revenue" line for Queens. Mr. Ramkissoon responded that this includes the facilities funding for the Queens school.

A. Resolution: Financials for October 2020

Mr. Tabano asked the board if there was a motion to accept and approve the October 2020 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2020 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

B. Resolution: Investment Policy

Mr. Tabano asked if there was a motion to accept and approve the investment policy.

Motion: Whereas, the NDCS Board of Trustees is responsible for the fiscal integrity of the organization, let it be resolved to approve the investment policy represented here. Further the NDCHS board of trustees approves the submission of the change to the NYSED CSI.

Katharine Urbati so moved.



Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the fiscal integrity of the organization, let it be resolved to approve the investment policy represented here. Further the NDCHS board of trustees approves the submission of the change to the NYSED CSI.

C. Resolution: Vanguard

Mr. Ramkissoo informed the board that this program is working successfully for Urban Dove Charter School. Mr. Tabano asked what the cost is. Dr. Asmussen replied that for the Brooklyn school the cost is \$12,017.89 and for Queens the cost is \$6,866.04. Mr. Amit Bahl said the program was well worth the price and noting that if you recruit just one (1) student, that one recruit would pay for the program cost.

Mr. Tabano asked if there was a motion to accept and approve the purchase of Vanguard for the two schools.

Motion: Ms. Jane Sun motioned to accept and approve the Vanguard Program costs for the two schools.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the Vanguard Program costs for the two schools

III. Facilities— Mr. Jose Obregon

A. Construction & Maintenance—Jose Obregon

Mr. Obregon reported the punch list is being reduced. There are a few items that still need to be resolved including the installation of locks, adjustment of several windows, the adjustment of some lighting in specific rooms, and a few other minor items. The security system is still not completely functional. Mutual Security needs to complete the access control system for the handicap ramp leading to the yard. Additionally, access cards are still due as well as access to the security panel at the front desk. Mr. Obregon has reached out to Mutual and they have agreed to finish in the next two weeks.

B. Fire Alarm

1. Brooklyn – The Sprinkler system is operational. The school still needs a final letter of approval from the NYFD. It is anticipated that the school will have that letter in approximately the next thirty (30) days.



2. Queens – The fire alarm approval and building safety inspection is still pending. Steve Ramkissoon will join Jose Obregon in a call to the school’s attorney, Mr. Steve Sedereas, to discuss what legal recourse can be taken to get Barone Management. The Fire Guard is onsite every day.

As far as the repairs that need to be completed in Queens, Mr. Obregon indicated that some repairs were completed but there are a few that still need to be addressed such as the fixing of bathroom stalls. Mr. Zach Flory also confirmed that Barone Mgmt. has fixed approximately forty (40) cracked windows and painted a portion of the cafeteria that needed painting. Further, Mr. Obregon reported that Barone Mgmt. needs to install an emergency telephone line in the elevator that is a NYC DOB safety requirement. Mr. Obregon has asked MSP Networks to bring such a line into the building and Barone Mgmt. to contact the elevator company for final installation.

Mr. Tabano remarked that the school in Brooklyn looks very good and that we should plan an official re-opening when the situation permits.

V. Material Change Resolutions – Dr. Sara Asmussen, Executive Director

A. Adding a Director of Curriculum & Instruction to Org Chart

Dr. Asmussen indicated that this person would directly come under her supervision and work with the Principals. Mr. Tabano asked if there was a motion to add the Director of Curriculum & Instruction to the Org chart.

Resolution: Whereas the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion: Ms. Katharine Urbati motioned, whereas, the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted whereas the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of

Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

B. Adding CTE Program to Internship Offerings

Dr. Asmussen reported that the school is not looking to change its charter but is looking to add a CTE program. The school is currently using Edgenuity throughout the pandemic but will review other options for charter renewal as well. The CTE certification program will be used for students who have completed their internship program and are looking to enter a career field. Dr. Asmussen confirmed that this will be a material change. Ms. Jane Sun asked if students will earn a credit and Dr. Asmussen confirmed that they will receive an elective credit. Dr. Asmussen stated when the time comes for a charter renewal, the school will request this change permanently.

Resolution: Whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve adding a CTE program to Internship offerings.

Motion: Mr. Amit Bahl motioned, whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

VI. Non-Material Change in Policies – Dr. Asmussen, Executive Director

Dr. Asmussen asked if the board members had a chance to read the change of by-laws. Members all acknowledged that they did. The changes in the by-laws reduced the number of required committees until there was a need for a specific committee.



A. Resolution: Board of Trustee Bylaws

Resolution: Whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve changes in the By-Laws.

Motion: Ms. Katharine Urbati motioned whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI

Motion Seconded: Mr. Jonathan Carrington seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

B. Student & Parent Handbook

Dr. Asmussen informed the board that the schools must submit their handbook to the state every year. Additionally, New Dawn Charter Schools made a change to the calendar. Therefore, it must submit that change as well along with the handbook.

Resolution: Whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve the Student & Parent Handbook.

Motion: Mr. Amit Bahl motioned, whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.



VII. School Reports

A. Internship Updates— Mr. Kevin Benoit & Ms. Marissa Disla

Mr. Benoit reported to the board that the internship is continuing to move forward in Brooklyn. Internship training is continuing, C week students have just enrolled in the internship program and 75% have completed their training. The 1st quarter is complete. Ms. Disla reported that this is the first year in Queens for the program. Sixty-five percent (65%) of the students have completed their portfolios and have moved on to their internship. Mr. Benoit informed the board that those students who are not placed on an onsite internship worksite are enrolled in Edgenuity. Ms. Disla reported that students who are working with SUNY ATTAIN are working on a research project in a career of their choice. Further, students are using Rosetta Stone to learn other languages. The Brooklyn school is using Rosetta Stone for their ELL students to support their English. Ms. Disla also reported that the onsite Internship worksite for NDCHS II will be CommonPoint Queens, but the program is delayed due to COVID restrictions. Nevertheless, it is projected that the program will start in December 2020. There will be 6-10 students at that worksite. Mr. Benoit reported that for Brooklyn, Rebound and Youth Stand United (YSU) will be the internship worksites. Ms. Disla informed the board that part of the upcoming goals for the College and Career Management Team is to increase the Internship worksites and preparing students for the SAT. Mr. Benoit confirmed that these are the same goals for the Brooklyn school as well.

B. Queens—Mr. Zach Flory – Acting Principal NDCHS II

Mr. Flory reported that student recruitment and outreach are the big focus. The school has contacted various neighborhood school such as Hillcrest, Johan Adams, and, Flushing H.S. There are one hundred fifty-five (155) students on ATS and there are nineteen (19) new students since September 22, 2020. Some students have opted to leave the school and enroll in the GED program. Hybrid learning is continuing in Queens and new students are being trained on location on how to use Jupiter and Edgenuity. Since the school is currently in a “Yellow Zone”, extra care is being taken when students come into the building making sure they are properly socially distanced. 20-30% of the staff is being COVID-19 tested every week. The school is trying to arrange on-site testing to expedite the requirement. Regents are cancelled again for January 2021; however, the school is continuing to prep students for upcoming tests utilizing Regents data available. The counseling team is continuing to survey staff and students regarding their well-being during the pandemic.

C. Brooklyn— Ms. Donna Lobato – Principal NDCHS



Ms. Donna Lobato reported that the school is close to hiring a new Science teacher. There are ten (10) new students enrolled since last board meeting and seventeen (17) since the beginning of the year. Parent-teacher conferences took place and there were a total of twenty-seven (27) parents who participated on zoom. The school is continuing hybrid instruction and students are coming in consistently with the C week students participating the most. As the COVID-19 situation continues, counselors are reaching out to students to assess their well-being and Ms. Lobato is reaching out to teachers to assess their well-being. The substance abuse counselor is heading the test anxiety and time management group for students. Interim assessments are being conducted since January Regents are cancelled.

VIII. New Business

Dr. Sara Asmussen introduced Ms. Nazli Askin who presented the Dashboard. Ms. Askin informed how the dashboard is a record of data for both schools. It records information such as immunization percentages, breakdown of gender, ethnicity, Regents results, recruiting results, ELL student percentages, SPED percentages, etc. Mr. Tabano reminded the board that the schools need to be at 98% immunization completion. Ms. Askin also reported to the board enrollment numbers for both schools. Also identified were some of the schools that students are being recruited from.

Mr. Tabano stated that this was a good tool to track data. Dr. Asmussen also asked the board members to let her know if they would like to see other data results on the dashboard. Also, the ten (10) benchmarks from the framework will be on a dashboard as well and will be updated on a quarterly basis.

Ms. Urbati congratulated Dr. Asmussen and the New Dawn staff on a job well done during these difficult times.

Mr. Tabano wished everyone a good holiday.

IX. Adjournment

The next board meeting is schedule for December 15, 2020 at 3:00 PM
The board of trustee meeting was adjourned at 4:00 PM.