

Board of Trustees Meeting

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

Date: Tuesday, October 29, 2019

Time: 3:30 P.M.

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

Board Members Absent: Ms. Jane Sun, Board Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Ms. Amanda Morton, Principal NDCHS, Mr. Steve Ramkissoon, Director of Finance NDCS, Mr. Jose Obregon, Director of Operations, NDCS,

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

I. Resolution: Minutes from September 2019 Board Meeting.

Motion: Ms. Katharine Urbati motioned to approve the September 2019 board minutes.

Motion Seconded: Mr. Jonathon Carrington

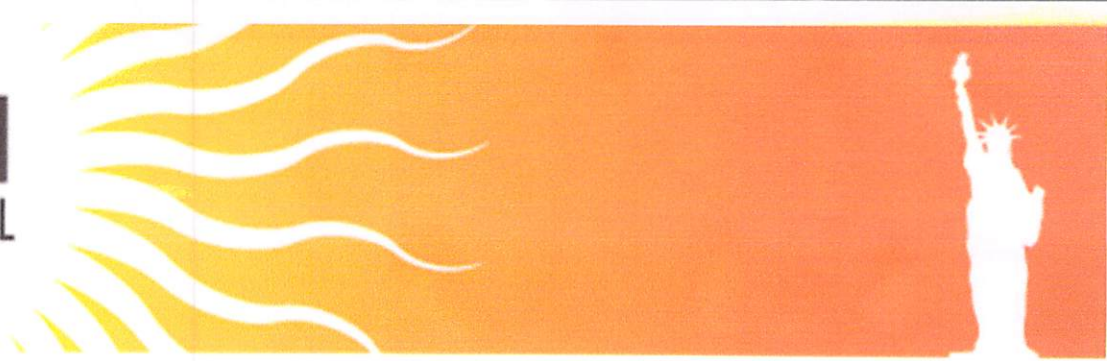
Vote: The board unanimously voted to accept the September 2019 board minutes.

II. Financials

Mr. Ron Tabano informed the board that according to the audit committee meeting, NDCHS Brooklyn has a clean audit with no findings and that NDCHS Brooklyn's financial position remains strong. Mr. Tabano also stated that Dr. Asmussen and Mr. Steve Ramkissoon are doing a good job and should be commended. Mr. Digant Bahl, representing Accounting Solutions, after reviewing the audit results recommended that both schools continue to be diligent tracking monies so they can remain in good financial standing. Ms. Katharine Urbati, Treasurer, also echoed the same observations and she also stated that both schools are doing well considering all the changes that have taken place in the last few months.

A. Resolution Board Financials.

Ms. Katharine Urbati remarked that the Brooklyn school has significantly higher fringe benefits costs compared to the Queens school. Mr. Steve Ramkissoon pointed out that the



Brooklyn school has a bigger staff with forty-nine (49) staff members on payroll and many are taking benefits. Additionally, Mr. Steve Ramkissoo stated that the Queens staff will not be able to take benefits until October 1, 2019. Ms. Katharine Urbati asked Mr. Steve Ramkissoo if the schools were going over-budget in any area. Mr. Steve Ramkissoo answered that neither school was exceeding its budgetary allowances and he did not foresee that happening in the future either. Mr. Tabano asked Mr. Steve Ramkissoo if he was comfortable with the financial cross overs between schools. Mr. Steve Ramkissoo answered that he was comfortable and that he is tracking cross expenditures closely. Mr. Tabano asked Dr. Asmussen if there was anything surprising news concerning 242 Hoyt Street. Dr. Asmussen indicated that there were some costs that are rising above the projected construction budget and that she would keep him and the board informed if costs rose significantly above projections.

Motion: Ms. Katharine Urbati motioned to approve the September 2019 financial report.

Motion Seconded: Mr. Jonathon Carrington

Vote: The board unanimously voted to accept and approve the September 2019 financial report.

B. Resolution Audit.

Motion: Ms. Katharine Urbati motioned to approve and accept the audit report for NDCHS (Brooklyn).

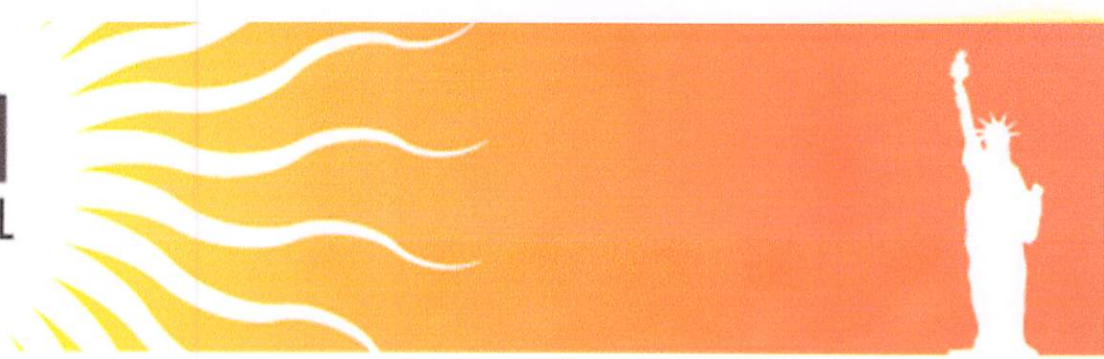
Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to approve and accept the audit report for NDCHS (Brooklyn).

III. Facilities

A. Update on Queens Lease. Dr. Asmussen reported to the board that there were no significant shortcomings or issues regarding the Queens lease. Dr. Asmussen stated that Barrone management will deduct a portion of the cleaning contract expenses that NDCHS II pays as per the lease agreement.

B. Updates on the Right of Access for 242 Hoyt Street. Dr. Asmussen reported to the board that building construction is currently on hold pending building permits that need to be granted by NYC for construction to proceed. Dr. Asmussen informed the board that although not likely, this may pose a problem for investors. If building permits cannot be obtained by mid-November, then the school may need to have an investor's meeting. Mr. Tabano indicated that there must be a no later than date to obtain the outstanding permits. Dr. Asmussen also informed the board that there does exist an



access issue. Specifically, one adjacent property owner wants two thousand dollars a month for access to the property. Dr. Asmussen also stated that Mr. Brian Baer, the owner's representative, agrees that work should be done as quickly as possible to shorten the time that will require access to adjacent properties. Dr. Asmussen also reported that the other adjacent building owner has not responded to calls regarding access. Additionally, Dr. Asmussen informed the board that there is a deck on the adjacent property, where the owner has not responded, that overlaps onto school property. Mr. Tabano stated that we should have Mr. Brian Baer inform the owner of the deck that the school will remove the portion of the deck that is on school property. Mr. Jonathon Carrington asked if the contractor was going to take down the deck. Mr. Tabano answered no. Mr. Tabano also mentioned that there is a tree that needs to be cut down, coming from the property next to the school, that is overlapping onto school property. Mr. Tabano asked that Mr. Jose Obregon contact the school exterminator, who also does tree cutting, to ascertain whether he can cut the tree.

IV. Staff Development

- A. Staff Vacancies in Queens.** Currently, the Queens school has no vacancies
- B. Staff Vacancies in Brooklyn.** The Science Teacher position is still vacant. Interviews are still in progress.

V. Programmatic Updates

A. Recruitment efforts (NDCHS Brooklyn)

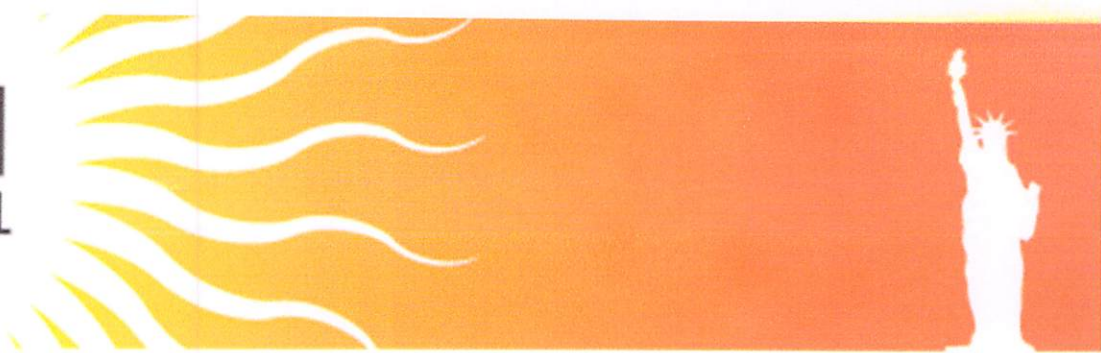
Ms. Amanda Morton reported that student enrollment is continuing to increase at NDCHS Brooklyn. The school is approaching 300 students enrolled even after some students did not transition from the Hoyt Street location to the Dekalb Avenue location. Mr. Ron Tabano indicated that the school should document home visits meticulously.

B. Recruitment efforts (NDCHS Queens)

Dr. Sara Asmussen reported to the board that the Queens school continues to fall short of the target enrollment goal. Currently, the school has 112 students enrolled. The target enrollment number is 150 students.

C. Annual Report (NDCHS Brooklyn)

Dr. Asmussen reported to the board that the NDCHS Brooklyn has met all its goals on the annual report. To continue to improve instruction, Ms. Amanda Morton, Principal of



NDCHS Brooklyn reported that she will revisit Regents results, especially in test areas where students struggle the most: multiple choice, short answer questions, and essay writing. Additionally, the school will begin to use the NYS Regents rubrics for assignments. This will include all assignments and not just Regents essays. Ms. Morton said that she will also share the Regents rubric with advisory teachers. Ms. Morton also indicated that each class will create an item skills analysis for each class. Every class will be treated as an ELA Class. Word walls will be up in every classroom. Ms. Morton also stated that all teachers have the January Regents Exams dates posted in their rooms. Also, the Math teachers have the days mapped out by skill/topic. Ms. Morton also stated that there will be minimal instruction down time. Monthly folders will be reviewed every week. Ms. Morton also stated that teachers will be conducting whole-class lessons where the teachers pick a time for her to come in and see a lesson from start to finish.

D. Resolution: Material Change to Brooklyn Charter

Dr. Asmussen proposed moving Ms. Rivka Miller to a Directorship position in charge of marketing and advocacy. Dr. Asmussen further stated that these changes must be submitted by November 15, 2019.

Motion: Mr. Amit Bahl motioned to approve and accept the material change to the Brooklyn Charter.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to approve and accept the material change to the Brooklyn Charter.

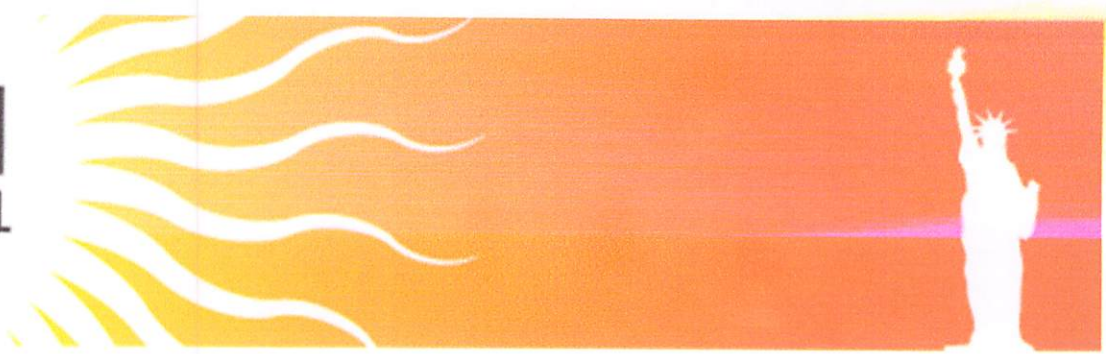
Mr. Tabano reminded the board that Dr. Asmussen's evaluation still needs to be completed. Additionally, Mr. Tabano stated that during the 2nd term, the board should visit classrooms more frequently. Mr. Jonathon Carrington indicated that this initiative will encourage teachers and make board members more visible.

VI. New Business

Dr. Asmussen informed the board that one of the aspiring teachers that was hired last year, Ms. Lori Aideyan, asked to teach four (4) content areas this year without prep periods. This demonstrates her high level of motivation to seek and accept responsibility.

Dr. Asmussen recommended to the board that an overnight guard be hired to guard the construction site at 242 Hoyt Street to prevent pilfering of construction materials.

VII. Adjournment.



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