

## **Board of Trustees Meeting**

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

**Zoom Meeting (School Closed)**

**Date:** September 29, 2020

**Time:** 3:00 P.M.

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

**Board Members Absent:** Mr. Jonathon Carrington, Board Member.

**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, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal, NDCHS II. Dr. Lisa DiGaudio, Director of Curriculum and Instruction, NDCS.

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

### **I. Introduction of New Staff**

Ms. Donna Lobato introduced new staff members at NDCHS. These new staff members are Mr. Daniel Rabinovich, substance abuse counselor and Mr. Marcus Damon, SPED teacher. Mr. Zach Flory introduced new staff members at NDCHS II. These new staff members are Ms. Tatiana Cruz, mental health counselor, Mr. Asish Abraham, science teacher, Ms. Margaret Finnegan, global history teacher, and Ms. Brianna Ordonez, art and Spanish teacher. Mr. Phil Pressoir, while a founding teacher at NDCHS II was introduced as the new Dean of Schools. Mr. Tabano welcomed the new staff members to the New Dawn team.

### **II. Review of July 2020 Board Minutes**

Mr. Tabano asked the board for a motion to approve the July 2020 board minutes if there were no objections.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the July 2020 board minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the July 2020 board minutes.

### **III. Review of August 2020 Board Minutes**



Mr. Tabano asked the board for a motion to approve the August 2020 board minutes if there were no objections.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the August 2020 board minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the August 2020 board minutes

#### **IV. Finances – Mr. Steve Ramkissoon, Director of Finance and HR**

Mr. Ramkissoon began his presentation by addressing questions asked by Ms. Katharine Urbati during the August 2020 board meeting. Mr. Ramkissoon stated that PPP revenue was not counted in the SPED line in the last financial report, this was indeed all SPED revenue. In addition, PPP funds could not be allocated to a future year due to the loan requirement being it had to be spent within 24 weeks of receipt. We are still awaiting direction from the banks on how to report PPP spend to ensure it is forgiven. In the interim it continues to be treated as a loan on our books.

##### **A. Bond**

Mr. Ramkissoon reported on bond loan and compliance reporting. He confirmed that the school is paying the loan principal since March 2020. He also reported the bond value and expenditures of which there is currently 2.7M available in the BNY Mellon bond accounts to complete the project. Mr. Ramkissoon also reported that per project budget there is 1.6M left of work to be completed. Mr. Ramkissoon explained that any funds left in the bond account will be withdrawn by submitting all project cost paid out of our operating accounts.

##### **B. PPP**

Mr. Ramkissoon reported that there are no further updates aside from the updates that he provided to Ms. Urbati.

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

Mr. Ramkissoon reported that the audit has begun and that there are certain items that the auditors will be looking for. Mr. Tabano asked Ms. Urbati to speak about the finance committee meeting and the pre-audit call. Ms. Urbati informed the board members that the committee discussed how management of the school has change and adapted since going from in person instruction to remote learning. A discussion was held about the closing of the account at Santander Bank. Mr. Ramkissoon also informed the board that the 242 Hoyt Street building will need to get a new appraisal for insurance purposes.

Finally, Mr. Ramkissoon informed the board that the school pays out sick time when an employee leaves the organization so this cost will have to be carried as a liability on the books. Mr. Tabano advised the board that this policy will need to be re-visited during a future executive board session.

#### **D. Monthly Financials**

**Financial Format:** Mr. Ramkissoon discussed what the YTD percentage to budget meant and how it's calculated over a 12mth period. Per August Financials, we should be close to 17% of targeted budget.

**Brooklyn School:** Mr. Ramkissoon compared the expenditures to what was budgeted. As of this month, the Brooklyn school is close to the targeted amount of expenditures. Per pupil revenue currently stands at 16% expended of the total forecasted. Mr. Ramkissoon further explained that 29% of the allocated budget for professional consultants was already expended as the school pre-paid for certain items. The same is true for the staff development line with 64% already expended through contracts and the purchase of new software for the new academic year. Regarding lease rental expenditures, the school spent only 76% of the allocated budget since the school moved back to the Hoyt Street location early. Overall, net income is currently at 22%. Ms. Urbati asked why the school is at 330% for moving expenses. Mr. Ramkissoon explained that this was due to the un-projected moving of furniture to the Queens location.

**Queens School:** Mr. Ramkissoon reported that the school Per pupil revenue is at 19% of its total forecasted. SPED funding is also at the projected levels. 74% was expended of the professional development line for the same reasons as stated for Brooklyn. 47% of the budget allocated for purchase of software was already expended as the school purchased Edgenuity educational software. To date, the Queens school has 640K of consolidated net income.

#### **Human Resources:**

Mr. Ramkissoon also mentioned that we currently have 3 open positions to fill, 2 for Queens and 1 for Brooklyn

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

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

**Motion Seconded:** Mr. Amit Bahl seconded the motion.

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

#### **V. Motion: Policies and Procedures**



Mr. Tabano asked the board to accept and approve the following policies and procedures:

**A. Brooklyn Safety Plan – Ms. Donna Lobato**

Ms. Lobato informed the board that the safety committee met and submitted a safety plan for approval. Additionally, the staff received a briefing of the plan last week.

**Motion:** Mr. Amit Bahl Urbati motioned to accept and approve the Brooklyn school safety plan.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the Brooklyn school safety plan

**B. Queens Safety Plan – Mr. Zach Flory**

Mr. Zach Flory also confirmed that NDCHS II safety committee met and submitted a safety plan for board approval.

**Motion:** Ms. Jane Sun motioned to accept and approve the Brooklyn school safety plan.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board unanimously voted to accept and approve the Queens school safety plan

**C. Finalized school calendar – Dr. Asmussen**

Dr. Asmussen confirmed that after the NYC DOE published its school calendar. New Dawn Charter Schools adjusted its calendar accordingly and published a revised calendar for board approval.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the NDCS school calendar.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the NDCS school calendar.

**D. Finalized Board Meeting Calendar**

Dr. Asmussen recommended that the board meeting calendar reflect monthly meetings held on the 4<sup>th</sup> Tuesday of every month at 3:00 PM.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the finalized board meeting calendar scheduling board meetings on the 4<sup>th</sup> Tuesday of every month at 3:00 PM.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board unanimously voted to accept and approve the finalized board meeting calendar scheduling board meetings on the 4<sup>th</sup> Tuesday of every month at 3:00 PM.

## **VI. Facilities – Mr. Jose Obregon, Director of Operations**

Mr. Obregon reported that at the Brooklyn school that construction was starting to wind down and within the next two weeks the façade and roof fencing jobs will be complete. Additionally, Mr. Obregon reported to the board that the fire alarm plans were not yet approved by the FDNY, but Mr. Brian Baer, the school's owner's rep, thinks that a TCO may be issued shortly after the gas meter is installed. This installation should take place within a week. There will be a punch list walkthrough scheduled with GKV, Benchmark, Brian Baer, and the school leadership next week to ascertain what items still need to be remedied.

Mr. Obregon informed the board that the school cafeteria at the Queens school is almost ready since Barone Management is still doing some final work in that space. As with the Brooklyn school, the owners of the Queens facility are still trying to get the FDNY to approve their fire alarm system. Mr. Obregon will continue to work with the owners to assist in anyway possible.

Mr. Tabano asked Mr. Obregon if the fee dispute was settled with Olympus Moving company over the summer. Mr. Obregon confirmed that the company had settled for 50% of the additional charge.

## **VII. Three Year NYSED CSO Discussion – Dr. Asmussen**

Dr. Asmussen confirmed to the board that there still needs to be a school wide strategic plan. The board agreed that they will develop the plan by the end of the school year. The plan will include outcomes and timelines.

## **VIII. School Updates**

### **A. Brooklyn – Ms. Donna Lobato**

Ms. Lobato informed the board that the school is still seeking a Science teacher. She also reported that the school had seventy (70) students graduate in January, June and August and forty (40) students who received CDOS certificates. The educational program Edgenuity will be augmenting the current school internship program. This program will facilitate the earning of CTE certificates. Ms. Lobato also informed the board that teachers are becoming proficient at using Chalk, the new curriculum software. The school continues to work on recruiting efforts. Ms. Lobato also informed the board that Brooklyn Job Corps is interested in the school program. Students are continuing to do remote learning. Finally, Ms. Lobato informed the board that Ms. Emily Predmore is instrumental in making the virtual learning experience work.





**B. Queens – Mr. Zach Flory**

Mr. Flory reported to the board that remote learning is also continuing in Queens. Further Mr. Flory reported that the Queens school has experienced a 14% drop in credits earned since the COVID-19 pandemic began. Since then, 21 students did not receive any credits. 61% of students received a Regents exam exemption. During Summer school, the focus was to re-enroll students who did not pass. Currently there are 144 students on ATS. Of those assigned, 38 students will be going to the Job Corp. Mr. Flory also informed the board that recruiting new students and re-energizing students that attended last year will be a priority.

Dr. Asmussen reported to the board on this school year's enrollment outcomes for special groups as compared to the Districts' enrollment.

**Brooklyn school:**

7% ELL student population; the District has 9%.

38% SPED population; the District has 22%

80-86% Low Income student population enrolled; the District has 75%

**Queens School**

16 % ELL student population, the District has 8%.

35% SPED population; the District has 14%

80-88% Low Income student population enrolled; the District has 76%

**IX. Grants – Dr. Sara Asmussen**

- A. Mental Health and School Culture** – Dr. Asmussen reported that Ms. Tatiana Cruz and that Mr. Daniel Rabinovich's positions are funded by this grant.
- B. A-Game** – This is a Federal grant through the NYSED established to review alternative accountability strategies for transfer schools. Dr. Asmussen asked the board members to provide their input as well.
- C. Consolidated application** – The grant documentation is already submitted.
- D. CARES** – This was also submitted over the summer.
- E. Title III** - Title III consortium grant will be used by both schools this year.



- F. Walton Foundation** – The annual report for the Queens Walton grant has been submitted.

**X. Adjournment**

The board adjourned at 3:50 P.M.