

New Dawn Charter Schools Board of Trustees

ANNUAL MEETING

July 25, 2023

11:00 a.m.: Board Meeting

**New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217**

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
347-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Secretary

Board Members Absent: Ms. Jane Sun, Vice Chair

Staff Members/ Visitors Present: NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoo, Director of Finance & HR; Mr. Jose Obregon Director of Operations and Acting Principal NDCHS II; Dr. Lisa DiGaudio, Director of Curriculum, and Instruction, Ms. Nazli Flores, Director of Student Support Services

I. Resolution: July 2023 Agenda— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the July 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the June 2023, Board of Trustees meeting agenda.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the July 2023 Board of Trustees meeting agenda.

II. Resolution: June 2023 Minutes— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the June 2023 Board of Trustees board minutes.

Motion: Mr. Brian Baer motioned to accept and approve the June 2023 Board of Trustees minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the June 2023 Board of Trustees minutes.

III. Nomination and Election of Board Members

Benchmark 6: Board Oversight & Governance

a. Resolution: Nomination and election of Board members for 2023-2024

Mr. Tabano asked the board members present, including himself as the chairperson, if all board members nominated the existing the New Dawn Charter School Board of Trustees for the 2023-2024 term, except for Jonathan Carrington who had resigned effective June 30, 2023. All board members present, including Mr. Tabano, agreed to nominate Mr's. Tabano and Baer and Ms's. Urbati and Sun to the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Tabano motioned to accept the nomination and acceptance of all board members present to return to the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and acceptance of all active board members in 2022-2023 to return to the New Dawn Charter School Board of Trustees for 2023-2024.

b. Resolution: Election of Officers

Mr. Tabano asked the board members if there was a nomination and resolution of officers of the Board of Trustees for New Dawn Charter Schools for 2023-2024.

Motion: Mr. Brian Baer motioned to accept the nomination and election of Mr. Ronald Tabano as Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mrs. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Mr. Ron Tabano as Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Brian Baer motioned to accept the nomination and election of Ms. Jan Sun as the Vice Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mrs. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Ms. Jan Sun as the Vice Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Ronald Tabano motioned to accept the nomination and election of Ms. Katharine Urbati as Treasurer of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Ms. Katharine Urbati as Treasurer of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Ronald Tabano motioned to accept the nomination and election of Mr. Brian Baer as Secretary of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Mr. Brian Baer as Secretary of the New Dawn Charter School Board of Trustees for 2023-2024.

III. Financials— Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that despite both schools not meeting the target enrollment number of three hundred fifty (350) FTE students enrolled, both schools are doing well financially. For the Brooklyn school, Mr. Ramkissoon reported that although there is a reported negative income of approximately 63-64K, the depreciation and amortization amount of 811K places the school in a positive net income of 406K. There are two hundred eleven (211) students currently enrolled in the Brooklyn school. Mr. Ramkissoon asked if there were any questions regarding the financials for the Queens school. Ms. Urbati stated that the financial report looks good for the Brooklyn school.

For the Queens school, Mr. Ramkissoon reported that the school has a net positive income of 1.3M which is better than the 1.1M forecasted. There are currently two hundred fifty-eight (258) students enrolled in the Queens school. Mr. Ramkissoon also added that a shortage of filled staff positions and good expense management contributed to the positive income reported. Mr. Ramkissoon asked if there were any questions. Ms. Urbati stated that in future reports she would like to see the use of percentages so she can easily identify any trends or shortfalls. Mr. Ramkissoon agreed that next report he will have those depicted.

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Resolution: Monthly Financials

Mr. Tabano then asked the board members if there was a resolution to accept the June 2023 monthly financial report.

Motion: Ms. Katharine Urbati motioned to accept the June 2023 monthly financial report.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the June 2023 monthly financial report.

Mr. Ramkissoon reported to the board that the 2023-2024 budget was already approved by the board and in that budget, there is a projection of three hundred fifty (350) students enrolled. In the five (5) year budget Mr. Ramkissoon also calculated a 3% increase in the per pupil funding

rate, a 3% Increase for COLA pertaining to employee salaries, and a 10% increase in contract costs.

Ms. Urbati asked Mr. Ramkissoon why line twenty-nine (29) pertaining to SPED revenue of the 5-year budget remained the same. Mr. Ramkissoon replied that this line is difficult to forecast because it is based on enrollment. Therefore, he chose to remain conservative and keep the number like the previous budget. Ms. Urbati agreed.

b. Resolution: 5-Year NDCHS II Budget

Mr. Tabano asked the board members if there was a motion to accept and approve the 5-Year NDCHS II Budget.

Motion: Ms. Katharine Urbati motioned to accept and approve the 5-Year NDCHS II Budget.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the 5-Year NDCHS II Budget.

IV. NDCHS II Charter Renewal Resolutions & Revisions

Benchmark 6: Board Oversight & Governance

a. Resolution #1: Renewal of NDCHS II Charter

Mr. Tabano asked the board if there was a motion to accept and approve the renewal of the NDCHS II Charter.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the oversight of New Dawn Charter High School II in Jamaica, Queens, CSD #28, be it resolved that a renewal application be submitted for NDCHS II in August 2023.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve that a renewal application be submitted for NDCHS II in August 2023.

b. Resolution #2 Material Change to Charter: Obtaining CTE Certification

Mr. Tabano asked the board members if there was a motion to add a program offering CTE certification to the offerings of the Internship Program for students who are working towards a career in culinary.

Motion: Ms. Katharine Urbati motioned the following: 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 certification to the offerings of the Internship Program for students who are working towards a career in culinary. Further, the NDCS Board approves the submission of the change to the NYSED CSI for both schools.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve to add a program offering CTE certification to the offerings of the Internship Program for students who are working towards a career in culinary and the submission of the change to the NYSED CSI for both schools.

c. Resolution #3 Non-material Change to the Charter: Organizational Chart

Mr. Tabano asked the board members if there was a motion to add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the oversight of the functioning of the staff of NDCHS and NDCHS II, be it resolved to add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools. Further, the NDCS Board approves the submission of the change to the NYSED CSI for both schools.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the addition of add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools and the submission of the change to the NYSED CSI for both schools.

d. Resolution #4 Material Change to the Charter: Enrollment

Dr. Asmussen informed the board that lowering student enrollment numbers would not lower FTE numbers. The positive outcome of lowering student enrollment requirements is an increase in enrollment percentages.

Mr. Tabano asked if there was a motion to lower the enrollment numbers from 400 to 350 for NDCHS II.

Motion: Mr. Brian Baer motioned the following: Whereas the NDCS Board of Trustees is responsible for the policies and procedures concerning enrollment for New Dawn Charter High School II, be it resolved to lower the enrollment numbers from 400 to 350 for NDCHS II. Further, the NDCS Board approves the submission of the change to NYSED CSI.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve lowering the enrollment numbers from 400 to 350 for NDCHS II. Further, the NDCS Board approves the submission of the change to NYSED CSI.

e. Resolution #5 Material Change to the Charter: KDE Change

Dr. Asmussen explained to the board that the school had to change one of the key design elements because it required that NDCHS and NDCHS II work with CUNY in the College Now program. However, since that time, CUNY has decided that transfer schools are not a good investment for them. Additionally, CUNY got their funding cut. As a result, NDCS developed a

Bridge program for both schools. Two guidance counselors were hired at each school to work as part of the program. This new program was piloted over the year. Dr. Asmussen further stated that parents love the program. Through the Bridge Program, students will develop a career plan that meets their needs. Because of the initial success of this program, we are asking that NYSED remove the key design element of College Now and replace it with our the Bridge program.

Mr. Tabano asked if there was a motion to remove the key design element of College Now and replace it with our the Bridge program.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the development and alignment of the school with the Key Design Elements in the NDCHS II Charter, be it resolved that that the second half of KDE #3 (College and Career Readiness) be modified from College NOW with CUNY to NDCHS and NDCHS II Bridges to College & Careers. Further, the NDCS Board approves the submission of the change for both schools to NYSED CSI.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve that the second half of KDE #3 (College and Career Readiness) be modified from College NOW with CUNY to NDCHS and NDCHS II Bridges to College & Careers. Further, the NDCS Board approves the submission of the change to NYSED CSI.

IV. Election of New Board Member

Dr. Asmussen asked that the board consider Mr. Daniel Lewis as a new board member. Dr. Asmussen informed the board that Mr. Daniel Lewis is a chef who has extensive culinary experience and has owned several restaurants. Mr. Lewis also has experience working with schools and understands curriculum requirements for culinary programs. Mr. Tabano asked Dr. Asmussen if Mr. Lewis has any experience working as a board member. Dr. Asmussen replied that he did not. However, Dr. Asmussen stated that Mr. Lewis will bring much to the CTE program.

Mr. Tabano then asked the board members if there was a resolution to select Mr. Daniel Lewis to be a member of the NDCS Board of Trustees.

Motion: Mr. Brian Baer motioned the following resolution: The New Dawn Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Mr. Daniel Lewis as a member to its Board of Trustees, with a term expiring on 6/30/2024, pending approval by NYSED. The resolution approving Daniel Lewis is adopted upon NYSED's approval.

Motion Seconded: Ms. Katherine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the motion and resolution: to select as a member to its Board of Trustees, with a term expiring on 6/30/2024, pending approval by NYSED. The resolution approving Daniel Lewis is adopted upon NYSED's approval.

V. Staff Recruitment— Mr. Steve Ramkissoon

Mr. Ramkissoon verified that all vacant positions for both schools were advertised. Additionally, a contract offer was made to one candidate for the PE teaching position in Brooklyn and the school is waiting for his response. Mr. Ramkissoon also informed the board that there has not been much progress in staff recruitment except for lower-level positions. There were two (2) candidates that applied for SPED teacher positions, but neither one of those candidates were certified.

VI. Student Recruitment-- Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that for the Queens school, there have been several applicants and three (3) of those applicants are already enrolled for the Fall semester. For the Brooklyn school, there were nineteen (19) appointments for the summer session. These appointments resulted in eleven (11) enrollments and seven (7) enrollments for September. The Queens school had six (6) walk-ins of which three (3) were enrolled for the fall semester. Dr. DiGaudio also mentioned that she is aware of some schools that will be releasing students, and these are potential recruits for the Queens school. Additionally, Dr. DiGaudio stated that for the remainder of the summer, she will continue to reach out to the schools and the summer programs. The goal is to get additional enrollment to make up for the students who have graduated.

Mr. Tabano stated that NDCS will benefit from those students that other traditional schools drop from their rolls.

Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

VI. School Updates

a. Brooklyn— Ms. Nazli Flores

Ms. Askin informed the board that graduation took place last month. Ms. Askin stated that the graduation ceremony was a great experience for all. The Brooklyn school had thirty (30) graduates and there are possibly thirteen (13) additional students that may graduate in August 2023. Ms. Askin stated that she is hopeful that students will do everything they have to do, including passing their regents exam. Ms. Askin further stated to the board that she believes that students are attending the summer session to get their credits. Ms. Askin also stated that there really have not been any issues. There are seventy (70) students enrolled for the summer session. Ms. Askin also confirmed that there are ninety (90) new enrollments and eleven (11) of those new enrollments have started during the summer session. Teachers and students are continuing to prepare for the August regents exam and preparing for the upcoming fall semester.

b. Queens—Mr. Jose Obregon

Mr. Tabano remarked that this will be Jose Obregon's last report as the acting Principal at the Queens school. Mr. Obregon thanked the board members and Dr. Asmussen for confiding in him to hold the position until a permanent principal was installed. Mr. Obregon also mentioned that the graduation ceremony was a wonderful experience for students, parents, and staff. He further informed the board that the Queens school had close to thirty (30) students graduate.

Mr. Obregon also informed the board that Barone Management will begin work on the roof and in the classrooms on the fourth floor. Subsequently, all the furniture on the fourth floor will be moved to designated rooms on Growing Up Green Charter school's side until the project is complete. Work in the classrooms is expected to be completed by the end of the summer session which is August 18, 2023.

Mr. Obregon also informed the board that the new Principal, Mr. Muhammad Bilal visited with him last Thursday. During his visit, Mr. Obregon spent time with him introducing him to staff, students, security personnel, custodial personnel, and took him for a tour of the building. Mr. Obregon also stated that Mr. Bilal will return next Thursday to spend more time at the Queens school.

VII. Facilities—Mr. Jose Obregon

a. Resolution: Brooklyn Gate

Mr. Obregon briefed the board on the need to fix the motorized rolled down gate at the Brooklyn school which is not operational for several months. He recommended City Gates as the contractor to proceed with the repairs since they originally installed the gates. Mr. Tabano asked Mr. Baer if the price was reasonable. Mr. Brian Baer remarked that the amount being charged seemed excessive for the repairs that they specify in their proposal. Mr. Obregon explained that City Gates also agreed to repair the roll down mechanism which was jammed since the gate itself came off track. Mr. Baer recommended that City Gates should also state that in their proposal to make sure that it gets addressed. Mr. Obregon stated that he would ask City Gate to do so before the contract was signed. Mr. Tabano then asked the board members if there was a proposal to accept and approve the repairs on the Brooklyn Gate after Mr. Obregon resolved the verbiage on the proposal.

Motion: Mr. Brian Baer motioned to accept and approve the contract by City Gates to repair the roll down gates at the Brooklyn school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the contract by City Gates to repair the roll down gates at the Brooklyn school.

b. Resolution: Brooklyn Lights

Mr. Obregon reported to the board that Lutron Lighting Company submitted a proposal to maintain the lighting system at the Brooklyn school. Lutron Lighting is the company that installed the lighting system at the Brooklyn school and the warranty has expired for that lighting system. Since the lighting system is digitally programmed and the electronics are not maintainable without the proper training or equipment, Mr. Obregon recommended that the board accept the lighting maintenance proposal. Mr. Obregon also reported that he is aware of several lights that are not functioning as they should and need adjustments. Mr. Obregon asked the board members if there are any questions regarding Lutron Lighting's maintenance proposal. There were none.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Lutron Lighting proposal.

Motion: Mr. Brian Baer motioned to accept and approve the Lutron Lighting maintenance proposal.

Motion seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the Lutron Lighting maintenance proposal.

c. Update on projects in both buildings

Mr. Tabano confirmed that Mr. Obregon had already briefed the board on all ongoing or upcoming projects.

V. New Business

Dr. Asmussen asked the board to approve the next school year's calendar. Dr. Asmussen further confirmed that NDCS's calendar aligns with the NYC DOE school calendar. Mr. Tabano then asked the board members if there was a motion to accept and approve next school year's calendar.

Motion: Ms. Katharine Urbati motioned to accept and approve next school year's calendar.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve next school year's calendar.

Finally, Dr. Asmussen reminded the board members that she would send out financial disclosure forms to be signed electronically by all board members. She stated that she needs all these forms signed and back to her by Monday so she can submit.

VI. Public Comment

No public comment was made.

VII. Adjournment

The board agreed to meet again on Monday, August 14, 2023 at 2:00 P.M. The board adjourned at 11:46 P.M.