



**Board of Trustees Meeting**

**Location:** New Dawn Charter High School II, 80-25 161 Street, Jamaica, NY 11432

**Date:** Tuesday, August 20, 2019

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

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

**Board Members Absent:** Mr. Amit Bahl, Secretary,

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Dr. Lisa DiGaudio, Principal, NDCHS II, 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 3:00 P.M.

**I. Resolution: Minutes from July 30, 2019 Board Meeting.**

**Motion:** Ms. Katherine Urbati motioned to approve the July 30, 2019 board minutes.

**Motion Seconded:** Ms. Jane Sun.

**Vote:** The board unanimously voted to accept the July 30, 2019 board minutes.

**II. Financials**

**A. Resolutions – Jose Obregon, Director of Operations**

**1. Copier Machine Proposals.**

**Motion:** Ms. Katherine Urbati motioned to accept the Document Solutions copy machine proposal for NDCHS II.

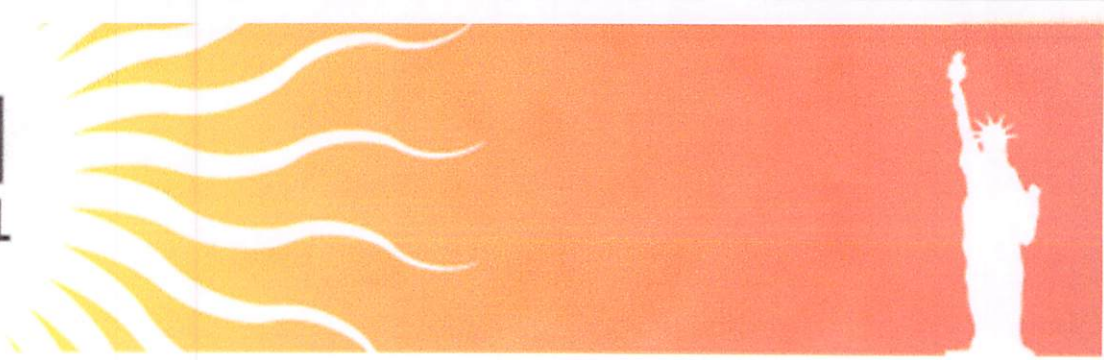
**Motion Seconded:** Ms. Jane Sun.

**Vote:** The board unanimously to accept the Document Solutions Copy Machine Proposal for NDCHS II.

**2. Additional Furniture for NDCHS II.**

**Motion:** Ms. Jane Sun motioned to accept the additional furniture purchase request for NDCHS II.

**Motion Seconded:** Ms. Katharine Urbati.



**Vote:** The board unanimously to accept the additional furniture purchase request for NDCHS II.

**3. Chromebook setup.**

Mr. Ron Tabano asked that Jose Obregon get other bids from other vendors for Chrome book set up at NDCHS II. The board members concurred.

**4. Bell System.**

**Motion:** Ms. Katharine Urbati motioned to accept the Bell System Installation Proposal from MSP Network for both NDCHS and NDCHS II.

**Motion Seconded:** Ms. Jane Sun.

**Vote:** The board unanimously to accept the Bell System Installation Proposal from MSP Network for both NDCHS and NDCHS II.

**5. Math 180/Read 180.**

**Motion:** Ms. Katharine Urbati motioned to accept the Math180 and Read 180 proposals for NDCHS II.

**Motion Seconded:** Ms. Jane Sun.

**Vote:** The board unanimously to accept the Math 180 and Read 180 proposals for NDCHS II.

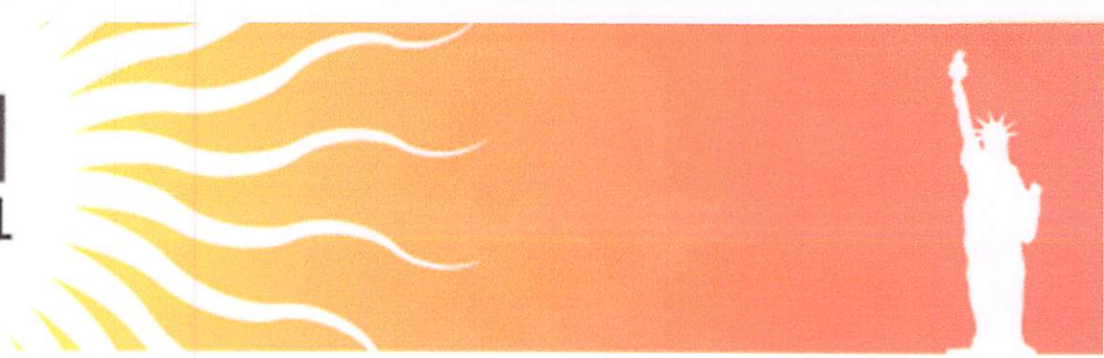
**6. Extra Billing from Olympus Moving Company for no elevator service at Dekalb Avenue.**

Mr. Ron Tabano recommended that the board not approve any extra billing charges from Olympus Moving Company and that Jose Obregon go back and ask for a re-negotiation of any additional charges. The board members concurred with Mr. Tabano's recommendation.

**B. Audit Update – Steve Ramkissoon, Director of HR and Finance.**

Mr. Steve Ramkissoon informed the board that the audit will start next week and that there are no financial statements ready yet. Mr. Tabano asked Mr. Steve Ramkissoon if he had any concerns about the upcoming audit. Mr. Steve Ramkissoon responded that the separation of finances between both schools was important. He also stated that the schools have the necessary backup documents to support expenditures. Mr. Ramkissoon further stated that it was important that we can explain how we are accounting for expenditures in both schools. Mr. Steve





Ramkissoon also stated that he asked MSP Networks to create an inbox so that vendors can submit invoices electronically. Mr. Tabano asked that Mr. Steve Ramkissoon make everything clear to the auditors to preclude any concerns or doubts. Ms. Urbati asked Mr. Ramkissoon if the school was on track to have financials ready by the end of the month. Mr. Ramkissoon responded yes.

**C. Resolution to accept Ms. Darlene Anderson's resignation from NDCHS board of trustees.**

**Motion:** Ms. Katherine Urbati motioned to accept and approve Ms. Darlene Anderson's resignation from the NDCHS board of trustees.

**Motion Seconded:** Ms. Jane Sun

**Vote:** The board unanimously voted to accept and approve Ms. Darlene Anderson's resignation from the NDCHS board of trustees.

**III. Resolution New Board Member.**

**Motion:** The New Dawn Charter Schools Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Jonathon Carrington as a final candidate to its Board of Trustees, with a term expiring on June 30, 2020, pending approval by SED. The resolution approving Jonathon Carrington is formally adopted upon SED's approval.

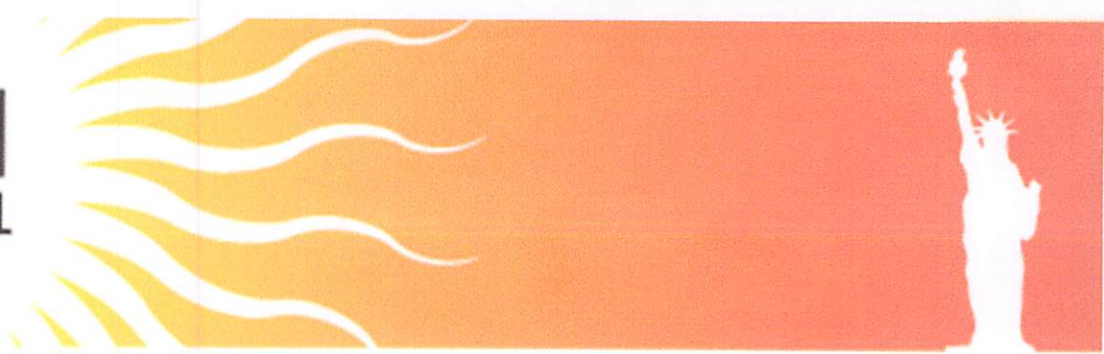
**Motion Seconded: Ms. Jane Sun**

**Vote:** The board unanimously voted to select Jonathon Carrington as a final candidate to its Board of Trustees, with a term expiring on June 30, 2020, pending approval by SED. The resolution approving Jonathon Carrington is formally adopted upon SED's approval.

**IV. School Update**

**A. Queens - Dr. Lisa DiGaudio**

1. **Enrollment/Recruitment.** Dr. DiGaudio informed the board that there are 60 student seats that still need to be filled. Mr. Tabano asked how many students were enrolled thus far. Dr. DiGaudio replied that there are ninety-two (92) students currently enrolled.



2. **Staffing.** Dr. DiGaudio informed the board that a new P.E. teacher was hired and Dr. DiGaudio is still reaching out to candidates. Dr. DiGaudio further stated that she plans to have an additional two (2) staff members on board by next week.
3. **Facilities.** Dr. DiGaudio informed the board that the first day of school is September 4, 2019. Mr. Tabano asked if Dr. DiGaudio needed anything before opening day. Dr. DiGaudio responded that she did not.

**B. Brooklyn – Ms. Amanda Morton**

1. **Enrollment/Recruitment.** Ms. Morton informed the board that she is continuing call neighborhood schools. She also informed the board that enrollment is at about 300 students.
2. **Staffing.** Ms. Morton stated that the school needs one (1) additional counselor and that she is confident about the current staff at NDCHS.
3. **Facilities.** Ms. Morton reported that things are progressing at NDCHS after the move and that she is continuing to make minor adjustments.
4. **Regents Outcome and Next Steps.** Ms. Morton reported that the embargoes Regents pass rates for the August Regents.

Ms. Morton also informed the board that she will be doing full lesson observations to determine what actions she must take to improve test results. Mr. Tabano asked Ms. Morton why students performed so poorly on the Algebra Regents exam. Ms. Morton replied that she believed it was due to a variety of issues that had occurred during the summer. Mr. Tabano stated that Ms. Morton should continue to monitor instruction as she is planning to do so this school year.

**V. Meeting Times for coming school year.** The next board meeting is scheduled for September 24, 2019. Meetings will be held on the 4<sup>th</sup> Tuesday of every month. Currently, the December board meeting will be on December 17, 2019.

**VI. Adjournment.** The board meeting was adjourned at 4:00 P.M.