

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

**Agenda**  
**New Dawn Charter Schools Board of Trustees**

**January 2022 Meeting**

**Tuesday, January 25, 2022**  
**11:00 a.m.**

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

**New Dawn Charter High School II**  
**89-25 161<sup>st</sup> Street**  
**Jamaica, NY 11432**

**347-505-9101**

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chair, Mr. Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer

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

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS

**I. Agenda**

**Resolution:** January 2022 Agenda

**Motion:** Mr. Brian Baer motioned to accept and approve the January 2022, Board of Trustees meeting agenda.

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

**Vote:** The board voted unanimously to accept and approve the January 2022 agenda.

**II. Minutes**

**Resolution:** December 2021 Minutes

Mr. Tabano asked if there was a motion to accept the December 2021 Board minutes.

**Motion:** Ms. Jane Sun motioned to accept and approve the December 2021, Board of Trustees meeting minutes.

**Motion Seconded:** Mr. Brian seconded the motion.

**Vote:** The board voted unanimously to accept and approve the December 2021, Board of Trustees meeting minutes.

**III. Financials— Mr. Steve Ramkissoon, Director of Finance & HR, NDCS**  
**Benchmark 4: Financial Condition**  
**Benchmark 5: Financial Management**

Mr. Steve Ramkissoon reported that as of December 31, 2021, the Brooklyn school is still at a positive income level. Although student enrollment is at 243 enrolled and not at optimum enrollment numbers, the school is still at approximately 345K positive in revenue. To address student enrollment, recruiting postcards were mailed out and recruiting and outreach efforts are being escalated.

For the Queens school, Mr. Ramkissoon reported that the school is at 223 students enrolled. During the next several weeks, it is expected that approximately fifteen (15) students will be discharged. However, Mr. Ramkissoon reported that the school has a positive operating income, and the school is on track to meet its financial goals. Mr. Ramkissoon also reported that both schools are seeking to hire new staff. Additionally, he informed the board that Dr. Asmussen is working on grants that may bolster the school's revenue. Mr. Ramkissoon reported that although both schools are short of enrollment goals, financially both schools are on track to meet financial objectives. Finally, he asked if anyone had any questions on any of the schools.

Mr. Tabano then asked the board members if there was a resolution to accept and approve the December 2021 financial report.

**a. Resolution: Monthly Financials**

**Motion:** Ms. Jane Sun motioned to accept and approve the December 2021 financial report.

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

**Vote:** The board voted unanimously to accept and approve the December 2021 financial report.

**b. Investors Meeting**

Mr. Ramkissoon reported that that the school met all benchmarks that are required for the bond. He also reported that the investors were satisfied with the overall performance of the school.

Mr. Tabano complimented both Dr. Asmussen and Mr. Ramkissoon for the great job of presenting the information to the investors. Mr. Tabano also stated that during the

presentation, there were not many questions asked by the investors and the answers to the questions posed were right on target. Also, Mr. Tabano remarked that the fact that there were not many questions is an indicative of how well the presentation was delivered. Mr. Tabano remarked that he believes that the investors feel confident that what the school is doing is correct and that the school is moving in the right direction. Mr. Tabano complimented both Dr. Asmussen and Mr. Ramkissoon for a job well done.

#### **IV. Hiring and Recruitment**

##### **Benchmark 7: Organizational Capacity**

##### **a. Staff Hiring—Dr. Sara Asmussen**

Dr. Asmussen reported to the board that she feels that people are starting again to look for employment. Dr. Asmussen further stated that the Queens school has two job offers pending for a math and sped teacher position. No response is received yet from the two candidates offered the positions. In the Brooklyn school, the guidance counselor candidate will start on Monday. Ms. Olivia Roberts, who just went out on maternity leave, will continue as the guidance counselor in Queens when she returns. The Guidance Counselors are developing a new program call Bridges to Careers. This will be new initiative this year and it will begin a week from this coming Wednesday. These students will be in this bridge class with Scott and Olivia. The class will be completely individualized to every student, and they will leave with a career plan. It will include options that will include looking at the trades at vocational schools at colleges or just working on their resume and getting a job. Dr. Asmussen stated that this is the first step in the school CTE process.

##### **b. Student Recruitment—Dr. Sara Asmussen**

In terms of student recruitment, Dr. Asmussen reported that this year has been a challenge. Since the start of the year, Queens has recruited 33 students and Brooklyn 64 students. However, as a result of graduation in Brooklyn and the processing of LTAs in Queens, these gains were nullified. The Queens school needs to add approximately sixty-four (64) new students to meet enrollment goals. Recently, the office aide in Queens resigned. Subsequently, the school is looking for someone who has the organizational ability to handle student recruitment as part of their job description. The new office assistant will be trained by the Brooklyn school staff that includes Ms. Kim Fields and Ms. Nazli Askin. Ms. Fields is starting a new initiative where she is inviting counselors to the Brooklyn school with parents of potential new students. This is part of reaching out to feeder schools. Also, Dr. Asmussen mentioned that Ms. Erica Fabiano will be coming off maternity leave and will start working remotely until September 2022 and she is key to Queens recruitment.

Ms. Jane Sun asked if it is possible to make a video of the Brooklyn school to send to feeder schools. Dr. Asmussen confirmed that it is possible, and the target date is

February to have a video available. Dr. Asmussen also informed the board that the Brooklyn Borough President has made the STEM grant available to the school. That grant was placed on hold because of the pandemic. The Brooklyn school was awarded approximately 500K. The Queens school will apply for the grant through the Queens borough president's office. Mr. Tabano asked if there was any stipulation for applying for this grant. Dr. Asmussen said that there was not. Dr. Asmussen also stated that Jose Obregon and Mary-Grace Tomecki are going to reach out personally to the Queens borough president in order to get information about the grant for Queens.

**V. Facilities—Jose Obregon**  
**Benchmark 6: Board Oversight & Governance**

**a. Update on both buildings**

Mr. Obregon informed the board that for the Queens school he secured a contractor to complete the caging for the stairwells that lead to the rooftop. Barone has the job bid for this project. Additionally, there are three (3) bids in for the security system in Queens. Mr. Obregon will go over the bids with Dr. Asmussen and Mr. Ramkissoo. By next board meeting, Mr. Obregon will have a recommendation to the board for those security systems. Additionally, there are several windows in the Queens building that still need repair and adjustments. Several of these windows do not close properly. Barone has stated that replacement windows are on order and will be installed when they arrive. The heating/AC units at the Queens school were re-programmed to start heating before the school day starts. It still must be determined if this will keep the building warm throughout the day. As of recently, the heating/AC units are not functioning as they should.

Mr. Obregon reported to the board that Mr. Brian Baer and Mr. Ed Cinni visited the Brooklyn school to determine the cause of the leak coming from the roof top electrical room. There is a possibility that water is entering through a seam on the wall near the HVAC housing area. Both agreed that they will get a contractor to look at possible resolutions to the problem. Additionally, the handicap ramp door that leads to the back yard still needs to be fixed. Mr. Obregon also informed the board that the school signed a Fire Alarm maintenance contract that will include periodic inspections of the fire alarm system and maintenance when needed. Finally, the monthly sprinkler system inspection was conducted at the Brooklyn school with no issues to report.

Mr. Tabano asked if Barone completed the fencing of the backyard area in Queens satisfactorily. Mr. Obregon indicated that they still need to cage off the AC system in the yard to prevent damage. Otherwise, the backyard is fine. Mr. Obregon also reported that the lighting was successfully upgraded in the backyard area.

Mr. Tabano asked Mr. Brian Baer, what is the timeline for getting the roof repaired in Brooklyn. Mr. Baer responded that Mr. Ed Cinni is going to reach out to the roofing and wall installer early this week and get them onsite towards the beginning of next week.

Mr. Tabano further asked, who is liable for the leak on the roof. Mr. Baer responded that he needs to go through the drawings to determine if it was a design issue or construction issue. Mr. Baer also stated that he suspects that it is a construction/ installation issue.

Mr. Obregon verified with Mr. Brian Baer that Mr. Ed Cinni was also going to also send someone to look at and repair the epoxy flooring on the roof top electrical housing area. Mr. Baer concurred with Mr. Obregon.

## **VI. Public Comment**

No public comment was made.

## **VII. New Business**

Dr. Asmussen informed the board that Ms. Nazli Askin will be teaching Turkish at the Queens school next semester. Concurrently, Ms. Askin will be able to help the Queens school with office management and their data collection.

## **VIII. Adjournment**

The next board meeting was scheduled for February 22, 2022, at 11:00 AM.

The meeting adjourned at 11:30 AM.