

**Board of Trustees Meeting**

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

**Zoom Meeting**

**Date:** April 27, 2021

**Time:** 3:30 P.M.

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

**Board Members Absent:** Mr. Amit Bahl, Board Member, 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, Mr. Zach Flory, Principal, NDCHS II, Ms. Donna Lobato, Principal, NDCHS, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, NDCS, and Ms. Nazli Askin, Data Specialist, NDCS

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

**I. Resolution: March 23, 2021 minutes**

Mr. Tabano asked the board members if there was a resolution to accept and approve the March 23. 2021 Board Minutes.

**Motion:** Ms. Jane Sun motioned to accept and approve the March 23. 2001 board Minutes.

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

**Vote:** The board unanimously voted to accept and approve the March 23. 2001 board Minutes.

**II. Financials—Steve Ramkissoon, Director of Finance and HR**

**Benchmark 4: Financial Condition**

**Benchmark 5: Financial Management**

**a. Resolution: Financials**

Mr. Tabano asked the board members if there was a resolution to accept and approve the April 2021 Financial report.



**Motion:** Ms. Katharine Urbati motioned to accept and approve the April 2021 Financial report.

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

**Vote:** The board unanimously voted to accept and approve the April 2021 Financial report.

**b. PPP Forgiveness**

Mr. Steven Ramkissoon reported to the board that the school received notification that the Payroll Protection Program loan was forgiven. Now that loan is forgiven, the schools can recognize this money as revenue. The Brooklyn school currently has 77% of the year's projected revenue and has only 70% of the projected liabilities. Net income stands at 162% because of the loan forgiveness. Cash flow remains positive even though student enrollment is below forecasted projections. Brooklyn has 263 students enrolled and Queens 171 students. Queens has done well at keeping expenses low. As of this report, total revenue is at 57% and expenses are at 50% of the projected amount. This translates into a positive net income of \$331,424 for the Queens school.

**c. Discussion of 403(b) match and increases (for Executive meeting)**

Mr. Ramkissoon informed the board that a compensation analysis will be discussed during the Executive session. The NYC Charter school survey was used to ensure that NDCS was using relevant benchmark data.

**d. Bond Update**

Mr. Ramkissoon reported to the board that the mandatory Q1 Bond compliance report to Melon Bank was submitted. Additionally, the school is going out to market to get bids for Insurance contracts. A building appraiser will be at Brooklyn to provide documentation on property value so that an accurate insurance contract is obtained.

**III. HR (Hiring)—Steve Ramkissoon, Director of Finance and HR**

**Benchmark 7: Organizational Capacity**

**a. Status of Queens**

The Queens school will be bringing on an additional nine (9) staff members to support the additional grade that will be added the coming school year.

**b. Status of Brooklyn**



The Brooklyn school will be bringing on an additional three (3) staff members that will be added the coming school year. All positions have been advertised except the culinary program instructor position.

#### **IV. Review of Evaluation Tools—Ron Tabano, Chairperson**

Mr. Tabano asked when the Board evaluation and Executive Director evaluation is due. Dr. Asmussen stated that they both should be completed by May 2021.

##### **a. Board Evaluation**

Mr. Tabano asked the board members if they were comfortable doing both evaluations as a group. The board members replied that they agreed doing the evaluations as a group. Dr. Asmussen informed the board artifacts for the renewal are all available.

##### **b. Executive Director Evaluation**

The Executive Director evaluation will be done by the board members as a group in May 2021.

##### **c. Consultant Evaluation**

Mr. Tabano asked about the consultant evaluation that is coming due. Dr. Asmussen indicated that this evaluation was specifically for Accounting Solutions of NY, Inc. and should be conducted by the end of the year.

#### **V. Policies and Procedures— Dr. Sara Asmussen, Executive Director**

**Benchmark 6: Board Oversight & Governance**

**Benchmark 8: Mission & Key Design Element**

**Benchmark 10: Legal Compliance**

##### **a. Resolution: Discipline & Code of Conduct**

Dr Asmussen reported that one of the policies that must be submitted for renewal is the discipline and code of conduct policies. An attorney was used to review the current policies and it was found that there were items that are not needed. Most of the changes were deletions. Dr. Asmussen asked if the board had any questions. Mr. Tabano remarked that there were many more deletions recommended by the lawyer than



anticipated. Dr. Asmussen stated that the lawyer who reviewed the current discipline and code of conduct is a charter school specialist.

Mr. Tabano asked the board member if there was a motion to accept and approve the Discipline and Code of Conduct Policy

**Motion:** Ms. Katharine Urbati motioned to accept and approve the revised code of conduct and discipline policies.

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

**Vote:** The board unanimously voted to accept and approve the revised code of conduct and discipline policies.

#### **b. Resolution: Grievance Complaint for Parents**

Mr. Tabano asked the board member if there was a motion to accept and approve the Grievance Complaint Policy for Parents.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the Grievance Complaint Policy for Parents.

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

**Vote:** The board unanimously voted to accept and approve the Grievance Complaint Policy for Parents.

Mr. Tabano asked if this policy was required to be on the website and Dr. Asmussen confirmed that it is required.

#### **VI. Facilities—Jose Obregon, Director of Operations** **Benchmark 6: Board Oversight & Governance**

Mr. Obregon reported to the board that the NYC FDNY came to the Brooklyn school to inspect the facilities for issue of a final of certificate of occupancy. The FDNY did not approve the final C of O since they indicated that an additional carbon monoxide sensor is needed in the kitchen. The FDNY will be back to reinspect once that device is installed. Several other fire inspections will be conducted by the schools contracted fire protection company in the next coming weeks to stay in compliance with NYC Building and Fire Codes. Additionally, there is an OATH hearing scheduled May 4, 2021 at 10:30 AM to address two violations issued to the school resulting from the accidental activation of the school fire alarm system by the fire alarm monitoring company. HVAC 212, the heating and air conditioning maintenance company, has installed MERV 13 filters at the Brooklyn school. One last camera needs to be installed in the rooftop mechanical room.



## **VII. Grants**

### **Benchmark 1: Student Performance**

### **Benchmark 3: Culture, Climate, and Student & Family Engagement**

### **Benchmark 8: Mission & Key Design Elements**

#### **a. Reso grant—Dr. Sara Asmussen, Executive Director**

Dr. Asmussen reported that the grant totals 250K and was acquired through the office of the Brooklyn Borough President. The purchase of Chromebooks and a 3D printer are some of the products that can be purchased.

#### **b. All other grants— Dr. Sara Asmussen, Executive Director**

Dr. Asmussen reported that all other grants are going well and there are no updates at this time. Kickboard will be rolled out in the next two weeks.

#### **c. Resolution: Immersion program for ELL students**

A grant for ELL students is due by May 15, 202 through Two Trees and the Melantis Family Foundation. The grant is designed to support immersion of ELL students. The Grant totals 25K and will be administered to students during Internship so they do not miss any classes. Dr. Asmussen requested approval from the board to apply for the grant. The board had no objections.

## **VIII. School Reports 10 minutes**

### **Benchmark 6: Board Oversight & Governance**

### **Benchmark 9: Enrollment, Recruitment, & Retention**

#### **a. Brooklyn—Donna Lobato, Principal, NDCHS**

Ms., Lobato reported to the board that home visits have resulted in 21 returning students to date. There are nine (9) new enrollments since the last board meeting. More students are coming to school. The basketball team will start activities again. There will be school inter-visitations activities at both school locations so staff can observe the daily operations at each location. Final exams will be reviewed by both schools.

#### **b. Queens—Zach Flory, Principal, NDCHS II**

Mr. Flory reported that recruitment is still ongoing. There are 212 students enrolled on ATS and the school is still striving to meet its goal of 249 students enrolled. A virtual College Fair was conducted by both Internship Staffs both in Brooklyn and Queens. Staff is meeting about PBIS program and students are being surveyed to ascertain who is



planning to return in person in September 2021. The 4<sup>th</sup> floor is now being assessed for preparation of the upcoming school year. Funds were received for the garden project.

**IX. Report on Testing & Curriculum—Dr Lisa DiGaudio, Director of Instruction and Curriculum**

**Benchmark 1: Student Performance**

**Benchmark 2: Teaching and Learning**

**Benchmark 6: Board Oversight & Governance**

**Benchmark 8: Mission & Key Design Element**

**Benchmark 10: Legal Compliance**

The Curriculum and Assessment was discussed by Dr. DiGaudio. During the COVID-19 pandemic, thought was given on how to improve and unifying the curriculums across both schools. As a result of this work, Dr. DiGaudio informed the board that she will be participating in a Chalk presentation/discussion on how NDCS does curriculum mapping. Dr. DiGaudio reported that one of the course corrections that the schools is making now will ensure that we have differentiation instruction material and supporting material as well for students. Dr. DiGaudio reported that over the Summer of 2020, over 50 courses were mapped in Chalk and aligned to the new standards (Next Generation). Additionally, staff was trained on writing lesson plans using the template that included differentiation.

Dr. DiGaudio reminded board members that projections were created as a monthly practice towards the end of each semester to prepare students for the Regents exams. Dr. DiGaudio also reported to the board that due to Regents exam waivers this year because of COVID, the schools took projection activities to a different level. Projections were based on interim assessments and if a student was not progressing, they were counseled on how to become “Regents Ready”. Students had three months to improve their performance- additional resources, extra help, parent meetings, and other outreach by the mentor provided insight (tracked on the projections spreadsheet and outreach recorded in Jupiter) was utilized. Final Exams will culminate the end of the semester.

Dr. DiGaudio also informed the board that during the first part of the year, the roll out of Chalk raised more questions on how to implement courses. For example, at the Queens school, there was additional support provided on chunking material that would be relevant for students and effectively measure their progress. Regarding development of the Curriculum Policies and Procedures, there is a full Guide on how to chunk a semester from A/B week to rolling out material over the course of a week.

Finally, Dr. DiGaudio reported to the board that final exams will continue to be administered in each class. Student progress will be measured through monthly

projections using interim assessments (classroom level assessments); final exams (district level assessments); Regents exams (anticipated January 2022); and Scantron Series (ELA and Math baseline and subsequent measures). Professional Development includes use of protocols among departments to engage in item level analysis and review of student work. This will inform our practices and determine if adjustments are necessary.

## **X. Student Outcomes & Dashboard—Ms. Nazli Askin, Data Specialist**

### **Benchmark 1: Student Performance**

#### **a. Dashboard**

Ms. Nazli Askin reported that the Brooklyn school has enrolled an additional nine (9) students since the last report and total enrollment is now at 300 students. SPED enrollment is at 42%, ELL percentage is at 9%, Immunization percentages have fallen to 94% as new students enroll. The Queens school is at 212 enrolled students, SPED is at 34%, Free and Reduced Lunch percentages are at 92%, Immunizations are at 98%, and ethnicity percentages remain relatively the same since last report.

#### **b. Review of Regents Pass Rates compared Over the Years—Dr. Sara Asmussen, Executive Director**

Dr. Asmussen addressed Ms. Urbati's request for a comparison of Regents exam pass rates. Regents exam results were compared for school years 2018, 2019, and 2020. Dr. Asmussen informed the board that she has developed a PowerPoint presentation that depicts student Regents proficiency over the course of the last three school years. NYS has allowed exemptions for those students that do not pass Regents exam but are in Regents classes during COVID-19. To disprove any claims that NDCHS has taken advantage of this waiver to bolster Regents exam outcomes, the comparison graph shows that more students have passed the Regents when they have taken the exam as opposed to those that have received waivers. Regents waivers have impacted graduation numbers positively. However, clearly there is no over inflation of Regents pass rates. Mr. Tabano indicated that this was a good tool to support the school's work and legitimacy. Ms. Jane Sun asked if attendance and enrollment can be tracked similarly. Dr. Asmussen indicated that attendance is difficult to track, but she can glean attendance information from other reports. Ms. Jane Sun indicated that she just wanted to compare this year's attendance with last years. Ms. Askin is working on that now to report to the State.

#### **c. CAP Review—Tabled until May meeting**

## **XI. Charter School Performance Framework Discussion**

### **All Benchmarks**



**a. Update on Benchmark work with Kickboard**

Dr. Asmusen reported to the board that the schools are not as far along as she would like. This program will be rolled out at the schools on May 5, 2021. This will be one of the SEL measures. It will be integrated throughout both schools and in the classroom. Students must be involved so they can understand the concept.

**b. Board Training— Ms. Jane Sun, Board Member and Mr. Brian Baer, Board Members**

Ms. Jane Sun reported that because of the school board training, she learned that teachers have curriculum plans on hand and that they use them in conjunction with lesson plans. Additionally, Ms. Sun indicated that the training was very structured and informative.

Mr. Brian Baer reported that he learned and listened to better understand how schools function. He received a power point presentation from the Charter School Office that will also give him insight to school operations. He stated he did not know about all the work charter school staff have to complete to remain chartered.

**c. Other Resources: <https://nyccharterschools.org/resources/governing-board-resources-for-schools/>**

**XII. New Business – Mr. Ron Tabano, Chairperson**

Mr. Tabano asked the board members if there is any new business. There was no new business. Mr. Tabano then asked if there was a motion to adjourn the April 2021 board meeting.

**XIII. Adjournment**

**Motion:** Ms. Katharine Urbati motioned adjourn the April 2021 board meeting.

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

**Vote:** The board unanimously voted to adjourn the April 2021 board meeting at 4:45 P.M.

**XIV. Executive Committee Meeting**

**a. Salary Increase**

**b. Staff Issues**