

Board of Trustees Meeting

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

Date: Tuesday, June 18, 2019

Time: 2:30 pm.

Board Members Present: Mr. Ronald Tabano, Chairperson, Mr. Les Winter, Co-Chair, Ms. Jane Sun, Member, Ms. Darlene Anderson, Member, Mr. Amit Bahl, Secretary

Board Members Absent: Ms. Katharine Urbati, Treasurer

Staff Members/ Visitors Present: Dr. Sara Asmussen, Mr. Jose Obregon, Dr. Lisa DiGaudio, Ms. Amanda Morton, Mr. Steve Ramkissoon

Mr. Tabano called the meeting to order at 2:30 P.M.

I. Resolution: Minutes from May 28, 2019 Board Meeting.

Motion: Mr. Amit Bahl motioned to approve the May 28, 2019 board minutes.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept the May 28, 2019 board minutes.

II. Board Member Updates

Dr. Asmussen informed the board that Mr. Jonathan Carrington's resume, potential board member, was included in the board packet for the board members to review. Mr. Tabano instructed Dr. Asmussen to continue with the vetting process.

Mr. Tabano announced to the board that Mr. Les Winter, one of the founding board members, was resigning as a member of the board. Mr. Tabano stated that Mr. Winter is a seasoned real estate businessman who contributed greatly to the board and will be missed. Mr. Tabano assured Mr. Winter that he is always welcomed at any of the board's open meetings. Mr. Winter replied that he appreciated being part of the board and complimented Mr. Tabano and Dr. Asmussen on their great leadership over the years.

III. Nomination of Board Members for 2019-2020

A. Nomination and Vote.

Motion: Ms. Darlene Anderson motioned to accept, with the exception of Mr. Winter, the current board members as part of the 2019-2020 Board of Trustees.

Motion Seconded: Mr. Amit Bahl

Vote: The board unanimously voted to accept the current board members as part of the 2019-2020 Board of Trustees.

B. Conflict of Financial Interest Forms

Dr. Asmussen reminded the Board Members that a new conflict of Interest Financial Interest Form needs to be filled out by each board member for the 2019-2020 Board member term. Forms were distributed and signed by board members present.

IV. Financials

A. Resolution: Board Financials

Motion: Mr. Amit Bahl motioned to approve the May 2019 financial report.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept the May 2019 financial report.

Mr. Steve Ramkissoon presented the board with the proposed FY-20 budgets for NDCHS and NDCHS II. He also presented the FY-20 consolidated budget for NDCHs and employee data.

B. Bond Expenditures

Mr. Steve Ramkissoon reported to the board that the school has not spent any monies yet except for two (2) loan payments made to date. The next loan payment will be made July 15, 2019.

C. CSP Audit

Dr. Asmussen explained to the board that upon spending \$50K of the CSP grant, there will be an audit conducted. The MOLA purchase of technology equipment triggered the first audit.



D. Resolution: NDCS, NDCHS, & NDCHS II Budget approvals

Motion: Mr. Amit Bahl motioned to approve the NDCS, NDCHS, & NDCHS II Budgets.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to the NDCS, NDCHS, & NDCHS II Budgets.

V. Facilities

A. Update Queens Lease (NDCHS II)

Dr. Asmussen reported to the board that she had the Queens lease in place.

B. Update Brooklyn Swing Space Lease

Dr. Asmussen reported to the board that the swing space lease was still being worked on and that the attorneys for both parties were communicating regarding the same. Dr. Asmussen also reminded the board that it is a triple net lease: NDCHS pays all the taxes and a 2-month security deposit is required. Further, the Board agreed to vote on the lease over email due to the time constraints. Dr. Asmussen asked if there were any questions around the draft lease and if anyone had any questions once the lease was finalized, to please let her know.

VI. Staff Development

Resolution: PNG Contract

Motion: Ms. Darlene Anderson motioned to accept the PCG Contract.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept the PCG Contract

Resolution: NSN Contract

Motion: Mr. Amit Bahl motioned to accept the NSN Contract.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to accept the NSN Contract

VII. Programmatic Updates

A. Staff Recruitment

1. NDCHS is seeking a Counselor to fill in the position vacated by Mr. Thapa. The Social Studies teacher to replace Mr. DiFide has already been hired. Mr.'s Thapa and DiFide are both moving to Queens.

2. NDCHS II is seeking to fill of three (3) vacant positions that include a SPED, ELA, and Music/Language Teacher.

3. Dr. Asmussen reported that the job fair went well under the supervision of Ms. Amanda Morton.

B. Student Recruitment (NDCHS II)

1. Dr. Asmussen reported that the school is doing very well and ninety (90) new students have enrolled.

2. Dr. Lisa DiGaudio reported that NDCHS II already has recruited more than 50% of its target goal and that the school is in a good position to meet the recruiting goals for its opening year. Students are being recruited from various locations throughout Queens. Mr. Tabano asked if the school is anticipated to be a 100% target enrollment by September 2019. Dr. Asmussen confirmed that it will be.

3. Current Enrollment (NDCHS)

Dr. Asmussen reported that the school had a twenty-one (21) student enrollment increase since the last board meeting.

C. Regents Update

Ms. Amanda Morton reported that to date, two (2) Regents were already administered and there were three (3) remaining to be administered.

D. Graduation Update

Ms. Amanda Morton reported that graduation was still scheduled for June 27, 2019 and that there would be a senior breakfast and rehearsal on June 26, 2019.



E. Resolution: School Year 2019-2020 Calendar – The board already voted previously to approve the calendar.

VIII. Update on Grants and Compliance

A. Walton Family Foundation

Dr. Asmussen reported that the Queens school will be eligible for \$350K from the Walton Family Foundation grant. Mr. Tabano asked what is billable against the grant. Dr. Asmussen replied that the grant was very flexible and allowed for various items.

B. Title I & II

Dr. Asmussen reported that Mr. Art Pritchard will be the consultant for helping the school apply for Title grants. It is anticipated that NDCHS will receive \$130K and NDCHS II \$40K.

C. Annual report

Dr. Asmussen reported that the annual report is due on July 31, 2019 and that the Regent results will be included.

New Business: Ms. Darlene Anderson reported that the College of New Rochelle will be going out of business and that the college will be donating its furniture.

IX. Adjournment. The board meeting was adjourned at 3:27 P.M.