

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

New Dawn Charter Schools Board of Trustees

December 2021 Meeting

**Tuesday, December 21, 2021
11:00 a.m.**

**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. Jane Sun, Board Member, Mr. Brian Baer, Board member, Ms. Katharine Urbati, Treasurer
Board Members Absent: Mr. Jonathon Carrington, Board Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations and Student Support, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Ms. Nazli Askin, Data Specialist, NDCS, Dr. Lisa DiGaudio, Director of Curriculum, and Instruction, NDCS

I. Agenda

Resolution: December 2021 Agenda

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

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2021 agenda

II. Minutes

Resolution: November 2021 Minutes

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

III. Financials—Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Resolution: Monthly Financials

Mr. Ramkissoon reported to the board that in Brooklyn, due to declining student enrollment, the projected revenue was down to approximately 290K. However, Mr. Ramkissoon also pointed out that depreciation and amortization costs totaling over 337K were factored in the monthly budget, thereby, affecting the total revenue. If not for those costs, the school would have approximately 47K in positive revenue. Since this expense is not a reoccurring expense, it should not be cause for concern. On a positive note, aside from the depreciation and amortization costs, monthly expenses were below projected numbers. Additionally, the school still has staff vacancies that need to be filled and this contributes to decreased monthly expenditures. Mr. Ramkissoon reported that aside from this month's financial report, the Brooklyn school is still on track to meet its financial projections and is still doing well.

Mr. Ramkissoon reported that the Queens school has 223 students enrolled vs. the 300 projected. Consequently, since the school is only at 74% of the projected student enrollment, it directly affects the projected revenue. Notwithstanding the lower revenue than projected revenue, school expenses remain low at 36% of the projected. Mr. Ramkissoon also stated that he is carefully re-negotiating service contracts to cut down on expenditures. The Queens school also has staff vacancies that is offsetting revenue deficits. Mr. Ramkissoon also commented that despite the lower than projected revenue, both schools were still doing well overall.

Ms. Jane Sun commented that she did not see any federal grant monies accounted for in the monthly budget. Mr. Ramkissoon informed her that those funds were not received yet.

Ms. Katharine Urbati also commented that she did not see anything in the monthly report that was not expected and thanked Steve and the school for maintaining a disciplined budget.

Motion: Ms. Katharine Urbati motioned to accept and approve the December 2021 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board members voted unanimously to accept and approve the August 2021 monthly financials

IV. Hiring and Recruitment
Benchmark 7: Organizational Capacity

a. Staff Hiring—Ms. Donna Lobato – Principal, NDCHS Brooklyn

Ms. Lobato reported that the Queens school is still looking for a math and SPED teacher. At the end of January 2022, there will be two (2) additional positions that will need to be filled which is the ELA teacher position and an office assistant position. The Brooklyn school has a science teacher and guidance counselor position still open. Ms. Lobato also reported that NDCHS is still actively recruiting for these positions and the goal is to get them filled as soon as possible.

b. Student Recruitment—Steve Ramkissoo, Director of Finance and HR

Mr. Ramkissoo reported that the student recruitment team is reaching out to all leads to bring students in. Additionally, he reported that he received a quote from Vanguard and the cost will be approximately 28K. The company will mail out approximately 42K postcards to potential new students.

V. Facilities—Jose Obregon, Director of Operations and Student Services

Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon reported that there were two (2) personnel changes on the security guard team in Queens. Work in the building that needs to be completed includes a bathroom commode in the 3rd floor women's bathroom which is leaking, and water is coming through the ceiling from a different source. Mr. Flory confirmed that Barone did fix the leaky commode and patched the ceiling. However, Mr. Flory thinks that the problem maybe persistent since the water leakage maybe coming from an upper floor or the roof. Mr. Flory also confirmed the lights on the B stairwell still need to be fixed. Mr. Obregon also commented that the bathrooms in general need to be upgraded including installation of new commodes and bathroom stalls. Also, an elevator control key was acquired recently to shut down or limit the use of the elevator. Security bids for the schools are still in progress. One bid was already received, and two bids are still pending.

For the Brooklyn school, Mr. Obregon confirmed that Mr. Ed Cinni and Mr. Brian Baer will be at the school to look at the leak coming from the equipment/mechanical control room on the rooftop. Mr. Tabano asked Mr. Obregon who were the three companies bidding for the security contract at Queens. Mr. Obregon replied that it was Axios, Mutual, and Stanley.

VI. Grants & Reports - Dr. Sara Asmussen, Executive Director, NDCS

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen reported that the ESSER grant was rejected for the Queens school and that she is still waiting for the Brooklyn school decision.

b. Consolidated Application updates

Dr. Asmussen confirmed that the consolidated applications for both schools were finally accepted.

VII. School Reports & Hiring

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn—Ms. Donna Lobato, Principal NDCHS Brooklyn

Ms. Lobato reported that several staff members were out this month, however the staff has done well to provide excellent coverage. Some students have opted to stay home, and some are coming physically to school. JUNO Pods are being used for virtual classes. Staff is being tested continuously. Mr. Tabano asked if zoom classes are still effective and Ms. Lobato replied that they are effective and that students are participating and engaged. Chromebooks are being distributed as necessary to support virtual learning. Ms. Lobato also informed the board that there is a possibility for getting per pupil funding for those students aged 21 and over due to new COVID accommodations. She stated that she will inform the board of the requirements as she gets more information. Dr. Asmussen also mentioned to the board that the school is working on COVID-19 onsite testing for the staff.

b. Queens— Mr. Zach Flory, Principal NDCHS Queens

Mr. Flory informed the board that there are some staff that have called out sick, but there are no reports of any positive cases yet. Onsite testing for students is happening but with limited student participation. Three students have called out and self-reported positive. The school is currently in hybrid mode. There are no issues with instruction currently.

c. Internship Program— Mr. Jose Obregon,
Director of Operations and Student Services

Mr. Obregon reported that attendance has dropped in the past two weeks in both schools. However, there is a lot of positive energy in Queens and in Brooklyn. Students have asked when worksites will be made available again and seem anxious to go to a job site. Otherwise, there is nothing negative to report.

VIII. Enrollment—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

a. Enrollment Numbers to Date

Ms. Askin reported that in Brooklyn, there were six new additions to enrollment and two transfers placing the school at 264 students enrolled. Student Immunization rate is at 97%, SPED is at 43%, ELL is at 11%, and Free and reduced lunch is at 82%. There are no major changes in gender or ethnicity percentages.

In the Queens school, enrollment rate is at 239 students enrolled. There were 14 new students added to the enrollment numbers this month. SPED is at 36%, ELL at 14%, free and reduced lunch at 84%, and immunizations at 98%. The Queens school had no major changes in gender or ethnicity percentages.

IX. Public Comment.

There was no public comment to be reported.

X. New Business

Dr. Asmussen asked for an Executive session after the board meeting concluded. Mr. Tabano agreed. The next board meeting is scheduled for January 25 2022, at 11:00.

XI. Adjournment

The meeting was adjourned at 11:33 A.M.