

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

March Meeting

**Tuesday, March 28, 2023
11:00 a.m.**

New Dawn Charter High School

Board Members Present: Mr. Ronald Tabano, Chair; Ms. Jane Sun, Vice-Chair; Mr. Baer, Secretary; Katharine Urbati, Treasurer

Board Members Absent: Jonathon Carrington, Member

Staff Present: Sara Asmussen, ED, NDCS; Steve Ramkissoon, DOF & HR, NDCS; Jose Obregon, DO, NDCS, Principal, NDCHS II; Lisa DiGaudio, DoCI, NDCS; Nazli Askin, DSS, NDCS; Emily Predmore, Data Specialist, NDCS; and Donna Lobato, Principal, NDCHS

I. Executive Session

Certain employee issues were discussed.

II. Approval of Agenda

Mr. Tabano asked for a resolution to accept the March Agenda.

Resolution: Ms. Urbati moved to approve the March agenda.

Second: Ms. Sun

Vote: Unanimous

III. Minutes

Mr. Tabano asked if everyone had a chance to review the February meeting minutes. He asked if there were any questions, concerns, or edits. Being none, he requested a motion to accept the February minutes.

Resolution: Mr. Baer moved to approve the February minutes.

Second: Ms. Sun

Vote: Unanimous

IV. Introduction of New Queens Principal—Sara Asmussen

Dr. Asmussen introduced Mr. Obregon as the new principal of NDCHS II. Mr. Tabano thanked Mr. Obregon for stepping up and covering for the school until a new principal is identified.

V. Financials—Steve Ramkissoon

a. Monthly Financials

Mr. Ramkissoon reviewed the financials which had already been distributed to Board members. Both budgets are balanced, and both are net income positive.

Mr. Tabano asked if there were any questions or concerns. If not, he requested a motion to approve the monthly financials.

Resolution: Ms. Urbati moved to approve the monthly financials.

Second: Mr. Baer

Vote: Unanimous

b. Merrill Lynch Discussion

Mr. Ramkissoon informed the Board that the Merrill Lynch deposit, which had been voted on at a prior meeting, was rejected on the grounds that they do not work with not-for-profit schools. Various other options were discussed at other financial institutions. At this point we are paying more in fees than we are making in interest in the account that the money is deposited. Ms. Urbati recommended we move the money since we are actually losing money.

Mr. Tabano requested a motion to move the money from the current deposit account to IDB which pays 3.5% interest.

Resolution: Ms. Urbati moved to approve the transfer of funds to IDB.

Second: Mr. Baer

Vote: Unanimous

c. IDB Signature Cards

Mr. Ramkissoon explained that Dr. Asmussen, Ms. Sun, and Mr.'s Tabano and Baer would be receiving signature cards for the existing banking account. This is to ensure that in the event people are not available, there will always be a second signer and someone to approve the payment on the Bond.

d. Metropolis Bill

Mr. Ramkissoon reported that we have received another notice for renewing our temporary certificate of occupancy. A discussion was held about if we should pay the money which GKV owes CFS (a bill that New Dawn has already paid) or if we should just pay to have the temporary COO extended. It was agreed to have the temporary COO extended and Mr. Tabano and Mr. Baer will follow up again with Joe Barbagallo about paying the bill.

Mr. Tabano asked for a motion to pay for the temporary COO for now.

Resolution: Mr. Baer moved to pay the temporary bill and then follow up with GKV.

Second: Ms. Urbati

Vote: Unanimous

VI. Resolution/Bids

5 minutes

a. Resolution: Graduation Space

Mr. Ramkissoon discussed the space for graduation and ask for a resolution to pay for the rental at Hunter College.

Resolution: Mr. Baer moved to rent the Hunter College space.

Second: Ms. Urbati

Vote: Unanimous

b. Resolution: Chalk

Dr. Asmussen confirmed that PowerSchool no longer sends invoices or quotes and that you can only have the invoice once you sign the agreement to pay. This was a cost of over \$5,000 and needs Board approval so she will spend the next month attempting to get a copy of the quote.

VII. Hiring, Recruitment, and School Updates

a. Dashboard

Dr. Asmussen reviewed the Dashboard with the Board. Both schools are improving their enrollment numbers and more students are expected to enroll in the coming months. Queens added new students yet did not impact the billing; while Brooklyn billing increased with fewer students. It is probably due to the number of SPED students in Brooklyn.

b. Staff Hiring

Mr. Ramkissoon reported that we have hired two new SPED teachers and one new counselor. We have posted for the new principal and are posting for all positions just in case people change their minds and leave last minutes.

c. Student Recruitment

Dr. DiGaudio reported on student recruitment. There were recruitment fairs at both schools, both schools are visiting schools in the area, and Dr. DiGaudio has been reaching out directly to counselors and principals at local schools.

d. School Updates

Ms. Lobato reported that the culinary program is really up and running and Mrs. Flores will report later on this. Ms. Lobato reported that the DOE was going to audit all IEPs for post-secondary goals. She reported that she has two additional calls with two SPED teachers. It is the end of the marking period, so students are a little stressed. Senior pictures have been done and senior activities are ongoing. It was reported that about 60 students will graduate between the two schools.

VIII. Facilities

a. Update on both buildings

Mr. Obregon reported that the outlets in the kitchen had been updated for teaching in the kitchen. There was a fire alarm inspection with Casey Fire Systems (CFS) so we should try to work the bill that GKV owes them out with them.

In Queens there is some electrical work being done in the cafeteria due to the gym class and stray balls, this will be New Dawn responsibility. The electrical costs that are being done in the hallways will be Barone's responsibility. There are no gates cutting off the roof.

IX. Grants & Reports

a. ESSER Desk Review

This has been submitted for schools. It was extremely cumbersome. We do believe that they will come back and request more information.

b. ESSER Annual Report

This was also submitted for both schools so all our Consolidated reports are good.

X. Project Updates

a. Internship

Both internship programs are up and running. Students are adjusting since they have been out of work for two years, so there is going to be a transition phase. We have 85 students placed as well as students with their own jobs. New students are completing their portfolios and being placed quickly. The internship papers are going very well.

b. Culinary

The Culinary Program is an internship site and students have increased their attendance due to their participation in the program. We are continuing to work on our CTE certification.

c. College/Career

The Bridge and the Guidance Counselors are also up and running. They have had two career/college fairs. Students are getting their acceptance letters. One student just was accepted to FIT and another student was just hired by the Department of Sanitation.

XI. Public Comment

No public comment

XII. New Business

The date for the next meeting will be April 25, 2023.

XIII. Adjournment

Meeting was adjourned at 11:45.