

**New Dawn Charter Schools Board of Trustees
March 26, 2024
10:30 a.m.: Board Meeting**

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

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
547-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chairperson, Mr. Brian Baer, Secretary, Mr. Daniel Lewis, board member, Ms. Katharine Urbati, Treasurer

Board Members Absent:

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkisson, Director of Finance and HR, Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, Mrs. Nazli Flores, Director of Student Supports
NDCHS: Donna Lobato
NDCHS II: Muhammad Bilal

I. Resolution: March 2024 Agenda—Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the March 2024 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the March 2024, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the March 2024 Board of Trustees meeting agenda.

II. Resolution: February Minutes—Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the February 2024 Board of Trustees meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 2024, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2024 Board of Trustees meeting minutes.

III. Financials—Steve Ramkissoon
Benchmark 4: Financial Condition
Benchmark 5: Financial Management

Mr. Ramkissoon informed the board that the Brooklyn school, although the budget shows a 162K deficit, when you factor in amortization and depreciation totaling 472K, there is an actual positive income of 300K and puts the school on track with the projected budget for the year. Mr. Ramkissoon also stated that student enrollment is up and there is nothing concerning about the current numbers. Mr. Ramkissoon stated that there are four (4) months left in the fiscal year and that he predicts that the school will remain fiscally on track. Mr. Ramkissoon then asked if there were any questions from the board members. There were no questions. Mr. Tabano also stated that Ms. Urbati had no concerns or questions either when he spoke with her regarding financials for Brooklyn.

For the Queens school, Mr. Ramkissoon stated that the school continues to do well and has surpassed the forecasted budget, thus far, these past eight (8) months. He also stated that pupil enrollment continues to increase and that he expects a similar outcome for the rest of the fiscal year. Mr. Ramkissoon also stated that Mr. Abraham is doing an excellent job in student recruitment. He asked the board members if there were any questions. There were no questions.

Mr. Tabano asked Mr. Ramkissoon what his projection for the Queens school for the next twelve (12) months was. Mr. Ramkissoon replied that at the Queens school will place less emphasis on student recruitment and more on hiring teachers. Mr. Tabano asked how many more teachers are needed at the Queens school. Mr. Ramkissoon replied that four (4) additional teachers are needed. Dr. Asmussen confirmed that four (4) additional teachers are needed at the Queens school or five teachers (5) if an aspiring teacher is also added. Dr. Asmussen further stated that, currently, the most important vacancies are the Math and PE teacher vacancies. Mr. Tabano asked how the school is covering the teacher shortage. Mr. Bilal responded that the school is using a long-term sub for PE. Additionally, Mr. Bilal stated that he is using two (2) permanent staff of teachers to cover the US history classes. Mr. Bilal confirmed that a substitute teacher is covering the math classes, and the algebra Regents classes are being covered by a permanent teacher. Mr. Bilal further stated that he has shifted teachers as necessary to cover the teacher shortages. Mr. Tabano asked if the teacher shortage was an ongoing problem throughout the school year. Mr. Bilal replied that the U.S. History teacher just left recently. Dr. Asmussen also stated that one of the current aspiring teachers will be certified soon and that he will fill the vacant U.S. History teacher vacancy. Mr. Tabano stated that if the school can hang on with the current staff, that it would be best to start searching in April for teachers that would be able to begin in September when the new school year starts. Mr. Ramkissoon also stated that the school has started to participate in job fairs to recruit teachers. Mr. Tabano asked Dr. Asmussen if she was able to get a literacy candidate for the interview tomorrow. Dr. Asmussen confirmed that she was able to get a candidate.

Mr. Tabano then asked if there was a resolution to accept the monthly financials.

a. Resolution: Monthly Financials

Motion: Ms. Jane Sun motioned to accept and approve the February 2024 financials.

Motion Seconded: Mr. Ron Tabano seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2024 financials.

V. Building Renovation Updates—Brian Baer, Jose Obregon, Steve Ramkissoon

a. COO update.

Mr. Jose Obregon reported to the board that the permanent COO is still pending, and that Mr. Brian Baer was in communication with Metropolis Group Inc. Mr. Obregon also stated that Mr. Baer had provided Metropolis with all the information needed to obtain the COO. Mr. Baer confirmed that he has reached out to Metropolis Group Inc., and they have not been responsive. Mr. Baer also stated that he will keep pressuring Metropolis to give him a response.

b. Brooklyn Roof

Mr. Jose Obregon reported to the board that the school is still waiting on the land use attorney to get the necessary permits so work can begin to convert the space on the rooftop into an authorized classroom space. Dr. Asmussen asked Mr. Baer if he heard anything back from the attorney and Mr. Baer stated that he is still waiting.

c. Queens Kitchen

Mr. Obregon informed the board that before the kitchen construction project begins at the Queens school, a new secure entry way must be set up for both students and staff since stairwell A, which is the current entryway for staff, will be closed. Also closed will be the ramp entrance and the backyard entrance that the students currently use to enter the building. Setting up the new entry way in stairwell B will entail setting up a new security access system that includes installing internet access cabling, installation of new electrical outlets, installing new FOB security detection devices for both sets of doors, setting up the security station which will allow the security guards to be able to see who's outside trying to get into the building and also view all the school security cameras. Mr. Obregon informed the board that Mutual Security Co. has submitted a proposal to do the installation. The total price for the installation is approximately 19K. Mr. Obregon also stated that Mr. Ramkissoon was able to negotiate with Mutual Security and lower the price by 2K. Mr. Obregon further stated that he agrees that the installation is a significant expenditure, but it is necessary to maintain security for the school and especially when the kitchen project begins. Mr. Tabano asked what will happen to the new installation when the kitchen project is complete. Dr. Asmussen replied that the security system will remain in place as a second point of entry to the building. Mr. Tabano agreed that this new installation was necessary and asked the board members if there were any objections regarding this work. There were no objections. Mr. Tabano then asked the board members if there was a motion to accept and approve the installation of the new security system in Stairwell B at the Queens school.

Resolution: Entrance Door

Motion: Ms. Jane Sun motioned to accept and approve the installation of the new security system in Stairwell B at the Queens school.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the installation of the new security system in Stairwell B at the Queens school.

Mr. Tabano asked the board members if there was a motion to accept NDK kitchen consultants for the kitchen project at the Queens school.

Resolution: Kitchen Consultant

Motion: Ms. Jane Sun motioned to accept and approve NDK kitchen consultants for the kitchen project at the Queens school.

Motion Seconded: Mr. Ron Tabano seconded the motion.

Vote: The board voted unanimously to accept and approve NDK kitchen consultants for the kitchen project at the Queens school.

VI. Evaluation Schedule—Mr. Ron Tabano

- a. ED
- b. Board

Mr. Tabano and all the board members agreed that they will stay on after the next board meeting and complete the evaluations, as necessary. Mr. Tabano asked Dr. Asmussen to send out the evaluation templates to the board members.

VII. Support Services Update—Mr. Jose Obregon/ Mrs. Nazli Flores

a. Resolution: Desks for Queens

Mr. Obregon informed the board that as student enrollment increased at the Queens school, there is a need for additional school furniture that includes student desks and chairs, science tables, and science stools. Mr. Obregon stated that he acquired two quotes from School Specialty and School Outfitters. School outfitters had the better pricing and Mr. Obregon recommended to the board that they go with School Outfitters, which was charging 13K vs. 21K that School Specialty proposed. Mr. Tabano asked Mr. Obregon if both furniture products were of similar quality. Mr. Obregon stated that he believed they were and especially since the school had already purchased furniture from School Outfitters in the past. Mr. Tabano then asked the board members if there was a motion to accept and approve the proposal from School Outfitters for the purchase of the required school furniture.

Motion: Mr. Brian Baer motioned to accept and approve the purchase of the required school furniture from School Outfitters.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the purchase of the required school furniture from School Outfitters.

b. Community Outreach

Ms. Askin reported to the board members that community outreach visits and phone calls are being conducted every single day. She also stated that outreach efforts are focused on LTA students. LTA students receive letters as well as home visits. Additionally, the outreach team has scheduled and included parent meetings. The community outreach program also reaches out to students who have poor attendance. Attendance meetings are scheduled every other week. Anthony and Deonna are NDCS's attendance coordinators. Collectively, they have done over three hundred (300) home visits between the two schools this school year. Ms. Askin stated that reaching out to parents does help substantially. Sometimes, parents are not aware that their children are not attending school and they can be influential in getting students to start attending again.

c. Internship Program

Ms. Askin informed the board that Internship is going well. This school year, the internship team is working on new site developments. Ms. Askin reported that recently, NDCS partnered with nursing homes near both schools. This is positive since there are many students who are interested in the health services. Ms. Askin also stated that there are new partnerships formed with several nonprofit organizations. Ms. Askin estimated that there are about 60 to 65 active internship sites now. So far, approximately 120 students have been placed.

d. Culinary Program

Ms. Askin reported to the board members that students who are in the culinary program will be taking the food handlers exam in the next two weeks. Once the students pass the exam, the school will buy them chef jackets. Ms. Askin also reported that there are two (2) guests coming to NDCS and they are both chefs. One of those guests will be visiting on April 8. That guest is a local chef in Brooklyn, and he is well known and will be conducting a demo. The other guest works for Google and Ms. Askin stated that she is working to set up a visit. This guest will also be doing a demo and conducting a Q&A with the students in early May. Ms. Askin also stated that she is also planning some trips for culinary students to sites that are relevant to the culinary arts. Ms. Askin also stated that she believes that the culinary program has been helpful in boosting student attendance.

e. Bridges Program

Ms. Askin also spoke to the board members about the Bridges Program. She informed the board that there were seventeen (17) graduates at the Queens school. Eleven (11) students started college. Three (3) of the students entered a trade school. The remaining three (3) students started full-time jobs. Ms. Askin stated that she believes that the guidance counselors effectively work with students individually and especially with those students that do not have plans. Counselors are also continuing to help students with their FASFA applications and are meeting with them on a weekly basis.

Mr. Tabano mentioned that if students pass the food handler's test, they could be exempt from taking the Global or the US History regents.

Ms. Jane Sun also asked if attendance records can be provided for internship students to ascertain if there was a correlation between internship participation and regular school attendance. Dr. Asmussen stated that she could provide that on the dashboard going forward.

VII. Dashboard—Dr. Sara Asmussen

Dr. Asmussen reported that in Brooklyn, she made major changes. There are the ATS numbers which differ from FTE invoicing numbers. Dr. Asmussen reported that FTE for the Brooklyn school is at 255, which is far below the projected number of 350 students. The number of actual students seen at the school was 313 which is also below the projected 350 students with the SPED numbers dropping slightly. Regarding the Regents exams, Dr. Asmussen reported that the Brooklyn school did well in both ELA and Living environment Regents Exams with well over an 83% pass rates. Global Regents exam had a 77% pass rate. However, the U.S. history Regents did not achieve the projected pass rate. Dr. Asmussen also stated that Algebra pass rates were not high as expected, but she projects they will get better.

Dr. Asmussen reported that the Queens school achieved their FTE numbers at 444 actual students and 348 students FTE. SPED numbers dropped at the Queens school and the ELL population was at 20%. At the Queens school, the ELA Regents passing percentage went down to 57%, the Algebra pass rate was 7%, the Global regents pass rate was 77% and the Science Regents pass rate was at 50%.

Dr. Asmussen also reported that the Brooklyn school had a revenue of 1.5 million on the current invoice, which was an increase of 415K from the last billing period. The Queens school had a revenue of 1.9M which was an increase of 11K from the last billing period.

The four-year graduation rate at Brooklyn is at 44% and the six-year graduation rate stands at 52%. In Queens, the six-year graduation rate is at 19% and the four-year graduation rate is at 20%.

Dr. Asmussen confirmed that the renewal date will be in June 2024.

VIII. New Business

Mr. Tabano asked the board if there was a motion to accept the IRS 990 Form.

Motion: Ms. Katharine Urbati motioned to accept and approve IRS 990 Form.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the IRS 990 Form.

IX. Public Comment

No public comment was made.

X. Adjournment

The next board meeting was scheduled for April 30, 2024, at 10:30 A.M. The board meeting was adjourned at 11:18 A.M.