

**New Dawn Charter Schools Board of Trustees**

**July 22, 2025, Minutes**

**11:00 a.m.: Executive Committee Meeting**

**11:10 a.m.: Full Board of Trustees 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  
347-505-9101**

**Board Members present:** Mr. Ronald Tabano, Chairperson, Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member.

**Board Members Absent:** N/A

**Staff Members/ Visitors Present:** NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoo, Director of Finance and HR; Ms. Emily Predmore, Data Specialist; NDCHS: Donna Lobato, Principal; NDCHS II: Mr. Muhammad Bilal, Principal

**Executive Committee Meeting**

**I. Legal Issues**

Board was updated on various legal issues at the school. No votes were taken.

**II. Real Estate Issues**

A discussion was held about potential real estate issues if the school is granted a new charter.

**General Board Meeting**

Mr. Tabano welcomed all the board and staff members to the meeting. Mr. Tabano then asked the board members if there was a motion to accept and approve the July 2025 Board of Trustees Meeting Agenda.

**I. Resolution: July 2025 Agenda—Ronald Tabano**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the June 2025 Board of Trustees meeting agenda.

**Motion Seconded:** Mr. Jeffrey Casio seconded the motion.

**Vote:** The board voted unanimously to accept and approve the July 2025 Board of Trustees meeting agenda.

Mr. Tabano then asked the board members if there was a motion to accept and approve the June 2025 Board minutes.

## **II. Resolution: June 2025 Minutes—Ronald Tabano**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the June 2025 Board of Trustees minutes.

**Motion Seconded:** Mr. Jeffrey Casio seconded the motion.

**Vote:** The board voted unanimously to accept and approve June 2025 Board of Trustees minutes.

## **III. Financials—Mr. Steve Ramkissoon**

### **Benchmark 4: Financial Condition**

### **Benchmark 5: Financial Management**

#### **a. Finances**

Mr. Ramkissoon updated the Board about the finances. Everything looks good.

#### **b. Audit update**

Mr. Ramkissoon stated that he sent a preliminary report to the board members. He confirmed that the audit is now underway and that there are no financials for the board to approve. Mr. Ramkissoon also stated that, so far, all looks well. He also confirmed that the auditors will be physically present at the Brooklyn school on Thursday. The auditors will be reviewing employee files, student files, and all pertinent materials for the audit. Mr. Ramkissoon stated that once the auditors have completed the audit, he will provide the board with a full audited financial report for the year. Ms. Urbati stated that she did not have a chance to review the preliminary report but will let Mr. Ramkissoon know if she has any questions. Mr. Ramkissoon also informed the board that the school applied for COVID relief funds in 2022, after the COVID pandemic, and finally received those relief funds.

## **V. Contracts—Jose Obregon**

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

### **Benchmark 2: Teaching and Learning**

### **Benchmark 5: Financial Management**

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

#### **a. N/A**

**VI. Staff/Student Recruitment—Mr. Ashish Abraham**  
**Benchmark 2: Teaching and Learning**  
**Benchmark 5: Financial Management**

Mr. Abraham was not present, but Mr. Ramkissoon briefed the board members.

**a. Status of Current Hiring**

Mr. Ramkissoon informed the board members that there are several candidates that will be interviewed for staff positions vacancies that still need to be filled at both school locations.

**b. Status of Student Recruitment**

Mr. Ramkissoon informed the board members that there are approximately fifty (50) potential new students at each school who have applied for enrollment at both school locations as a result of the student recruitment drive led by Mr. Abraham.

Dr. Asmussen then asked the board members if they could vote to accept and approve the new staff position of Human Resource Manager. Mr. Tabano then asked the board members if there was a motion to accept and approve the new staff position of Human Resource Manager.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the new staff position of Human Resource Manager.

**Motion Seconded:** Mr. Jeffrey Casio seconded the motion.

**Vote:** The board voted unanimously to accept and approve new staff position of Human Resource Manager.

**VII. School Updates**

**a. Brooklyn—Ms. Donna Lobato**

Ms. Lobato briefed the board members that the school is at the halfway point for a summer session and in the third week of summer school. Ms. Lobato reported that there are one hundred thirty (130) students enrolled in summer school and this is the most students enrolled in summer school in several years. Many students are trying to complete their Regents exam requirements, earn their final credit requirements, and many “C” week students are trying to just get ahead. Ms. Lobato also stated that she believes that the school is in a good position at this time. Finally, Ms. Lobato informed the board that the focus is on the August regents, which will be administered in three (3) more weeks and then, finally, getting ready for September and the new school year.

**b. Queens—Mr. Muhammad Bilal**

Mr. Bilal reported to the board members that he is working closely with Mr. Abraham because there is a need to hire new staff members. There is a need for an aspiring teacher, a social studies teacher, and two (2) SPED teachers. Mr. Bilal also reported to the board that he is focused on scheduling for the regents since he will be short-staffed. He stated that there are a number of staff members who will be out during Regents exam week. Mr. Bilal also stated that regarding

instruction, he is primarily focused on giving feedback to Math and ELA teachers regarding student engagement so that the most growth occurs which can result in higher Regents scores.

**c. NDCHS III Proposed Charter—Dr. Sara Asmussen**

Dr. Asmussen reported to the board members that the application for New Dawn III was submitted and that she is now waiting for notice from the State.

**VIII. Facilities—Mr. Jose Obregon and Mr. Brian Baer**

**a. COO Update**

Mr. Brian Baer informed the board members that there is one (1) additional relay that needs to be installed in the Brooklyn kitchen and then a re-inspection of the fire alarm system can be requested to FDNY. This will allow the school to finally obtain the final COO.

**b. Kitchen**

Mr. Baer reported that the kitchen at the Queens school is almost complete but there is a requirement that Barone Management install a new Fire alarm system as per the FDNY. Mr. Baer further stated that he will be meeting with the Barone Management representative to discuss the details of this new installation.

**c. Roof**

No information was discussed on this matter.

**IX. Policies & Legal—Dr. Sara Asmussen**

Dr. Asmussen asked the board members to approve a resolution for the distraction-free environment policy. Mr. Tabano asked the board members if there was a motion to accept and approve the distraction-free environment policy.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the distraction-free environment policy.

**Motion Seconded:** Mr. Jeffrey Casio seconded the motion.

**Vote:** The board voted unanimously to accept and approve distraction-free environment policy.

Dr. Asmussen also informed the board members that she sent them a copy of the BARR center document which will require an online vote once they have reviewed the document. This program was in place last year. Dr. Asmussen stated that she would like to do the program one more year. There is a requirement to have a What Works Clearinghouse, tier one level intervention to obtain the Stronger Connections Grant. Finally, Dr. Asmussen asked the board members to read the document and tell her if it is okay to proceed.

(The invoice was later approved online unanimously.)

**IX. New Business**

There was no new business discussed.

**X. Public Comment**

No public Comment was made.

**XI. Adjournment**

The board agreed to meet again on Tuesday, August 19, 2025, at 11:00 A.M. The board adjourned at 11: 25 PM.