

New Dawn Charter Schools Board of Trustees

May 26, 2026

Board Meeting Minutes

**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, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member, Ms. Susan Tenner, board member.

Board Members Absent: None

Staff Members/ Visitors Present: **NDCS:** Dr. Sara Asmussen, CED; Mr. Steve Ramkissoon, CFO; Ms. Dominique Fuentes, CHRO; Dr. Lisa DiGaudio, CAO; Mr. Jose A. Obregon, COO; Ms. Emily Predmore, Data Specialist
NDCHS: Ms. Janisha Crawley, Interim Principal
NDCHS II: Mr. Muhammad Bilal, Principal

General Meeting

Mr. Tabano greeted all the attendees then welcomed Ms. Susan Tenner as the new member of the New Dawn Charter Schools Board of Trustees. Mr. Tabano then asked Ms. Tenner to introduce herself.

I. Welcome New Board Member!

Ms. Susan Tenner introduced herself and stated that she was happy to be a part of the New Dawn Charter Schools Board of Trustees.

II. Resolution: May Agenda—Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the May 2026 Board of Trustees meeting agenda.

Motion: Mr. Daniel Lewis motioned to accept and approve the May 2026 Board of Trustees meeting agenda.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the May 2026 Board of Trustees meeting agenda.

III. Resolution: April 2026 Minutes—Mr. Ronald Tabano

Mr. Tabano then asked the board members if there was a motion to accept and approve the April 2026 Board minutes.

Motion: Mr. Jeffrey Casio motioned to accept and approve the April 2026 Board of Trustees minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve April 2026 Board of Trustees minutes

IV. Financials—Mr. Steve Ramkissoon **Benchmark 4: Financial Condition** **Benchmark 5: Financial Management**

a. Resolution: Monthly Financials

Mr. Ramkissoon informed the board members that the Brooklyn school was budgeted with three hundred ten (310) students enrolled and is currently at three hundred thirty-seven students enrolled. Therefore, the school is still on track to meet or surpass its financial objectives. Mr. Ramkissoon then asked the board members if there were any questions regarding the Brooklyn school's financials. There were no questions.

Mr. Ramkissoon then proceeded to inform the board members that the Queens school budget was forecasted to include three hundred fifty (350) students enrolled, and it currently has three hundred fifty (350) students enrolled. Therefore, the school is projected to surpass its financial objectives as well. Mr. Ramkissoon then asked the board members if there were any questions regarding the Queens school's financial report. There were no questions.

Mr. Tabano then asked the board members if there was a motion to accept and approve the April 2026 financials.

Motion: Mr. Brian Baer motioned to accept and approve the April 2026 financials.

Motion Seconded: Mr. Dan Lewis seconded the motion.

Vote: The board voted unanimously to accept and approve the April 2026 financials.

b. Resolution: Approval of 2026-2027 Financials

Mr. Ramkissoon then proceeded to inform the board about the budget for the upcoming fiscal year. He stated that security service fees will be increasing by approximately 40% because in 2027, all security guards will be paid prevailing wages next year. He was able to negotiate the price to \$44 an hour.

For the upcoming school year, enrollment is budgeted at three hundred thirty-five (335) students enrolled in the Brooklyn school. Mr. Ramkissoon also stated that he is aware that the school enrollment fluctuates due to the rolling enrollment and graduation held three times a year, but is confident that the school can meet its goal of three hundred thirty-five (335). Mr. Ramkissoon stated that the Queens school remains the same at three hundred fifty (350) students enrolled.

In terms of insurance, there is a forecasted 12% increase for general insurance although the cost may be lower. He also stated that medical costs are projected to increase by 17% to 18%. Mr. Ramkissoon further stated that despite the increases in premiums, he sees nothing drastic that can be considered out of the ordinary although he did project a 3 to 5% increase for all subcontractors. Staff increases were discussed. Prior to the meeting, Board members received a report on what the market indicates is prevailing compensation. He also stated that there are some individuals that need to be brought up to market level compensation. He asked if there were any questions. There were no questions.

Mr. Tabano then asked the board members if there was a motion to accept and approve the budget for the fiscal year 2027.

Motion: Mr. Brian Baer motioned to accept and approve the budget for fiscal year 2027.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to approve the budget for fiscal year 2027.

V. Contracts/Policies—Various

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

a. Power School Chalk Contract—Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that Chalk is the program that the schools use to map and administer curriculum and that she requests that it be renewed.

Mr. Tabano then asked the board members if there was a motion to accept and approve the renewal of the Chalk Contract.

Resolution: Chalk Contract

Motion: Mr. Brian Baer motioned to accept and approve the Chalk contract renewal.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the Chalk contract for renewal.

b. Special Counsel Retainer—Dr. Sara Asmussen

Dr. Asmussen informed the board that the school's policies and procedures must be reviewed and especially since the school is coming up for renewal. Subsequently, Dr. Asmussen stated that she has an attorney that can review the school's policies and procedures. This attorney and his legal firm have previously worked for us on various employment issues. Dr. Asmussen also stated that she believes the attorney's fees are reasonable. Dr. Asmussen asked the board to approve the retention of this attorney for the review of the school's policies and procedures. Mr. Tabano asked how long it will take to conduct the reviews, and Dr. Asmussen stated that he will work on the Board ByLaws, Financial, and HR policies. Mr. Baer then asked if there was a cap

to the attorney fees or a not to exceed clause in the contract. Dr. Asmussen replied there was not; however, Dr. Asmussen further stated that she is giving the attorney policies to review one at a time so the review can be stopped anytime.

Mr. Tabano asked if there were any other questions. There were no other questions. Mr. Tabano then asked the board members if there was a motion to accept and approve the retainer for the review of the New Dawn Charter School policies and procedures.

Resolution: Retainer

Motion: Mr. Brian Baer motioned to accept and approve the retainer for the review of the New Dawn Charter School policies and procedures.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the retainer for the review of the New Dawn Charter School policies and procedures.

c. Jupiter Invoice Contract—Dr. Sara Asmussen

Dr. Asmussen explained to the board members that Jupiter is the school's student information system and that all staff are well-versed in using the system. Dr. Asmussen further stated that the platform works well, and she would like to keep it up. She then asked the board member for approval to renew the Jupiter contract.

Mr. Tabano then asked the board members if there was a motion to accept and approve the renewal of the Jupiter contract.

Resolution: Jupiter

Motion: Mr. Jeffrey Casio motioned to accept and approve the renewal of the Jupiter contract.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the renewal of the Jupiter contract.

d. Jack Jaffa Contract—Mr. Jose Obregon

Mr. Obregon explained to the board members that Jack Jaffa Associates is a monitoring and litigation service that tracks DOB/FDNY/DSNY and other city agency violations issued against the school. They keep track of any violations or fines that are issued by the city and will notify the school of such. Additionally, they will represent the school at hearings to try to litigate or reduce any fines pertinent to a violation. Mr. Tabano asked what violations the school received. Mr. Obregon stated that there were fire alarm violations in the past because of a tripped fire alarm, water meter violations pertaining to the height of the water meter from the ground, and/or exit sign violations to name a few. Dr. Asmussen also stated that there may be violations that were posted on the school building when the school was closed but thanks to the used car lot out front were intentionally removed, and the school was not aware of such violations and had to pay fines.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Jack Jaffa & Associates contract proposal.

Resolution: Jack Jaffa

Motion: Mr. Brian Baer motioned to accept and approve the Jack Jaffa & Associates contract proposal.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the Jack Jaffa & Associates contract proposal.

e. MSP Contract – Mr. Jose Obregon

Mr. Obregon asked the Board of Trustees for permission to renew the MSP Contract. He explained to the board members that MSP is the company that manages the schools' Network and performs maintenance on all cyber hardware. Mr. Obregon also stated that MSP has managed the schools' network for several years, and he recommends staying with them for now. Mr. Obregon also mentioned that contract pricing has gone up. Mr. Ramkissoon confirmed that pricing went up by 40%. Mr. Brian Baer recommended that the school shop around for better pricing when this contract expires.

Mr. Tabano then asked the board members if there was a motion to accept and approve the MSP contract renewal.

Resolution: MSP Contract

Motion: Mr. Brian Baer motioned to accept and approve the MSP contract renewal.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the MSP contract renewal.

f. Discipline Policy and Code of Conduct—Ms. Donna Lobato

Ms. Lobato informed the board that she updated some internal procedures in the Discipline Policy and Code of Conduct without changing anything legal in nature. Items updated included a hierarchy of consequences and support systems for students. Ms. Lobato also informed the board that there is now a discipline committee that will provide more consensus and transparency regarding disciplinary actions taken when infractions are committed. Ms. Lobato said that she updated the hierarchy of infractions to ensure that the correct disciplinary measures are taken against specific infractions. Additionally, further explanation to the progressive discipline system was added to add transparency to any corrective action taken and that the DASA due process remained the same. Search and seizure procedures were also updated. Mr. Tabano asked if the changes to the Discipline Policy and Code of Conduct were legally vetted, and Ms. Lobato confirmed that the legal sections had been.

Mr. Tabano then asked the board members if there was a motion to accept and approve the school's updated Discipline Policy and Code of Conduct policy.

Resolution: Discipline Policy and Code of Conduct

Motion: Mr. Jeffrey Casio motioned to accept and approve the updated Discipline Policy and Code of Conduct policy.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the updated Discipline Policy and Code of Conduct policy.

VI. Newburgh Update—Various

SED is no longer chartering any schools. Despite obtaining 1500 letters, participating in numerous public meetings, having somebody in Newburgh every single day, including weekends, SED claimed that the school did not do enough community outreach. Therefore, New Dawn will not be invited to submit a proposal. Mr. Tabano asked if anyone from SED reached out to explain the reason for not getting invited back to submit a proposal. Dr. Asmussen confirmed that she only received an email informing her of the decision. Dr. Asmussen also informed the board that she had just completed a letter of intent for Arkansas. Mr. Tabano stated that this was a good idea.

VII. Renewal NDCHS Update

Three (3) of the eight (8) sections of the renewal application are done and the final application is not due until August 2026. Therefore, she believes that New Dawn is in good shape.

VIII. Staff Recruitment—Ms. Dominique Fuentes Benchmark 2: Teaching and Learning

Ms. Fuentes informed the board members that HR is actively supporting staffing needs across both campuses with recruiting. The focus is on five (5) key positions for both locations, and some of these positions are particularly hard to fill. Ms. Fuentes also stated that two (2) positions were revamped and reposted on Indeed. Ms. Fuentes also stated that she is working with Workforce One as well to help secure those hard-to-fill positions.

- a. Brooklyn**
- b. Queens**
- c. Update on JD/Evaluation Process**

Ms. Fuentes informed the board that she is finalizing the JD/Evaluation documents and should be rolling out the performance evaluations by the end of the second quarter, which is approaching. Finally, Ms. Fuentes stated that she is also working on renewal contracts for the next school year and those should be going out by mid-June or the end of June 2026.

IX. Student Recruitment Benchmark 6: Board Oversight & Governance Benchmark 7: Organizational Capacity

- a. **Closed**

X. School Updates

a. Brooklyn—Ms. Janisha Crawley

Ms. Crawley informed the board members that the Brooklyn school just finished administering the ELA field test and that it went well. The school tested forty-three (43) students. Additionally, the NYSESLAT test was also completed on Friday. Ms. Crawley confirmed that the NYSESLAT test will now be graded. Staff is preparing for the Regents exams and that accommodations are complete, and proctoring lists are being completed as well. Finally, Ms. Crawley informed the board that evaluations and observations have started and post observation meetings will happen the following week.

b. Queens—Ms. Muhammad Bilal

Mr. Bilal informed the board members that he is conducting pre-observations this week. Also, next he will begin to do the year-end observations for all the teachers as well as doing projection meetings for the Regents teachers to confirm which students they believe will be passing or failing the upcoming Regents exam. Mr. Bilal confirmed that the NYSESLAT testing is completed. Grading will be conducted in Brooklyn with Ms. Crawley and Dr. DiGaudio. Mr. Bilal also confirmed that the Regents Procter list is completed. Finally, Mr. Bilal stated that he will check with Ms. Lobato to make sure that there are sufficient classrooms allocated for all the students who need accommodation.

XI. Facilities—Mr. Brian Baer/Mr. Jose Obregon

a. Update on Kitchen work in Queens

Mr. Obregon reported that the completion of the Queens kitchen project is contingent on the installation of the new fire alarm system. Once the fire alarm system is installed, the ANSUL system can be connected as required by the FDNY and pertinent fire codes.

b. COO update

Mr. Baer informed the board that currently the holdup is water meter issue that needs to be corrected as per NYC DEP. Mr. Baer stated that the master plumber needs to be pressured to complete this requirement so the final COO can be obtained.

c. Roof in Brooklyn: on hold until COO

XII. 2026-2027 School Calendar—Dr. Sara Asmussen

As per the discussion in the prior Board meeting, the staff vote on their calendar preference. The choices were to follow the DOE calendar or to modify it. Dr. Asmussen confirmed that the staff overwhelmingly voted to modify the calendar reflecting the calendar that she sent to all the board members. Accordingly, staff will come back on Tuesday as opposed to the DOE which will come back on Thursday. Staff will get the 23rd of December off for those who travel and will not be coming back on June 26, which is a Monday; the DOE's last day of school. Dr. Asmussen also confirmed that the calendar has 180 school days, with the usual time off, including the normal holidays.

Motion: Mr. Brian Baer motioned to accept and approve the

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the 2026-2027 School Calendar.

XIII. New Business

None

XIV. Public Comment

None

XV. Adjournment

The board agreed to meet again on Tuesday, June 16, 2026, at 11:00 A.M. The board then adjourned at 1:05 P.M.

Executive Committee

The Board then went into the evaluation process for both the Board's self evaluation and CEO evaluation.