

**New Dawn Charter Schools Board of Trustees  
November 25, 2025  
11:00 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, Brian Baer, Secretary, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member.

**Board Members Absent:** Ms. Katharine Urbati, Treasurer

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

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 November 2025 Board of Trustees Meeting Agenda.

**I. Resolution: November 2025 Agenda—Mr. Ronald Tabano**

**Motion:** Mr. Brian Baer motioned to accept and approve the November 2025 Board of Trustees meeting agenda.

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

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

Mr. Tabano then asked the board members if there was a motion to accept and approve the October 2025 Board of Trustees Minutes.

**II. Resolution: October 2025 Minutes—Mr. Ronald Tabano**

**Motion:** Mr. Jeffrey Casio motioned to accept and approve the October 2025 Board of Trustees minutes.

**Motion Seconded:** Brian Baer seconded the motion.

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

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

Mr. Ramkissoon informed the board members that, so far, both schools are on track to meet their financial projections. Mr. Ramkissoon stated that in the Brooklyn school for this reporting period, there were two hundred-ninety (290) students enrolled versus three hundred-ten (310) projected student enrollment. Despite these numbers, Mr. Ramkissoon stated that the Brooklyn school's financial position is good. For the Queens school, Mr. Ramkissoon stated that there are two hundred eight-seven (287) students enrolled for this reporting period versus the three hundred fifty (350) students originally projected. Mr. Ramkissoon stated that the Queens School is also in a good financial position.

Dr. Asmussen also stated that she just completed billing, and the Queens school currently has three hundred fifty (350) students enrolled and the Brooklyn school has three hundred thirty (330) students enrolled. Dr. Asmussen also stated that this is the first time ever that schools have made enrollment goals on BEDS Day in fourteen (14) years of reporting.

Mr. Tabano then asked the board members if there were any questions regarding the October 2025 financials. There were no questions. Mr. Tabano then asked the board members if there was a motion to accept and approve the monthly October 2025 financials.

**a. Resolution: Monthly Financials**

**Motion:** Mr. Brian Baer motioned to accept and approve the October 2025 monthly financials.

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

**Vote:** The board voted unanimously to accept and approve October 2025 monthly financials.

Mr. Ramkissoon stated that he did send to the board members a request to pay out incentives. He also stated that the incentives have increased by approximately 35% compared to the prior year. Mr. Ramkissoon explained that this increase is in line with the number of recipients who will receive incentives this year. There was an increase from forty (40) to sixty-one (61) staff members who will receive incentives this year, especially since there are many more staff members who are participating in committees.

Mr. Tabano then asked the board members if there was a motion to accept and approve the 2024-2025 incentives.

**b. Resolution: 2024-2025 Incentives**

**Motion:** Mr. Jeffrey Casio motioned to accept and approve the 2024-2025 Incentives.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve the 2024-2025 Incentives.

Mr. Ramkissoon stated that he both schools are requesting approval to move funds to the schools' investment accounts. Mr. Tabano then asked the board members if there was a motion to approve the movement of funds in both schools to their respective investment accounts.

**c. Resolution: Moving funds**

**Motion:** Mr. Jeffrey Casio motioned to accept and approve the movement of funds in both schools to their respective investment accounts.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve the movement of funds in both schools to their respective investment accounts.

**IV. Contracts/Policies—Dr. Sara Asmussen**

**Benchmark 1: Student Performance**

**Benchmark 2: Teaching and Learning**

**Benchmark 5: Financial Management**

**Benchmark 6: Board Oversight & Governance**

**a. SPED and Speech Therapist**

Dr. Asmussen stated that she sent a memo to the board members regarding SPED vacancies. She further stated that NDCS needs more SPED teachers, especially at the Queens school. She also informed the board that there were four (4) to five (5) SPED teacher interviews that were scheduled but were cancelled by the applicants. Dr. Asmussen further stated that it is a challenge to fill these vacant SPED positions. Dr. Asmussen stated that, subsequently, she recommends that the school hire someone to write the required CSC reports for the schools. Mr. Tabano asked if Dr. Asmussen had anyone in mind to do this. Dr. Asmussen stated that Ms. Lobato had a professional contact that would be willing to do this. Dr. Asmussen also stated to the board members that this will cause the consulting line to go over budget since the person that will do this work will not be a direct hire but rather a consultant who will be issued a 1099. The SPED consultant will not be entitled to any employee benefits.

Dr. Asmussen also informed the board members that CSE sends misalignment reports which we need to address. Dr. Asmussen conducted an analysis which indicated that forty-five (45) students in the two (2) schools combined who are supposed to receive speech and language services. This is a mandated service on the students' IEP. Dr. Asmussen also stated that CSE is supposed to provide someone to the schools who provide these services, but CSE is not doing so. Since CSE does not have the personnel to provide these services, they allow parents to find someone who can service their students. Dr. Asmussen stated that this approach has not been successful either. Dr. Asmussen further stated that to meet this service requirement for the students needing such, she is looking for NDCS to provide this service by retaining a qualified

provider. This person would not be hired directly but would be retained on a 1099. Dr. Asmussen also stated that the school will try to do this on its own and pay the individual directly. This will allow the school to save money since it will not have to pay a third-party consulting firm, and it will allow the individual to make more money since the school will pay that individual directly. Mr. Tabano stated that he believed this was a clever idea.

Dr. Asmussen stated that Mr. Phil Weiden sent out a memo outlining a proposal to change various staff member official titles. Dr. Asmussen stated that this proposal is in support of the addition and opening of a new third school. Mr. Tabano asked if there was a motion to accept the material change of charter staff titles.

**b. Resolution: Material change of charter, staff titles**

**Motion:** Mr. Jeffrey Casio motioned to accept and approve material change of charter staff titles.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve the material change of charter staff titles.

**V. Staff Recruitment—Mr. Steve Ramkissoon  
Benchmark 2: Teaching and Learning**

**a. Brooklyn: Aspiring Teacher; Guidance Counselor**

Mr. Ramkissoon reported to the board that there is an aspiring teacher interview scheduled for the Brooklyn school and a Guidance Counselor Interview. Mr. Ramkissoon also stated that there is a guidance counselor applicant from Florida that the interviewing staff liked as well.

**b. Queens: Behavior Specialist, 2 SPED, Aspiring Teacher**

Mr. Ramkissoon informed the board members that there were several good interviews conducted for the behavioral specialist position. Currently, there are two (2) individuals whose references are being checked. Mr. Ramkissoon further stated that, as Dr. Asmussen previously stated, SPED teachers are difficult to find. Mr. Ramkissoon also stated that the school does have someone who works for School Professionals who NDCS is looking to hire as an aspiring teacher. However, since the school is looking to hire this individual from School Professionals, the agency will require a fee to be paid to them. This same individual is currently attending school to obtain her SPED certification. Therefore, this hire may be beneficial to the school in the long run.

**VI. Student Recruitment—Mr. Steve Ramkissoon/Mr. Ash Abraham  
Benchmark 6: Board Oversight & Governance  
Benchmark 7: Organizational Capacity**

**a. Update on Meetings to Reorganize Enrollment**

Mr. Ramkissoon reported to the board members that student recruitment is going well as Dr. Asmussen previously stated. Mr. Ramkissoon further stated that although student recruiting is at a pause, the school will continue to maintain its referral system active and connections with other schools.

**b. Invoice: Queens 377 FTE; Brooklyn 337 FTE**

**VII. Building Renovation Updates—Mr. Brian Baer, Mr. Jose Obregon**

**a. COO update**

Mr. Brian Baer informed the board members that the school has submitted “as built” documentation on the new fire alarm system for the Brooklyn COO. That paperwork will go to the NYC DOB and hopefully by the end of the calendar year this can be finalized.

**b. Brooklyn Roof**

Mr. Baer informed the board that he has obtained some revised numbers and contractual information which he must review and then he will get that to Dr. Asmussen and Mr. Jose Obregon so the school can move forward with that project.

**c. Queens Kitchen**

Mr. Brian Baer stated that there is still some outstanding work that needs to be completed for the Queen's kitchen. This includes the installation of a couple of panels and some connections for the Ansul system. Mr. Baer also stated that the school is still waiting on one final proposal for the new building fire alarm system.

**VIII. New Business**

No new business was discussed.

**IX. Public Comment**

No public comment was made.

**X. Adjournment**

The board members agreed to meet on December 16, 2025, at 11:00 A.M. The board adjourned the meeting at 11:23.