Application: new dawn charter high school

Sara Asmussen - sasmussen@ndchsbrooklyn.org
2023-2024 Annual Report

Summary

ID: 0000000289
Status: Annual Report Submission

Entry 1 – School Information and Cover Page

Completed - Oct 23 2024

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the Annual Report Portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 – School Information and Cover Page

(New schools that were not open for instruction for the 2023-2024 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2024)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

NEW DAWN CHARTER HIGH SCHOOL 800000071079

b. Unofficial or Popular School Name

New Dawn Brooklyn

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. District/CSD of Location

CSD #15 - BROOKLYN

e. Date of Approved Initial Charter

Sep 13 2011

f. Date School First Opened for Instruction

Sep 6 2012

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

New Dawn Charter High School will provide over-aged and under-credited students 15 - 21 years of age, including those who are English Language Learners and those with special needs, the opportunity to return to school and obtain a high school diploma through a rigorous NYSED standards-based education program. Within the framework of the education program, three programs will be offered: 1) Interventions for those with fewer than 11 credits, and for those with 11 or more credits: 2) Internships in the community and 3) College enrollment.

KDE 1 Curriculum and Instruction: 1) a literacy-rich general education program; 2) full inclusion special needs program; 3) full inclusion ELL program; 4) an intensive 9th-grade intervention program for students with fewer than11 credits; 5) balanced instruction integrated into the workshop model; and 6) an integrated, overarching school-wide curriculum aligned NYSED standards, including Common Core.

KDE 2 Social/Emotional Growth: 1) daily advisories to address social-emotional needs; 2) a mentoring program for all students; 3) integration of a PBIS program; and 4) an individualized, differentiated, progressive Discipline Policy that allows students learning opportunities around behaviors.

KDE 3 Internship Program: 1) an internship program where students with more than 11 credits work in the community; 2) seminar sessions aligned to CDOS and content area courses resulting in a college-level research paper; 3) development of a career portfolio; 4) instruction on appropriate "soft" work skills; and 5) alignment to Advisory and content classes.

KDE 4 College Readiness Program: 1) an intensive course preparing for college; 2) assistance with the completion of college application packets; 3) assistance with financial aid packets; 4) counseling on next career/college steps;5) PSAT/SAT prep and test administration; 6) college campus visits; and 7) support after graduation to stay in college.

KDE 5 Operational Practices: 1) longer school year; 2) longer school day; 3) digitalized curriculum and aligned lesson planning abilities; 4) staff compensation based on HEDI scores and student performance outcomes; and 5)a data culture based on the School Improvement Engine for all areas of the school.

KDE 6 Professional Development and Staff Growth: 1) daily common planning time and professional development;2) regularly embedded professional development in the content classrooms; 3) using data to inform instruction; 4) professional development in Danielson Classroom Observations; 5) PLC Coaching; 6) Peer Review;

7) Instructional Rounds in house and with other schools; 8) access to other schools for shared support; and 9) Facilitative Leadership opportunities within the school.

h. School Website Address

https://www.ndchsbrooklyn.org/

i. Total Approved Charter Enrollment for 2023-2024 School Year

350

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

333

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

9
10
11
12

l. Charter Management Organization/Educational Management Organization

Do you have a Charter Management Organization?

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	242 Hoyt Street, Brooklyn, NY 11217	347-505-9101	NYC CSD 15	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Donna Lobato	Principal	347-505-9108	347-505-9101	sasmussen@ndchsbrooklyn.org
Operational Leader	Sara Asmussen	Executive Director	347-505-9102	347-505-9101	dlobato@ndchsbrooklyn.org
Compliance Contact	Jose Obregon	Director of Operations	347-505-9101	347-213-1292	jobregon@ndchsbrooklyn.org
Complaint Contact	Nazli Flores	Director of Student Support	347-505-9101	347-505-9101	nflores@ndchsbrooklyn.org
DASA Coordinator	Rudy Asher	Dean	347-505-9101	347-505-9101	rasher@ndchsbrooklyn.org
Phone Contact for After Hours Emergencies	Jose Obregon	Director of Operations	347-505-9101	347-212-1292	jobregon@ndchsbrooklyln.org

m1b. Is site 1 in public space or in private space?

Private Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

Fire Inspecttion.pdf

Filename: Fire Inspecttion.pdf **Size:** 19.2 kB

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

None

o1. Total Number of School Calendar Days

214

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	21
February 2024	16
March 2024	20
April 2024	13
May 2024	22
June 2024	16
July 2023	19
August 2023	15
September 2023	16
October 2023	21
November 2023	19
December 2023	16

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Does the school have any material or non-material revisions approved or pending?

No

ATTESTATIONS

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q. Name/Position of Person Completing/Submitting the 2023-2024 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Sara M. Asmussen
Position	Executive Director
Phone/Extension	347-505-9102
Email	sasmussen@ndchsbrooklyn.org

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q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

Yes

Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Date

Jul 26 2024

Thank you. 

Entry 2 – Links to Critical Documents on School Website

Completed - Oct 23 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[2] (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the July 2023 Emergency Response Plan Memo – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: new dawn charter high school

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items. All links must be readily found on the school's website.

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://www.ndchsbrooklyn.org/parents_and_families_page
2. Board meeting notices, agendas and documents	https://www.newdawncharterschools.org/board_of_trustees
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://www.ndchsbrooklyn.org/parents_and_families_page
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.ndchsbrooklyn.org/antibullying_information_page
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.ndchsbrooklyn.org/antibullying_information_page
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.ndchsbrooklyn.org/antibullying_information_page
6. Authorizer-approved FOIL Policy	https://www.newdawncharterschools.org/public_reporting_and_policies

7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.newdawncharterschools.org/public_reporting_and_policies

Thank you. 

Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Oct 23 2024

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2023-2024 school year must complete and sign a Trustee Disclosure of Financial Interest Form due **no later than 11:59 PM on August 1, 2024**. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Board Disclosures July 2024

Filename: Board_Disclosures_July_2024.pdf **Size:** 7.9 MB

Entry 4 – Board of Trustees Membership Table

Completed - Oct 31 2024

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 4 – Board of Trustees Membership Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2023-2024
1	Ronald Tabano	rtabano@jvlwildcat.org	Chair	Executive Finance Audit	Yes	12	07/01/2023	6/30/2024	12
2	Jane Sun	tjsyzt@gmail.com	Vice Chair	Executive	Yes	7	07/01/2023	06/30/2024	9
3	Katharine Urbati	urbati@gmail.com	Treasurer	Executive Finance Audit	Yes	6	07/01/2023	06/30/2024	11
4	Brian Baer	brianbaer@theelevatedstudio.com	Secretary	Executive	Yes	4	07/01/2023	06/30/2024	12
5	Dan Lewis	dlewobx@gmail.com	Trustee/ Member	Special School Based Culinary CTE Committee	Yes	1	08/14/2023	06/30/2024	5 or less
6									
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. Number of board meetings conducted in 2023-2024

12

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total number of Voting Members on June 30, 2024	5
b. Total number of Voting Members added during the 2023-2024 school year	1
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	5

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	1

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Oct 23 2024

Instructions - **Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted **no later than 11:59 PM on August 1, 2024**.

July 2023 Board Minutes

Filename: July_2023_Board_Minutes_pcHOucK.pdf **Size:** 195.4 kB

August 2023 Board Minutes

Filename: August_2023_Board_Minutes.pdf **Size:** 177.6 kB

October 2023 Board Minutes

Filename: October_2023_Board_Minutes_dmHdUIK.pdf **Size:** 177.0 kB

September 2023 Board Minutes

Filename: September_2023_Board_Minutes.pdf **Size:** 221.0 kB

February 2024 Board Minutes

Filename: February_2024_Board_Minutes.pdf **Size:** 167.7 kB

December 2023 Minutes

Filename: December_2023_Minutes.pdf **Size:** 174.0 kB

June 2024 Board Minutes

Filename: June_2024_Board_Minutes.pdf **Size:** 181.8 kB

April 2024 Board Minutes

Filename: April_2024_Board_Minutes_.pdf **Size:** 180.0 kB

January 2024 Board Minutes

Filename: January_2024_Board_Minutes.pdf **Size:** 172.9 kB

May 2024 Board Minutes

Filename: May_2024_Board_Minutes.pdf **Size:** 188.2 kB

November 2023 Board Minutes

Filename: November_2023_Board_Minutes.pdf **Size:** 177.3 kB

March 2024 Board Minutes

Filename: March_2024_Board_Minutes.pdf **Size:** 197.4 kB

Entry 6 – Enrollment & Retention

Completed - Oct 23 2024

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2024-2025.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the **enrollment and retention target calculator** to find specific targets.

Entry 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	Transfer schools in general tend to have more SWD than surrounding district schools. This is a strong area for us and we will continue to work with CSE and other organizations in the community (including district schools)to recruit IEP students. According to NYSED for the most current data 2022-2023, District 15 had a SPED rate of 21.7% for all high schools. NDCHS rate for 2023-2024 was 40%.	We will continue with our recruitment efforts as before. We always recruit many more SWD students than the district. We will continue to take students from District 75. We believe our high SPED enrollment is an indication of our good faith efforts to enroll students in this group.
English Language Learners	We will continue our work with contacts in the community that work with groups that reach out to immigrant groups. The Carroll Gardens areas of District 15 does not have a large percentage of ELL students but we continue to enroll numbers of ELL students, particularly those new to the country. According to the latest date from NYSED (2022-2023) for high schools the percentage ELL for District 15 was 11.2% and we had an ELL population of 11.4% for the 2023-2024 school year.	We will continue with our outreach efforts with groups serving immigrant youth. Further, we will continue to focus on those communities where ELL students are most likely to reside.
Economically Disadvantaged	ED students are generally overrepresented in transfer school populations. The most current data for high schools in District 15, according to NYSED for 22-23, is 74.9% ED. This year our ED population was at 90%.	Clearly, our strategies are working and we will continue with our normal reach out strategies from the previous year. Our focus will be on all students completing lunch forms, as non-completion decreases our rate of students classified as ED.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	We continue to retain many of our Students with Disabilities. We work with CSE, as well as conduct our regular outreach efforts. Our progressive discipline policy also allows SWD to transition to the school culture and climate.	We will continue with our efforts as described. We will continue to provide students with services on their IEPs and will continue to build on our efforts, as this has proven to be successful without punitive measures which ultimately drive students out of school.
English Language Learners	We have been working with legal services to support our efforts to retain our ELL students, as well as engaging in our normal outreach efforts. We have bilingual staff who speak the language of every parent of every ELL student.	We will continue to work with community based organizations, as well as other legal services to retain our students. Additionally, we have hired an additional ELL teacher who will teach stand alone English classes with ELL students. We will continue working with the consortium of schools and have regular PD on supporting ELL students in the classroom. All lesson plans have ELL strategies integrated into them.
Economically Disadvantaged	After the pandemic we hired an Outreach Team to work at both New Dawn schools and actively be in the community 4 days a week contacting students who are "long-term absent" and then work one day a week with staff at the schools. One counseloris assigned to those students who are LTA, again withthe focus of getting them to return to school. She works closely with the Outreach Team. Counselors worked with students on the phone and on Zoom to address their needs. Working closely with the Outreach Team, we set up an outreach committee to over see	We will continue with the outreach team, increasing our home visits to retain our economically disadvantaged students, which we consider to be the entire school. The counselorwill continue to track students for truancy and will work with the Parent Coordinator as well as Dean of Schools to work with all students. For the upcoming year, we are adding a counselor to work directly in the community.

	strategies to identify those students who needed home visits.	

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Oct 23 2024

Entry 7 – Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers**. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at NYSED CSO Employee Clearance and Fingerprint Memo or visit the NYSED website at Who Must Be Fingerprinted Charts for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at NYSED CSO Employee Clearance and Fingerprint Memo.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 8 – Organization Chart

Completed - Oct 23 2024

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2023-2024 **Organization Chart.** The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

New Dawn Org Chart

Filename: New_Dawn_Org_Chart.pdf **Size:** 90.3 kB

Entry 9 – School Calendar

Completed - Oct 23 2024

Instructions for submitting School Calendar

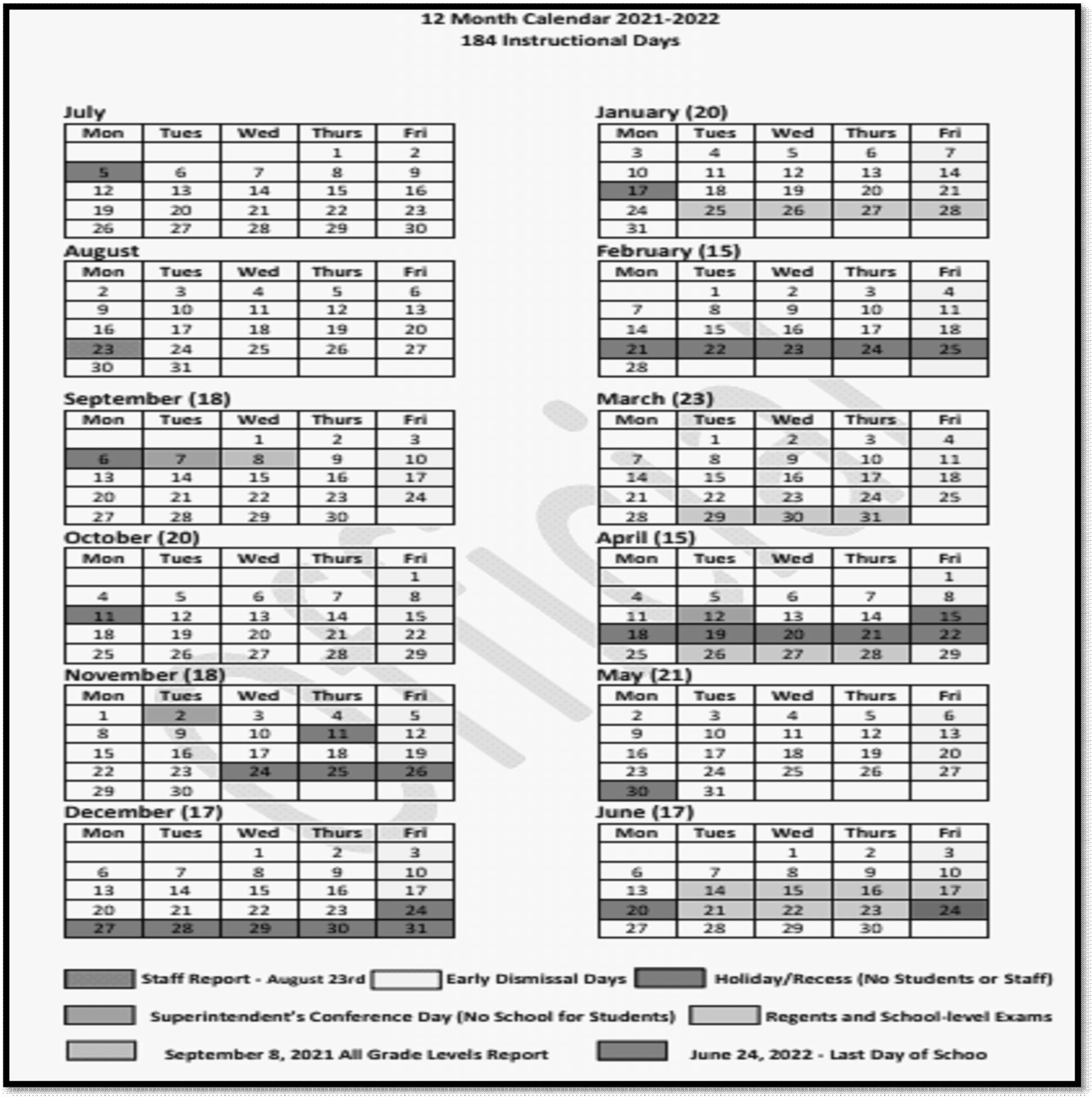
Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024.**

School calendars must meet the minimum instructional requirements as required of other public schools "… *unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year **AND** the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements), See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

Sample Calendar:



12 Month Calendar 2021-2022
184 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September (18)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October (20)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (18)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January (20)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February (15)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March (23)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April (15)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May (21)

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd
Early Dismissal Days
Holiday/Recess (No Students or Staff)
Superintendent's Conference Day (No School for Students)
Regents and School-level Exams
September 8, 2021 All Grade Levels Report
June 24, 2022 - Last Day of Schoo

School Calendar 2024 2025 NDCS

Filename: School_Calendar_2024_2025_NDCS.pdf **Size:** 188.2 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Oct 23 2024

INSTRUCTIONS

Required of Regents, NYCDOE, and Buffalo BOE-authorized Charter Schools ONLY

Please click on the MS Excel Faculty/Staff Roster Template and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2023-2024 school year).

Use of the 2023-2024 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. **Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer **NOTE: MUST BE DONE FIRST**	**Select** your school's authorizer from the **drop-down list first**, before completing the roster.
School Name and Institution ID	**Select** your school's name from the **drop-down list**.
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the **7 digit TEACH ID** for the Faculty/Staff person.
Role in School	**Select** the best choice of role of the Faculty/Staff person from the **drop-down list**.
CPR/AED Certification Status	**Select** the appropriate choice from the **drop-down list**.
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	**Select** the appropriate choice from the **drop-down list**.
Subject Taught	**Select** the appropriate choice from the **drop-down list**.
Notes	Optional

faculty-staff-roster-template-2024 Brooklyn

Filename: faculty-staff-roster-template-202_RkooHmX.xlsx **Size:** 24.7 kB

Entry 11 – Progress Toward Goals

Completed - Oct 31 2024

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at Accountability Plan Progress Report. After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024.**

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 11 – Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2024.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2024.**

2023-2024 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	(Benchmark 1) Regents Goal #1:Each year 75% of the students who take the NYSED ELA Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Common Core Regents Exam	Not Met	Total = 62% proficiency Jan 2024 = 83.3% June 2024 = 52.2% August 2024 = 50% We have identified the issue, as did Chalkbeat in this article: https://www.chalkbeat.org/newyork/2024/05/20/nyc-high-school-principal-push-out-immigrant-students-staff-families-say/ Both of these students are enrolled at New Dawn and are attending regardless of the last dramatic sentence of the article. This however, is still a real issue for ELL students. That said, we are completely redoing our ELL program, including doing a pull out class for newcomers.

Academic Goal 2	(Benchmark 1) Regents Goal #2: Each year 75% of the students who take the NYSED Algebra Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP)by August.	NYSED Algebra Common Core Regents Exam	Not Met	Total = 36.8 proficiency Jan 2024 = 26.7% June 2024 = 23.8% August 2024 =60% We are getting more support from our math consultants. At issue is these are the students who were homebound during the 7th-10th grade due to COVID and they simply do not have the basic math skills. We are updating the curriculum with more classes that will teach the basics. The cut scores for the math regents was unbelievably high. However, we see massive improvement from Jan/June to August.

Academic Goal 3	Each year 75% of the students who take the NYSED Living Environment Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Living Environment Regents Exam	Not Met	Total = 57.9% proficiency Jan 2024 = 83.3% June 2024 = 26.9% August 2024 = 63.6% The majority of students who took this exam were 9th graders. They did not take it seriously but we use this exam to let them learn what a Regents exam is actually like. Further, attendance has been an issue this entire year. The School is revising many of it's policies (make-up work, class participation) in order to increase attendance and engagement.
Academic Goal 4	(Benchmark 1) Regents Goal #4: Each year 75% of the students who take the NYSED US History & Government Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED US History & Government Regents Exam	Met	Total = 81.9% proficiency Jan 2024 = 64.3% June 2024 = 81.5% August 2024 = 100%

Academic Goal 5	(Benchmark 1) Regents Goal #5:Each year 75% of the students who take the NYSED Global History &Geography Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Global History & Regents Exam	Met	Total = 75% proficiency Jan 2024 = 76.9% June 2024 = 82.4% August 2024 = 65.8% So far, we have met our goals.
Academic Goal 6	(Benchmark 1) Comparison Goal NYC DOE School Quality Snapshot for Transfer Schools will indicate that New Dawn achieves a fair or higher on all measures.	NYC DOE School Quality Snapshot for Transfer Schools	Unable to Assess	Due to the pandemic, NYC DOE is somewhat behind on this measure.
Academic Goal 7	(Benchmark 1): Graduation Goal #1: At least 55% of the9th grade cohort will graduate by Year 6.	School, NYC DOE, & NYSED records.	Not Met	The 2017 Cohort 6 year graduation rate is 52% but 38% are still enrolled according to NYSED.
Academic Goal 8	(Benchmark 1): Graduation Goal #3: At least 65% of the students who are identified as having33 credits in September will graduate by August.	School Records	Met	
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	(Benchmark 2) Teaching & Learning Goal #1: All teachers will be evaluated over time on the Danielson Rubric and will show growth. Those teachers already scoring at levels 3 and/or 4 at pre-observation will remain at that level.	Danielson Classroom Observation Rubric	Met	
Org Goal 2	(Benchmark 3) Culture Goal #1: Annually 85% of the parents who respond to the NYCDOE Survey will be satisfied with the school and the quality of the school.	NYC DOE School Survey	Unable to Assess	Not released yet.
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				

Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	(Benchmark 4) Financial Goal #1: New Dawn will exceed annual budget targets each fiscal year resulting in a balanced budget.	Unaudited and Audited Financial Statements	Met	
Financial Goal 2	(Benchmark 4) Financial Goal #2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion	Budgets are submitted to NYSED and the NDCS Board of Trustees for Approval.	Met	
Financial Goal 3	(Benchmark 5) Financial Goal #3: The external audit conducted every year will result in no major findings.	Auditors Recommendation Letter	Met	Audit has started.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 12 – Audited Financial Statements

Completed - Oct 31 2024

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system **no later than11:59 PM on November 1, 2024. SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the Annual Report Portal **no later than 11:59 PM on November 1, 2024**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

NDCS - FY 2023-24 Audited Financial Statements

Filename: NDCS_-_FY_2023-24_Audited_Financia_Z6RLBh5.pdf **Size:** 463.6 kB

Entry 12b – Audited Financial Report Template (BOR)

Completed - Oct 31 2024

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the 2023-2024 Annual Reports webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024.**

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

NDCS - FY 2023-24 Audited Financial Report Template

Filename: NDCS_-_FY_2023-24_Audited_Financi_GbSxZz2.xlsx **Size:** 99.7 kB

Entry 12c – Additional Financial Documents

Completed - Oct 31 2024

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is $100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

There was no Advisory and

Filename: There_was_no_Advisory_and.docx **Size:** 13.2 kB

Single Audit

Filename: Single_Audit_KUdhux3.docx **Size:** 13.3 kB

Procedure Report

Filename: Procedure_Report.docx **Size:** 13.2 kB

Corrective Actions

Filename: Corrective_Actions.docx **Size:** 13.3 kB

Bank of America (Escrow) Account Brooklyn - June 30, 2024 Statement

Filename: Bank_of_America_Escrow_Account_Bro_SGOVdG3.pdf **Size:** 363.7 kB

Entry 12d – Financial Contact Information

Completed - Oct 23 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Steve Ramkissoon	sramkissoon@ndchsbrooklyn.org	347-505-9101

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph Albano	jalbano@saxllp.com	212-268-2802	2

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Accounting Solutions	Digant Bahl	241 West 37th Street, Suite 1207, NY, NY 10018	dbahl@asnyinc.com	917-620-9702	12

Entry 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 23 2024

SUNY-authorized charter schools should download the 2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the 2024-2025 Budget Template into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024**.

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

FY24-25 Budget - Financial Reporting NDCS

Filename: FY24-25_Budget_-_Financial_Reporting_NDCS.xlsx **Size:** 220.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name: Ronald Tabano

Name of Charter School Education Corporation: New Dawn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Board Chair

   Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

-

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	**Nature of financial interest / transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**

-

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

6469931850

Business Address:

17 Battery Place 1st FL.

E-mail Address:

rtabano@jvlwildcat.org

Home Telephone:

6469421026

Home Address:

50-19 215th ST Bayside Ny 11364

DocuSigned by:

Ron Tabano

A72641CB88524E1...

07/24/2024

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name: Katharine Urbati
Katharine Urbati

Name of Charter School Education Corporation: New Dawn Charter

Schools
New Dawn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
   Treasurer

   Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

[X] **None**

Date(s)	**Nature of financial interest / transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

212-390-8290

Business Address:

22 E 2nd Street New York NY 10003

E-mail Address:

urbati@gmail.com

Home Telephone:

617-694-3494

Home Address:

1821 Fillmore Street NE Minneapolis MN 55418

DocuSigned by:
Katharine Urbati
362A72064F9540C...

07/23/2024

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Daniel Lewis

Name of Charter School Education Corporation:

New Dawn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

-

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

[X] **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

-

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	**Nature of business conducted**	**Approximate value of the business conducted**	**Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest**	**Steps taken to avoid conflict of interest**

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

____

Business Address:

____

E-mail Address:

Dlewobx@gmail.com

Home Telephone:

2524893171

Home Address:

109 Light Keepers Way, Kitty Hawk, NC 27949

[redacted]

7/23/2024

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name: Jane Sun

Name of Charter School Education Corporation: New Dawn Charter Schools

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

   Vice-Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	**Nature of financial interest / transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**

-

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	**Nature of business conducted**	**Approximate value of the business conducted**	**Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest**	**Steps taken to avoid conflict of interest**

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

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Business Address:

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E-mail Address:

tjsyzt@gmail.com

Home Telephone:

646-588-9854

Home Address:

3803 Broadway, New York, NY

Jane Sun*

Signature **Date** 7/26/24

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*Sign for Ms. Sun by S. Asmussen. In China & unreachable. Will have her resign by Nov. 1 deadline.

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name: Brian Baer

Name of Charter School Education Corporation: New Dawn Charter Schools

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
   Secretary

   Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

   ☐ **Yes** ☒ **No**

   If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

[X] **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☐ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
The Elevated Studio	Owner representation during construction projects	$15,000	Brian Baer	Abstaining from voting on contracts or matters related to construction that would provide funding for the work of the organization conducting business with the school[s].

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

6467597513

Business Address:

369 Main Street

E-mail Address:

brianbaer@theelevatedstudio.org

Home Telephone:

8455922431

Home Address:

3 Foster Road, Hopewell Junction, NY 12533

[redacted] 2024/July/24

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

New Dawn Charter Schools Board of Trustees

ANNUAL MEETING
July 25, 2023

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, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Secretary

Board Members Absent: Ms. Jane Sun, Vice Chair

Staff Members/ Visitors Present: NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance &HR; Mr. Jose Obregon Director of Operations and Acting Principal NDCHS II; Dr. Lisa DiGaudio, Director of Curriculum, and Instruction, Ms. Nazli Flores, Director of Student Support Services

I. Resolution: July 2023 Agenda— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the July 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the June 2023, Board of Trustees meeting agenda.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the July 2023 Board of Trustees meeting agenda.

II. Resolution: June 2023 Minutes— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the June 2023 Board of Trustees board minutes.

Motion: Mr. Brian Baer motioned to accept and approve the June 2023 Board of Trustees minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the June 2023 Board of Trustees minutes.

III. Nomination and Election of Board Members

Benchmark 6: Board Oversight & Governance

a. Resolution: Nomination and election of Board members for 2023-2024

Mr. Tabano asked the board members present, including himself as the chairperson, if all board members nominated the existing the New Dawn Charter School Board of Trustees for the 2023-2024 term, except for Jonathan Carrington who had resigned effective June 30, 2023. All board members present, including Mr. Tabano, agreed to nominate Mr's. Tabano and Baer and Ms's. Urbati and Sun to the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Tabano motioned to accept the nomination and acceptance of all board members present to return to the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and acceptance of all active board members in 2022-2023 to return to the New Dawn Charter School Board of Trustees for 2023-2024.

b. Resolution: Election of Officers

Mr. Tabano asked the board members if there was a nomination and resolution of officers of the Board of Trustees for New Dawn Charter Schools for 2023-2024.

Motion: Mr. Brian Baer motioned to accept the nomination and election of Mr. Ronald Tabano as Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mrs. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Mr. Ron Tabano as Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Brian Baer motioned to accept the nomination and election of Ms. Jan Sun as the Vice Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mrs. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Ms. Jan Sun as the Vice Chairperson of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Ronald Tabano motioned to accept the nomination and election of Ms. Katharine Urbati as Treasurer of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Ms. Katharine Urbati as Treasurer of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion: Mr. Ronald Tabano motioned to accept the nomination and election of Mr. Brian Baer as Secretary of the New Dawn Charter School Board of Trustees for 2023-2024.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the nomination and election of Mr. Brian Baer as Secretary of the New Dawn Charter School Board of Trustees for 2023-2024.

III. Financials— Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that despite both schools not meeting the target enrollment number of three hundred fifty (350) FTE students enrolled, both schools are doing well financially. For the Brooklyn school, Mr. Ramkissoon reported that although there is a reported negative income of approximately 63-64K, the depreciation and amortization amount of 811K places the school in a positive net income of 406K. There are two hundred eleven (211) students currently enrolled in the Brooklyn school. Mr. Ramkissoon asked if there were any questions regarding the financials for the Queens school. Ms. Urbati stated that the financial report looks good for the Brooklyn school.

For the Queens school, Mr. Ramkissoon reported that the school has a net positive income of 1.3M which is better than the 1.1M forecasted. There are currently two hundred fifty-eight (258) students enrolled in the Queens school. Mr. Ramkissoon also added that a shortage of filled staff positions and good expense management contributed to the positive income reported. Mr. Ramkissoon asked if there were any questions. Ms. Urbati stated that in future reports she would like to see the use of percentages so she can easily identify any trends or shortfalls. Mr. Ramkissoon agreed that next report he will have those depicted.

Benchmark 4: Financial Condition
Benchmark 5: Financial Management

a. Resolution: Monthly Financials

Mr. Tabano then asked the board members if there was a resolution to accept the June 2023 monthly financial report.

Motion: Ms. Katharine Urbati motioned to accept the June 2023 monthly financial report.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the June 2023 monthly financial report.

Mr. Ramkissoon reported to the board that the 2023-2024 budget was already approved by the board and in that budget, there is a projection of three hundred fifty (350) students enrolled. In the five (5) year budget Mr. Ramkissoon also calculated a 3% increase in the per pupil funding rate, a 3% Increase for COLA pertaining to employee salaries, and a 10% increase in contract costs.

Ms. Urbati asked Mr. Ramkissoon why line twenty-nine (29) pertaining to SPED revenue of the 5-year budget remained the same. Mr. Ramkissoon replied that this line is difficult to forecast because it is based on enrollment. Therefore, he chose to remain conservative and keep the number like the previous budget. Ms. Urbati agreed.

b. Resolution: 5-Year NDCHS II Budget

Mr. Tabano asked the board members if there was a motion to accept and approve the 5-Year NDCHS II Budget.

Motion: Ms. Katharine Urbati motioned to accept and approve the 5-Year NDCHS II Budget.
Motion Seconded: Mr. Brian Baer seconded the motion**.**
Vote: The board voted unanimously to accept and approve the 5-Year NDCHS II Budget.

IV. NDCHS II Charter Renewal Resolutions & Revisions
Benchmark 6: Board Oversight & Governance

a. Resolution #1: Renewal of NDCHS II Charter

Mr. Tabano asked the board if there was a motion to accept and approve the renewal of the NDCHS II Charter.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the oversite of New Dawn Charter High School II in Jamaica, Queens, CSD #28, be it resolved that a renewal application be submitted for NDCHS II in August 2023.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve that a renewal application be submitted for NDCHS II in August 2023.

b. Resolution #2 Material Change to Charter: Obtaining CTE Certification

Mr. Tabano asked the board members if there was a motion to add a program offering CTE certification to the offerings of the Internship Program for students who are working towards a career in culinary.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the oversite of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certification to the offerings of the Internship Program for students who are working towards a career in culinary. Further, the NDCS Board approves the submission of the change to the NYSED CSI for both schools.
Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve to add a program offering CTE certification to the offerings of the Internship Program for students who are working towards a career in culinary and the submission of the change to the NYSED CSI for both schools.

c. Resolution #3 Non-material Change to the Charter: Organizational Chart

Mr. Tabano asked the board members if there was a motion to add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the oversite of the functioning of the staff of NDCHS and NDCHS II, be it resolved to add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools. Further, the NDCS Board approves the submission of the change to the NYSED CSI for both schools.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the addition of add a Marketing and Recruitment Specialist, who will report to the Director of Finance and Human Resources, to the Organization Chart at the educational corporation level to assist both schools and the submission of the change to the NYSED CSI for both schools.

d. Resolution #4 Material Change to the Charter: Enrollment

Dr. Asmussen informed the board that lowering student enrollment numbers would not lower FTE numbers. The positive outcome of lowering student enrollment requirements is an increase in enrollment percentages.

Mr. Tabano asked if there was a motion to lower the enrollment numbers from 400 to 350 for NDCHS II.

Motion: Mr. Brian Baer motioned the following: Whereas the NDCS Board of Trustees is responsible for the policies and procedures concerning enrollment for New Dawn Charter High School II, be it resolved to lower the enrollment numbers from 400 to 350 for NDCHS II. Further, the NDCS Board approves the submission of the change to NYSED CSI.
Motion Seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board voted unanimously to accept and approve lowering the enrollment numbers from 400 to 350 for NDCHS II. Further, the NDCS Board approves the submission of the change to NYSED CSI.

e. Resolution #5 Material Change to the Charter: KDE Change

Dr. Asmussen explained to the board that the school had to change one of the key design elements because it required that NDCHS and NDCHS II work with CUNY in the College Now program. However, since that time, CUNY has decided that transfer schools are not a good investment for them. Additionally, CUNY got their funding cut. As a result, NDCS developed a

Bridge program for both schools. Two guidance counselors were hired at each school to work as part of the program. This new program was piloted over the year. Dr. Asmussen further stated that parents love the program. Through the Bridge Program, students will develop a career plan that meets their needs. Because of the initial success of this program, we are asking that NYSED remove the key design element of College Now and replace it with our the Bridge program.

Mr. Tabano asked if there was a motion to remove the key design element of College Now and replace it with our the Bridge program.

Motion: Ms. Katharine Urbati motioned the following: Whereas the NDCS Board of Trustees is responsible for the development and alignment of the school with the Key Design Elements in the NDCHS II Charter, be it resolved that that the second half of KDE #3 (College and Career Readiness) be modified from College NOW with CUNY to NDCHS and NDCHS II Bridges to College & Careers. Further, the NDCS Board approves the submission of the change for both schools to NYSED CSI.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve that the second half of KDE #3 (College and Career Readiness) be modified from College NOW with CUNY to NDCHS and NDCHS II Bridges to College & Careers. Further, the NDCS Board approves the submission of the change to NYSED CSI.

IV. Election of New Board Member

Dr. Asmussen asked that the board consider Mr. Daniel Lewis as a new board member. Dr. Asmussen informed the board that Mr. Daniel Lewis is a chef who has extensive culinary experience and has owned several restaurants. Mr. Lewis also has experience working with schools and understands curriculum requirements for culinary programs. Mr. Tabano asked Dr. Asmussen if Mr. Lewis has any experience working as a board member. Dr. Asmussen replied that he did not. However, Dr. Asmussen stated that Mr. Lewis will bring much to the CTE program.

Mr. Tabano then asked the board members if there was a resolution to select Mr. Daniel Lewis to be a member of the NDCS Board of Trustees.

Motion: Mr. Brian Baer motioned the following resolution: The New Dawn Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Mr. Daniel Lewis as a member to its Board of Trustees, with a term expiring on 6/30/2024, pending approval by NYSED. The resolution approving Daniel Lewis is adopted upon NYSED's approval.
Motion Seconded: Ms. Katherine Urbati seconded the motion.
Vote: The board voted unanimously to accept and approve the motion and resolution: to select as a member to its Board of Trustees, with a term expiring on 6/30/2024, pending approval by NYSED. The resolution approving Daniel Lewis is adopted upon NYSED's approval.

V. Staff Recruitment— Mr. Steve Ramkissoon

Mr. Ramkissoon verified that all vacant positions for both schools were advertised. Additionally, a contract offer was made to one candidate for the PE teaching position in Brooklyn and the school is waiting for his response. Mr. Ramkissoon also informed the board that there has not been much progress in staff recruitment except for lower-level positions. There were two (2) candidates that applied for SPED teacher positions, but neither one of those candidates were certified.

VI. Student Recruitment-- Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that for the Queens school, there have been several applicants and three (3) of those applicants are already enrolled for the Fall semester. For the Brooklyn school, there were nineteen (19) appointments for the summer session. These appointments resulted in eleven (11) enrollments and seven (7) enrollments for September. The Queens school had six (6) walk-ins of which three (3) were enrolled for the fall semester. Dr. DiGaudio also mentioned that she is aware of some schools that will be releasing students, and these are potential recruits for the Queens school. Additionally, Dr. DiGaudio stated that for the remainder of the summer, she will continue to reach out to the schools and the summer programs. The goal is to get additional enrollment to make up for the students who have graduated.

Mr. Tabano stated that NDCS will benefit from those students that other traditional schools drop from their rolls.

Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

VI. School Updates

a. **Brooklyn**— Ms. Nazli Flores

Ms. Askin informed the board that graduation took place last month. Ms. Askin stated that the graduation ceremony was a great experience for all. The Brooklyn school had thirty (30) graduates and there are possibly thirteen (13) additional students that may graduate in August 2023. Ms. Askin stated that she is hopeful that students will do everything they have to do, including passing their regents exam. Ms. Askin further stated to the board that she believes that students are attending the summer session to get their credits. Ms. Askin also stated that there really have not been any issues. There are seventy (70) students enrolled for the summer session. Ms. Askin also confirmed that there are ninety (90) new enrollments and eleven (11) of those new enrollments have started during the summer session. Teachers and students are continuing to prepare for the August regents exam and preparing for the upcoming fall semester.

b. **Queens**—Mr. Jose Obregon

Mr. Tabano remarked that this will be Jose Obregon's last report as the acting Principal at the Queens school. Mr. Obregon thanked the board members and Dr. Asmussen for confiding in him to hold the position until a permanent principal was installed. Mr. Obregon also mentioned that the graduation ceremony was a wonderful experience for students, parents, and staff. He further informed the board that the Queens school had close to thirty (30) students graduate.

Mr. Obregon also informed the board that Barone Management will begin work on the roof and in the classrooms on the fourth floor. Subsequently, all the furniture on the fourth floor will be moved to designated rooms on Growing Up Green Charter school's side until the project is complete. Work in the classrooms is expected to be completed by the end of the summer session which is August18, 2023.

Mr. Obregon also informed the board that the new Principal, Mr. Muhammad Bilal visited with him last Thursday. During his visit, Mr. Obregon spent time with him introducing him to staff, students, security personnel, custodial personnel, and took him for a tour of the building. Mr. Obregon also stated that Mr. Bilal will return next Thursday to spend more time at the Queens school.

VII. Facilities—Mr. Jose Obregon

a. Resolution: Brooklyn Gate

Mr. Obregon briefed the board on the need to fix the motorized rolled down gate at the Brooklyn school which is not operational for several months. He recommended City Gates as the contractor to proceed with the repairs since they originally installed the gates. Mr. Tabano asked Mr. Baer if the price was reasonable. Mr. Brian Baer remarked that the amount being charged seemed excessive for the repairs that they specify in their proposal. Mr. Obregon explained that City Gates also agreed to repair the roll down mechanism which was jammed since the gate itself came off track. Mr. Baer recommended that City Gates should also state that in their proposal to make sure that it gets addressed. Mr. Obregon stated that he would ask City Gate to do so before the contract was signed. Mr. Tabano then asked the board members if there was a proposal to accept and approve the repairs on the Brooklyn Gate after Mr. Obregon resolved the verbiage on the proposal.

Motion: Mr. Brian Baer motioned to accept and approve the contract by City Gates to repair the roll down gates at the Brooklyn school.
Motion Seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board voted unanimously to accept and approve the contract by City Gates to repair the roll down gates at the Brooklyn school.

b. Resolution: Brooklyn Lights

Mr. Obregon reported to the board that Lutron Lighting Company submitted a proposal to maintain the lighting system at the Brooklyn school. Lutron Lighting is the company that installed the lighting system at the Brooklyn school and the warranty has expired for that lighting system. Since the lighting system is digitally programmed and the electronics are not maintainable without the proper training or equipment, Mr. Obregon recommended that the board accept the lighting maintenance proposal. Mr. Obregon also reported that he is aware of several lights that are not functioning as they should and need adjustments. Mr. Obregon asked the board members if there are any questions regarding Luton Lighting's maintenance proposal. There were none.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Lutron Lighting proposal.

Motion: Mr. Brian Baer motioned to accept and approve the Lutron Lighting maintenance proposal.
Motion seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board voted unanimously to accept and approve the Lutron Lighting maintenance proposal.

c. Update on projects in both buildings

Mr. Tabano confirmed that Mr. Obregon had already briefed the board on all ongoing or upcoming projects.

V. New Business

Dr. Asmussen asked the board to approve the next school year's calendar. Dr. Asmussen further confirmed that NDCS's calendar aligns with the NYC DOE school calendar. Mr. Tabano then asked the board members if there was a motion to accept and approve next school year's calendar.

Motion: Ms. Katharine Urbati motioned to accept and approve next school year's calendar.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve next school year's calendar.

Finally, Dr. Asmussen reminded the board members that she would send out financial disclosure forms to be signed electronically by all board members. She stated that she needs all these forms signed and back to her by Monday so she can submit.

VI. Public Comment

No public comment was made.

VII. Adjournment

The board agreed to meet again on Monday, August 14, 2023 at 2:00 P.M. The board adjourned at 11:46 P.M.

New Dawn Charter Schools Board of Trustees
August 14, 2023, 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
547-505-9101

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Secretary, Mr. Daniel Lewis, Proposed Board Member.

Board Members Absent: Ms. Jane Sun, Vice Chairperson

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR, Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum and Instruction, NDCHS II: Mr. Muhammad Bilal, Principal

I. Introduction of new Board Member Daniel Lewis

Dr. Asmussen welcomed and introduced the proposed new board member, Mr. Daniel Lewis. Dr. Asmussen stated that Mr. Lewis came to New Dawn Charter Schools through Mr. Todd Bryant, the culinary chef instructor at NDCHS Brooklyn. Further, Mr. Lewis will be helping NDCS with the CTE application process. Mr. Lewis introduced himself to the board members. He spoke about his many years in the field of culinary, how he met Mr. Bryant, and how he later went on to open his own business. He further stated that he is excited about coming on board and assisting in any way that he can to help young people who are interested in pursuing a career in culinary or as just a hobby.

Introduction of new Queens Principal Muhammad Bilal

Dr. Asmussen introduced Principal Bilal to the Board members. Mr. Bilal proceeded to tell the board members about himself and his experience in the field of education. Mr. Bilal informed the board that he is originally from Chicago, that he has held numerous positions in his career in education that include teacher, Dean of school, assistant Principal, and Principal at more than one school before coming to NDCHS II. Mr. Bilal also informed the board regarding his extensive experience working with at-risk students and that he is happy to be part of the NDCS team and hopes that he can contribute to the success of New Dawn students. Mr. Tabano then stated that given Mr. Bilal’s experience, Mr. Bilal is going to be a good fit at NDCS. Mr. Tabano welcomed Mr. Bilal, thanked him for joining the New Dawn team, and wished him well.

II. Resolution: August Agenda— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the August 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2023, Board of Trustees meeting agenda.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the August 2023 Board of Trustees meeting agenda.

III. Resolution: July Minutes— Mr. Ronald Tabano

Mr. Tabano asked if there was a motion to accept and approve the July 2023 board minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the July 2023 Board of Trustees meeting minutes.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the July 2023 Board of Trustees meeting minutes.

IV. Renewal, Grants, Annual & Consolidated Reports—Dr. Sara Asmussen
Benchmark 6: Board Oversight & Governance
Benchmark 5: Financial Management

a. Discussion of Annual Reports/Renewal
Dr. Asmussen reported to the board that the renewal package is complete and that she is merging the packet and it will be submitted one day earlier than the due date. Dr. Asmussen also stated that both annual reports were submitted. The school finance reports are due November 1, 2023.
b. Discussion of Consolidated Application.
Dr. Asmussen informed the board members that Mrs. Nazli Flores and Ms. Emily Predmore are working on the consolidated application. The application is due August 31, 2023, and it is almost ready for submission.
c. Discussion of Two Trees/Walentas Foundation
Dr. Asmussen further informed the board that NDCHS was awarded the Two-Tree grant this year. The Brooklyn school was awarded $25K for the culinary program. The grant will be used to help the chefs meet the standards and work certification for the CTE program, for site visits, for students to go on field trips, and to fund culinary supplies.

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

a. Resolution: Monthly Financials (tabled)

Mr. Ramkissoon informed the board that the monthly financials are ready for July 2023. It is the first month of the new fiscal year. Mr. Ramkissoon also stated that he did not see anything that is remarkable in the July 2023 monthly financial report and that the accounting team is in the process of paying off any remaining invoices to close out the last fiscal year. Mr. Ramkissoon also stated that the school has settled its financial obligations with Barone Management. The school does not owe Barone any monies since the school has paid what it has agreed to in the lease agreement. The Queens school still does not have 315 students enrolled, therefore, the school has met its obligation according to the lease agreement. Mr. Ramkissoon stated that the school has invoiced Barone Management for security. The total reimbursement from Barone Management for security services is approximately $40K or $20-$21 an hour.

Mr. Tabano asked if there were any questions from the board members for Mr. Ramkissoon. There were no questions.

b. Resolution: Fiscal Policies and Procedures (tabled)

c. Update on Audit

Mr. Ramkissoon informed the board that the financial audit is in progress. The auditor has requested the student and the employee files that they will review when they are on site. Mr. Ramkissoon stated that if this does not happen this week, before the summer break, it will take place once school is back in session in September 2023 this year.

VI. Architecture Plans—Dr. Sara Asmussen
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

Dr. Asmussen confirmed that she provided all board members with the resolution for the kitchen project in Queens and the roof project in Brooklyn. Dr. Asmussen further stated that it was Mr. Ilya Azaroff, a licensed architect, who worked with her so that she was able to submit the grant application. Dr. Asmussen further informed the board that when she contacted the State to inform the State that the school needed three (3) bids for these projects, the State informed Dr. Asmussen that they needed a name right away. Subsequently, Dr. Asmussen submitted Mr. Ilya Azaroff's name as the architect that would take on the two projects. Dr. Asmussen also recommended to the board that, considering Mr. Ilya Azaroff 's helpfulness to the school, NDCS go with him as the architect for the two projects. Dr. Asmussen also reminded the board members that the money for these projects must be utilized by September 2024. Dr. Asmussen stated that the cost for the kitchen in Queens was going to exceed the grant monies. However, she will focus on raising money for the project over the course of the year. The kitchen project in Queens will require breaking down a wall and combining a big classroom with the kitchen. It will be a full teaching and working kitchen. This project will require approved architectural plans and a construction company to complete the work. Dr. Asmussen also stated that at the Brooklyn school, pavers will have to be installed on the roof and the finishing of a classroom on the roof. The classroom area will require DOB approval. Dr. Asmussen finally stated that she already has an attorney working on this pro bono. Since Mr. Brian Baer is involved in these two (2) projects, Dr. Asmussen and Mr. Tabano agreed that he would have to recuse himself from this vote. Mr. Tabano also stated that both he and Ms. Urbati could motion to proceed with these two projects with Mr. Ilya Azaroff as the architect and Ms. Jane Sun will subsequently cast her vote, later when she returns from vacation, to approve and pass the resolution.

a. Resolution: Kitchen Plan Queens (Mr. Baer recuses)
Motion: Mr. Ron Tabano motioned to accept and approve the culinary kitchen plan/project at the Queens school with Mr. Ilya Azaroff as the architect.
Motion Seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board will vote to approve this motion when Ms. Jane Sun returns.

b. Resolution: Roof Plan Brooklyn (Mr. Baer recuses)
Motion: Mr. Ron Tabano motioned to accept and approve Brooklyn school roof plan/project with Mr. Ilya Azaroff as the architect.
Motion Seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board will vote to approve this motion when Ms. Jane Sun returns.

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

a. Update on Recruitment/Marketing Position
Mr. Ramkissoon stated that NDCS is now actively seeking to fill the position of student and staff recruitment, marketing, and grant writing specialist. He stated to the board that there is one individual that was interviewed and may be suitable for this position.

b. Status of Current Hiring
Mr. Ramkissoon informed the board that he is continuing to post vacancies on several employment sites. He also stated that he is working on recruiting a contracted substitute teacher in Queen as a fulltime permanent employee. This will require the school to pay an acquisition fee to School Professionals so they may release the teacher. Mr. Ramkissoon also informed the board that Brooklyn has hired a new ELA teacher and that individual has already reported to work. Brooklyn has also hired a new PE teacher. Both the new ELA and PE teachers will officially start work on September 5, 2023. Mr. Ramkissoon also stated that he has posted some positions as part-time positions to attract qualified individuals.

c. Resolution: Staff Handbook
Dr. Asmussen reported to the board that the Staff handbook is complete and updated. Mr. Tabano asked if there were any questions or concerns from the board members regarding the staff handbook. There were no questions or concerns. Mr. Tabano then asked the board members if there was a motion to accept and approve the NDCS Staff handbook.

Motion: Mr. Brian Baer motioned to accept and approve the NDCS Staff handbook.
Motion Seconded: Ms. Katharine Urbati seconded the motion.
Vote: The board voted unanimously to accept and approve the NDCS Staff handbook.

VIII. Student Recruitment--Dr. Lisa DiGaudio (tabled until September)
Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity
No new students have been enrolled for the summer. A full enrollment report will be given at the September meeting.

VI. School Updates

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato informed the board that the staff is preparing to administer the Regents exam on Wednesday and Thursday. Ms. Lobato projected that she will have six or seven students graduate in August 2023. Ms. Lobato also confirmed that the STEM equipment funded by the Borough president's grant was delivered to the school and it included technology like laptops and 3D printers. She also informed the board members that she has scheduled two (2) interview calls with potential part-time SPED teachers for the Queens school.

b. Queens— Mr. Muhammad Bilal

Mr. Bilal also informed the board that he is getting ready to administer the Regents exam at the Queens school. Mr. Bilal stated that he is focusing on making sure that all the proper procedures are followed for the administration of the exam. Additionally, one of his goals is to meet and to get to know his staff and his students so he can establish a rapport with them. Mr. Bilal also stated that he will work with the admin staff to fill those vacancies that need to be filled with qualified individuals.

c. Curriculum & Instruction: Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that NDCS was adding a few new courses for the fall. These new courses include nutritional science, astronomy, and a Google course that was piloted over the summer. The school has now expanded to include the full Google Suite. Dr. DiGaudio also stated that the school has changed the approach to math. The curriculum will now focus more on some of those foundational skills. Dr. DiGaudio also stated that all the instructional maps were updated accordingly. Finally, Dr. DiGaudio stated to the board that she will have a more detailed report after she meets with the other content area instructors in September.

VII. Facilities—Mr. Jose Obregon

a. Update on Roof work in Queens

Mr. Obregon briefed the board members that has confirmed with Barone Management that the asbestos removal phase on the fourth floor is now complete. Subsequently, the construction will be moving school furniture back into the classrooms today and tomorrow. Mr. Obregon also stated that what will happen continuously until the end of the week and probably throughout the summer, is the structural reinforcement of the supporting beams inside fourth floor classrooms. Mr. Obregon also stated that Barone has indicated that they will be finished working on the fourth floor before school is back in session in September 2023. The installation of the pavers on the roof and the fencing will be completed by this Friday. Finally, Mr. Obregon informed the board members that Barone management has indicated that the handicap lift will take several months to complete at the Queens school.

b. TCO versus COO

Mr. Obregon informed the board members that Metropolis Group Inc. is working to renew the Brooklyn temporary C of O which expired. Mr. Obregon also indicated that Mr. Brian Baer is helping to expedite this requirement. Further, Metropolis Group stated that it will contact the commissioner to try to get it expedited. Mr. Obregon also stated that he has asked Metropolis Group Inc. to indicate specifically what is holding up the final C of O for the Brooklyn school. Mr. Obregon further stated that he has not received a detailed response from Metropolis.

IV. New Business

Mr. Tabano asked the board members if there was any new business to discuss. There was no new business. Mr. Tabano asked the board members if September 26, 2023, was an acceptable date to hold the next board meeting at 11:00 A.M. All board members agreed on that date and time.

V. Public Comment

No public comment was made.

VI. Adjournment

The meeting adjourned at 11:32 A.M.

New Dawn Charter Schools Board of Trustees

October 30, 2023, Board Minutes

11:00 a.m.: Finance Committee Meeting
11:30 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
547-505-9101

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

Board Members Absent: Ms. Jane Sun, Vice Chairperson

Staff Members/ Visitors Present:
NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR, Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, Ms. Emily Predmore, Data Specialist, Mr. Ashish Abraham, Recruitment & Marketing Specialist.
NDCHS II: Mr. Muhammad Bilal, Principal.
NDCHS I: Ms. Donna Lobato, Principal

I. Finance Committee Meeting

II. Resolution: October Agenda— Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the October 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2023 Board of Trustees meeting agenda.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the October 2023 Board of Trustees meeting agenda.

III. Resolution: September Minutes – Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the September 2023 Board of Trustees meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the September 2023 Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the September 2023 Board of Trustees meeting minutes.

IV. Update on Queens Renewal— Dr. Sara Asmussen
Benchmark 6: Board Oversight & Governance
Benchmark 5: Financial Management

a. Update on Renewal

Dr. Asmussen briefed the board members that Mr. Bilal and Dr. DiGaudio are continuing to work with the Queens staff to prepare them for the State renewal visit. Dr. Asmussen also informed the board members that November 14, 2023, will be the day that the State Charter renewal team will meet with the board via zoom. Mr. Tabano asked Dr. Asmussen what time the zoom meeting would take place. Dr. Asmussen replied that she believed that it would take place sometime in the morning and that she will let the board members know as soon as she knows. Mr. Tabano also asked Dr. Asmussen to provide him and the board members with any questions or topics that the State renewal team may want to discuss. Dr. Asmussen stated that she would do so as well.

b. No grants this month

Dr. Asmussen informed the board that she has not applied for any grants this month and that she is still waiting for a response from the Stronger Connections grant.

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

a. Report of the Finance Committee

Ms. Katharine Urbati reported to the board that the Audit Committee spoke with the school’s accounting firm and discussed the results of last fiscal year's audit. Ms. Urbati also reported that the audit was a clean audit. She thanked Dr. Asmussen, Mr. Ramkissoon, and the whole team. Ms. Urbati further stated that there were no significant findings and that the audit revealed a great program ratio. The school is currently at 88% being spent on programs and has a year's worth of cash reserves. Ms. Urbati also informed the board that two (2) items that were recommended by the auditors as potential changes were (1) a recommendation to formalize a policy regarding the school’s bond and (2) focusing more on countering potential cyber threats. Aside from these two recommendations, Ms. Urbati stated that overall, the school received another great audit report. Mr. Tabano asked the board members if there were any questions regarding the annual audit. There were no questions.

b. Resolution: Audited Financials

Mr. Tabano asked the board members if there was a motion to accept the annual audited financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the annual audited financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the annual audited financials.

Mr. Ramkissoon informed the board members that he uploaded to the school portal the updated financial policies and procedure manual. He stated that the manual is very similar to what the school had in the past. One of the changes made was that the school was now utilizing check signing on bill.com. This new procedure prompted an update to the manual. The manual also describes day-to-day operations of the school procurement procedures. The manual describes anything that is related to finance and several charts are used to depict routine procedures. These added charts to the manual depict cash flow and check issuing procedures as well. Mr. Ramkissoon stated that aside from these small changes, the policies and procedures are basically the same. He asked the board to approve the financial policies and procedure manual if there were no objections.

Mr. Tabano asked the board members if there were any questions or concerns regarding the school's financial policies and procedure manual. There were no questions or concerns. Mr. Tabano then asked if there was a motion to accept and approve the new financial policies and procedure manual.

c. **Resolution: Fiscal Policies and Procedures**

Motion: Ms. Katharine Urbati motioned to accept and approve the new financial policies and procedure manual.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve financial policies and procedure manual.

d. **Resolution: September 2023 Financials**

Mr. Ramkissoon reported to the board members that he is using the new reporting format as Ms. Katharine Urbati recommended, which utilizes more notes to clarify certain areas of the monthly financial report. Ms. Urbati stated that she can now interpret certain items more clearly because of the new format and has no questions regarding the monthly financial report. Mr. Ramkissoon proceeded to report that both schools continue to have a positive cash flow despite being below the targeted enrollment numbers. He further stated that both schools are doing well to begin the first quarter of the new fiscal year.

Mr. Tabano asked if the board members had any questions or concerns regarding the September 2023 financials. There were no questions or concerns. Mr. Tabano then asked if there was a resolution to accept and approve the September 2023 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the September 2023 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve September 2023 financials.

VI. Contracts—Dr. Sara Asmussen
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. Resolution: NTN Math PD

Dr. DiGaudio explained to the board members that NTN Math is used as a consulting firm for math at both schools. Dr. DiGaudio explained that the consultant comes to each school and works directly with each math department and coordinates with Ms. Lobato and Mr. Bilal. Dr. DiGaudio also said that she believes that this service is essential. Dr. DiGaudio also stated that she is seeking board approval to renew the existing contract for both schools. The cost of the renewal is approximately $8K per school. Mr. Tabano asked the board if there was a motion to accept and approve the renewal of the NTN Math PD contract.

Motion: Ms. Katharine Urbati motioned to accept and approve the renewal of the NTN Math PD contract.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve renewal of the NTN Math PD contract.

b. Resolution: Chromebooks and Cart—Mr. Jose Obregon

Mr. Obregon informed the board that the Queens school is running low on Chromebooks due to an increase in student enrollment and that the Brooklyn school has a need for teacher laptops. Mr. Obregon also stated that he received quotes from Dell Inc. Staples, and CDW-G. After reviewing the three quotes. Mr. Obregon informed the board that Dell, Inc. offers the most cost-effective option and that their Google Educational licenses are far less expensive than the other two bids. Mr. Obregon informed the board that the approximate cost for thirty (30) new chrome books with educational licenses and fifteen (15) teacher laptops is approximately 16K. Mr. Tabano then asked the board if there was a resolution to accept and approve the purchase of Chromebooks and Laptops from Dell, Inc.

Motion: Ms. Katharine Urbati motioned to accept and approve the purchase of Chromebooks and Laptops from Dell, Inc.

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

Vote: The board voted unanimously to accept and approve the purchase of Chromebooks and Laptops from Dell, Inc.

VII. Staff Recruitment— Mr. Ashish Abraham
Benchmark 2: Teaching and Learning

a. Status of Current Hiring

Mr. Abraham informed the board that NDCS hired a new science teacher at Queens. Mr. Abraham also informed the board that the positions of SPED teacher, aspiring teacher, global studies teacher and Phys. Ed teacher in Queens, and literacy specialist in Brooklyn were posted. Mr. Abraham also stated that NDCS entered into a contract with Kokua for short-term replacements or short-term fills. The Kokua company is an addition to the current company that the school is using to provide substitute teachers.

VIII. Student Recruitment— Mr. Ashish Abraham
Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

a. Status of Current Recruitment

Mr. Abraham reported to the board that in September 2023, the Queens school had 61 new enrollments and the Brooklyn location had 39 new enrollments. Mr. Abraham further informed the board that he has finalized the schedule for Open House enrollment events that are scheduled every other Thursday. Mr. Abraham explained that this week, on Thursday, the open house will be in Brooklyn. Additionally, neighborhood schools were notified of the open house enrollment event. Mr. Abraham also informed the board that next week the Open House enrollment event will be at the Queens school. In addition to the open house enrollment events, Mr. Abraham stated that he reaches out to the guidance counselors at different schools and invites them to NDCS. He is also visiting individual schools and making presentations to their entire guidance team. Mr. Abraham stated that he reviews and explains NDCS's enrollment application process, the turnaround time for a student that has an IEP or does not have an IEP and what they can look forward to as well as the programs that NDCHS offers.

Mr. Tabano thanked Mr. Abraham for the information.

VI. School Updates

a. **Brooklyn— Ms. Donna Lobato**

Ms. Lobato informed the board members that the end of the first marking period is almost ending and that students are being given the opportunity to make up any work to improve their grades. Additionally, Ms. Lobato informed the board that Regents examination preparation is under way for the upcoming January Regents. Ms. Lobato informed the board members that PD is now taking place so that teachers can utilize the equipment that was given to the school through the Borough president's grant. This training will allow teachers to be prepared for robotics classes that will be made possible with the equipment that the school received. Ms. Lobato informed the board that student clubs are being implemented, which seem to be assisting in increasing student attendance.

Mr. Tabano thanked Ms. Lobato for the update.

b. Queens— Mr. Muhammad Bilal

Based on the current enrollment, Mr. Bilal stated that his goal is to increase the numbers of students who have schedules and who are coming to school up to the 350-student enrollment goal. Notwithstanding current enrollment, Mr. Bilal stated that enrollment is still going well. He further stated that he is observing that at least four (4) to five (5) students are coming in for enrollment every day. Mr. Bilal thanked Ms. Lobato for the upcoming SPED teacher interviews. Mr. Bilal stated that he is also interviewing a global history teacher this week. Mr. Bilal informed the board that there is an interview scheduled with two (2) aspiring teachers coming up shortly thanks to Mr. Abraham's recruiting efforts. Mr. Bilal reported to the board members that the new living environment teacher started today; this new hire is critical since the regents exam is only a few weeks away. He is also continuing his walkthroughs and will continue visiting classrooms in preparation for the charter renewal site visit on November 13 and 14. He also informed the board that Dr. DiGaudio and he will be doing a PD on Thursday which will focus on rigor and on accountable talk. Finally, Mr. Bilal informed the board that he is getting ready to do the practice site visit to prepare teachers for the actual site visit on November 13th and 14th.

c. **Curriculum & Instruction:** Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that the emphasis now is on the upcoming Regents exams. There are only eight weeks left before they begin. Dr. DiGaudio stated that teachers are dealing with a lot of skill gaps, especially in math. Dr. DiGaudio also stated that there will be some time spent reviewing SLOs. Analysis of trends regarding student work and subsequently adjusting preparations for January exams are critical. Making any course corrections in curriculum or practices in whatever is needed will be important in the next coming days. Dr. DiGaudio also informed the board that she is looking at a program called Lexia since both schools are getting many students that have low English language proficiency. Dr. DiGaudio will determine if this program will help students with their English proficiency. This program was highly recommended from the migrant education program at the NYSED. Mr. Tabano asked if there was a large influx of migrant students. Dr. DiGaudio confirmed that there is and especially at the Queens school.

VII. Facilities—Mr. Jose Obregon

Mr. Obregon reiterated what Mr. Brian Baer stated previously regarding his conversation with Metropolis. Kayla emailed a listing of the items that still need to be signed off to obtain a final COO for the Brooklyn school. Mr.'s Baer and Obregon listed outstanding items. Even with these items outstanding, we still have our temporary COO in place at this time. Mr. Obregon stated that he will continue working with Mr. Baer to get a final resolution.

For the Queens school, Mr. Obregon informed the board that the heating units in the building are still not completely functional and that Barone Management has been notified on various occasions. Mr. Obregon also informed the board that one of the units was reported smoking. The FDNY will do a fire inspection.

Mr. Obregon also informed the board that construction continues on the 4th floor at the Queens school by Barone Management. That construction is scheduled to go on at least into December 2023 and most likely into 2024.

Mr. Tabano thanked Mr. Obregon for the update.

V. New Business

Dr. Asmussen reported to the board that while it is not new business, she wanted to inform the board that the demographic at both schools is changing. For example, in Brooklyn, SPED students have dropped to 38%. However, the free and reduced lunch percentage has gone up to 95%. Historically, the Brooklyn school has never been over 75-76% in free or reduced lunch percentages. At the Queens school, the SPED percentage has dropped to 26%. The free and reduced lunch percentage has dropped to 79%. Dr. Asmussen stated that this is a big change for that school as well. Dr. Asmussen stated that she is not sure what these changes signify but she will be looking into it.

VI. Public Comment

No public comment was made.

VII. Adjournment

The board members agreed to hold the next Board of Trustees meeting on November 21, 2013. The meeting adjourned at 11:36 A.M.

New Dawn Charter Schools Board of Trustees

September 26, 2023, 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
547-505-9101

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

Board Members Absent: None

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR; Mr. Jose Obregon Director of Operations; Dr. Lisa DiGaudio, Director of Curriculum and Instruction; Ms. Emily Predmore, Data Specialist; Mr. Ashish Abraham, Recruitment & Marketing Specialist. NDCHS II: Mr. Muhammad Bilal, Principal; NDCHS: Donna Lobato, Principal.

I. Executive Meeting

Update on facilities and legal issues.

II. Introduction of Official Board Member Daniel Lewis
Introduction of NDCS Recruitment & Marketing Specialist

Dr. Asmussen introduced Mr. Ashish Abraham as NDCS's innovative marketing specialist. Dr. Asmussen also stated that Mr. Ashish Abraham began with New Dawn as a Science teacher, then he moved to the Internship Program, and now he is doing recruitment and marketing for New Dawn Charter Schools. Mr. Ashish Abraham then greeted the board.

Mr. Tabano officially welcomed Mr. Daniel Lewis, the newest board member. Mr. Tabano asked Mr. Lewis to tell the audience about himself. Mr. Lewis informed the audience that he is originally from the Outer Banks but grew up in Hudson Valley, New York. He also went to the Culinary Institute of America and is well acquainted with the school's culinary instructor Mr. Todd Bryant who asked him to get involved. Mr. Lewis stated that he is looking forward to applying his area of expertise. Mr. Lewis also stated that he has forty (40) years of experience in the culinary field. He also had his own businesses for twenty (20) years down in the Outer Banks of North Carolina. Since then, Mr. Lewis has had three restaurants and is continually active in terms of trying to promote culinary education. He is a SERV Safe instructor and proctor as well.

Mr. Tabano welcomed Mr. Lewis again and for helping with NDCS culinary program.

III. Resolution: September Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the September 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the September 2023, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the September 2023 Board of Trustees meeting agenda.

IV. Resolution: August Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the August 2023 Board of Trustees meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2023 Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the August 2023 Board of Trustees meeting minutes.

IV. Update on Renewal & SCG Grants—Dr. Sara Asmussen
Benchmark 6: Board Oversight & Governance
Benchmark 5: Financial Management

a. Discussion of Renewal

Dr. Asmussen reported to the board that she and Mr. Bilal met with the State and there is no date yet for the renewal visit. Dr. Asmussen stated that she is working on the data for Benchmark 1 which is due to the NYSED on October 3, 2023. The State has accepted all changes submitted, including the CTE program.

b. Discussion of Stronger Connections Grant

Dr. Asmussen informed the board that she applied for the Stronger Connections grant for both schools. This program will take every single initiative the schools have including PBIS, restorative justice, progressive discipline policy, and all other similar initiatives and place it under one umbrella. Dr. Asmussen stated that the program is outrageously expensive, but the Stronger Connections Grant, if awarded, would pay 100% of the program. Dr. Asmussen further stated that by connecting all the existing programs such as restorative justice attendance, PBIS, and school engagement the overall goal and connections between these programs will be much clearer to all those that participate in these programs. This new program will be a model and it will be in writing. Dr. Asmussen stated that it will help the school organize. Dr. Asmussen also stated that she also asked for an individual to oversee PBIS since PBIS can be easily overlooked when the school year becomes busy. Dr. Asmussen stated that the school needs to manage PBIS more efficiently. Dr. Asmussen further stated that the Stronger Connections Grant will fund these initiatives and the installation of a new entrance at the Queens school which is CPTED compliant. Dr. Asmussen also informed the board that a safety specialist that the insurance company sent to the school to evaluate systems in place indicated that while the school itself was safe and that he was particularly impressed with security. However, he also said that the main entrance at Queens was the second most dangerous entryway he had ever seen. Dr. Asmussen stated that she wants the Queens school main entrance to resemble the Brooklyn school main entrance. This will mean replacing the heavy wooden doors with glass so that the security can see who is buzzing and trying to get into the building. Finally, Dr. Asmussen stated that she should be hearing back from the grant in the next couple of weeks.

Mr. Tabano asked Dr. Asmussen if had already applied for the grant and Dr. Asmussen confirmed that she did. Mr. Tabano asked how much the grant would provide the schools with. Dr. Asmussen replied that it would total 1.1M for the Queens school and 1.3M for the Brooklyn school over the duration of the grant until 2026. Dr. Asmussen also explained to the board members the qualifications needed to receive the grant.

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

Mr. Ramkissoon reported to the board that he changed the financial report format to include Ms. Katharine Urbati' s request to depict budget utilization more precisely. He then asked the board members if the new format was acceptable. Ms. Urbati stated that she believes that it works. Ms. Urbati also stated that she believes that it is easier to see things "jump out" in the new format. It also addresses some of the questions that Ms. Urbati presented today, including why the school spent so much on office supplies. Ms. Urbati stated that this could very well be because it is the beginning of the year and that is when these items are purchased. Ms. Urbati stated that the goal was to be able to check those types of expenditures.

Mr. Ramkissoon expressed his apologies to Ms. Urbati and stated that he will resend a new financial report for the Brooklyn school since the one he previously sent was inaccurate. Mr. Ramkissoon also elaborated on how he uses depreciation costs in his financial reporting and how it affects the bottom line. Ms. Urbati recommended that next year we program depreciation costs to make the budget more transparent and easier to understand. Ms. Urbati also said the schools remain in a positive financial position, which is most important. Mr. Ramkissoon then further elaborated on office supply expenditures at the Brooklyn school. There were no questions or objections regarding those expenditures.

Mr. Daniel Lewis suggested to Mr. Ramkissoon to add notes to the financial report to clarify any questionable expenditures. Ms. Urbati agreed to utilizing notes on the financial report going forward.

Mr. Ramkissoon continued to report that the Queens school is on track to meet its financial goals. He also addressed the negative 19K for repairs that is depicted in the monthly report and that Ms. Urbati inquired about. He stated that he normally does not forecast expenditures for repairs at the Queens school since the landlord normally takes care of repairs. However, Mr. Ramkissoon also stated that he would get back to the board and provide details for those expenditures. Ms. Urbati recommended that those expenditures should be netted out against the actuals for rent and lease. Mr. Ramkissoon stated that he would get back to Ms. Urbati regarding this recommendation.

Mr. Tabano asked the board members if there was a motion to accept and approve the August 2023 monthly financials for both schools.

a. **Resolution: Monthly Financials**

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2023 monthly financials for both schools pending the corrections that need to be made as discussed.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the August 2023 monthly financials for both schools pending the corrections that need to be made as discussed.

b. **Resolution: Fiscal Policies and Procedure**s

c. **Update on Audit**

Mr. Ramkissoon reported to the board that the audit is on track and that it is going well. The auditors were on site visit last week. All the HR and student files were presented to the auditors as requested. Mr. Ramkissoon also stated that, overall, everything went well. There were no significant questions from the auditors. The auditors did review and the financials, all the supporting documents, contracts, etc. There was also an IT questionnaire that Mr. Ramkissoon completed and submitted to the auditors. The intent of the questionnaire was to determine if the school was responding appropriately to prevent data breaches. Ms. Urbati asked Mr. Ramkissoon if it was the same audit team that was present last year, and Mr. Ramkissoon confirmed that it was and hence the audit team was familiar with the school.

VI. Contracts—Dr. Sara Asmussen
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. **Resolution: Kitchen Plan Queens (Mr. Baer recuses)**

Dr. Asmussen stated that the board did vote on the kitchen plan for the Queens school during the last board meeting but Ms. Jane Sun was not present. The board decided to wait until Ms. Sun returned. When Ms. Jane Sun returned, she approved of the plan. Dr. Asmussen stated that notwithstanding Ms. Sun's approval of the plan, she recommends that the board have a formal vote and a resolution. Mr. Tabano and the board members agreed with Dr. Asmussen's recommendation. Mr. Tabano asked if there was a motion to accept the kitchen plan for the Queens school with Mr. Braian Baer recusing himself from the vote.

Motion: Ms. Jane Sun motioned to accept and approve the kitchen plans for the Queens school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the kitchen plans for the Queens school. (Mr. Baer recused)

Mr. Tabano asked if there was a motion to accept the kitchen plan for roof plans for the Brooklyn school with Mr. Brain Baer recusing himself from the vote.

b. Resolution: Roof Plan Brooklyn (Mr. Baer recuses)

Motion: Ms. Jane Sun motioned to accept and approve the roof plans for the Brooklyn school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the roof plans for the Brooklyn school.

c. Resolution: Accounting Solutions Inc.

Mr. Tabano asked the board members if they received and reviewed the Accounting Solutions Inc. contract. All board members responded that they did receive a copy of the contract and that they did review the contract. Mr. Tabano then asked if there was a motion to accept and approve the Accounting Solutions Inc. contract.

Motion: Mr. Brain Baer motioned to accept and approve the Accounting Solutions Inc. contract.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the Accounting Solutions Inc. contract.

VII. Staff Recruitment—Mr. Ashish Abraham
Benchmark 2: Teaching and Learning

a. Status of Current Hiring

Mr. Ashish reported to the board that there was a folder assistant created. This folder was shared with the principals and the rest of the admin team. The folder was broken down by location and categories. In that folder, there were approximately seventy (70) resumes that were downloaded and placed into those folders. The folders were then made available for those staff members that were responsible for conducting interviews and the formal hiring.

Dr. Asmussen also informed the board that the schools have begun to hire part-time SPED teachers. Mr. Tabano asked if this part-time hiring was being conducted through an agency. Dr. Asmussen replied that it was not. Dr. Asmussen also informed the board that the part-time SPED teachers are being used strategically so they can be present when there are the most students in school. Mr. Tabano asked if the school reached out to the new hires or did the new hires apply as full-time SPED teachers. Dr. Asmussen replied that the positions were originally advertised as part-time positions.

VIII. Student Recruitment—Mr. Ashish Abraham
Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

a. Status of Current Recruitment

Mr. Ashish reported to the board that he started to collect data that will allow NDCS to track how many students have walked in unsolicited since the beginning of the semester. However, since September, Brooklyn has approximately thirty-six (36—9 enrolled in the summer) new student enrollments and the Queens school has forty (40—7 enrolled in the summer) students enrolled not including those students that were scheduled for today. Mr. Ashish stated that the data that he is collecting is broken down by the walk-in students and students that were scheduled. Mr. Ashish further stated that it is helpful that guidance counselors are assisting parents to fill out the pre-enrollment form at the Queens school. Mr. Ashish further stated that the Whole Power apps from Microsoft enable the automation process to make tracking data simple. Mr. Ahish informed the board that he would like to use this process and build an entire system where emails and reminders could be sent to potential recruits, tracking the process from beginning to end. Mr. Ashish also informed the board that there are quite a few students enrolled who have IEPs as well. Mr. Ashish also stated that as of last Friday, there were 166 students in Queens and 117 in the Brooklyn school. He also stated that tomorrow is student open enrollment day. Mr. Ashish stated that he is expecting quite a few students to come. Mr. Ashish emphasized that a coordinated effort with the guidance counselors from other schools to help process new recruits makes a difference.

V. School Updates

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato reported to the board that she is focusing on students coming back to school and getting back into routines. The students are adjusting slowly but surely. Ms. Lobato stated that she believes that mentoring continues to be important to help the students re-integrate themselves in the school environment. She also stated that PLC groups are meeting and focusing on getting students back into those routines. Ms. Lobato also reported that CSE is moving forward in both schools. Ms. Lobato stated that she believes that the Queen CSE is in much better shape this year. Ms. Lobato also stated that she is assisting with the recruiting process and focusing on getting part-time SPED teachers on board.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal reported to the board that the Queens school has two (2) new SPED teachers who will help the students who have IEP's get the support they need in the classroom, especially since the school is coming up for renewal. Mr. Bilal further reported that he is working with Dr. Lisa DiGaudio on instructional classroom expectations; he stated that he is visiting classrooms all week and making sure the teachers are implementing the workshop model. Mr. Bilal stated that he wants to ensure that teachers are following the norms that they need to have in preparation for that site visit. Mr. Bilal also stated that he is working with Mr. Ashish to improve enrollment and to make sure that student enrollment numbers increase. Since Mr. Bilal's tenure as Principal, there are forty (40) new enrollments. Mr. Bilal stated that his goal is to recruit forty (40) new students per month or ten (10) per week. Mr. Bilal also stated that he wants to roll out the counselor referrals that have just been finalized so students can get the support they need. Mr. Bilal further stated that instead of just doing discipline, he wants to make sure students are getting the support they need. Finally, Mr. Bilal reported that he is working with Mr. Ashish to recruit more staff and particularly a Global Studies teacher, a science teacher, and an ELL teacher positions which are currently vacant. Mr. Tabano thanked Mr. Bilal

c. Curriculum & Instruction: Dr. Lisa DiGaudio

Dr. DiGaudio reported that, not surprisingly, students are significantly behind in math according to the data coming in from Math 180 and from the IXL results of the placement exam that incoming students take. Dr. DiGaudio stated that she will have complete testing results at the end of the month. Additionally, Dr. DiGaudio informed the board that most students that are being evaluated are significantly behind two (2) to three (3) grade levels. Therefore, the emphasis will be to continue to work on building foundational skills. The substantial changes in the math curriculum right now are that there are sixth, seventh and eighth grade standards linked for foundational practice so that students can try to close the gaps. Simultaneously, teachers are teaching the regents material. Dr. DiGaudio also reported that she helped implement a curriculum design process protocol from West Ed. Dr. DiGaudio also stated that she is in the process of compiling that report. Notwithstanding all the challenges, Dr. DiGaudio stated that she feels that both schools are set to do well this academic year.

Mr. Tabano asked Dr. DiGaudio to talk about the new Math Regents that the State will be rolling out soon. Dr. DiGaudio informed the board that the state has shifted back to the next generation learning standards from Common Core. Dr. DiGaudio further stated that the new trend in the June and August Regents is a tremendous amount of reading and writing. This is significantly more than was seen in the past. This holds true even with the living environment regents. Dr. DiGaudio stated that the emphasis should then be to work on building vocabulary and content level vocabulary for students across the board in all subjects and getting students used to the problem-solving piece. Subsequently, the new regents exam requires significant multi-step solutions that students must be able to perform when they are taking the regents exam. Dr.

DiGaudio stated that to address this change in the regents exam, this new requirement is now embedded in all of the instruction.

VII. Facilities—Mr. Jose Obregon

a. Update on Roof work in Queens

Mr. Obregon reported to the board members that the roof in Queens is almost completed except for two (2) gates that Barone Management must install. Mr. Obregon also stated that the construction on the fourth floor is continuing. That construction on the fourth floor involves placing reinforcing beams in the fourth-floor classrooms. Mr. Obregon also informed the board that Mr. Brian Baer communicated with Barone Management and asked them to speed up the process. However, Barone Management is estimating that it will take until December 2023 to complete the work. Currently, construction work is limited to the weekends. Mr. Brian Baer asked Barone to come in at night after the school day to expedite the process.

b. TCO versus COO

Mr. Obregon reported to the board that Mr. Brian Baer and he had a meeting with Metropolis. Mr. Baer and Mr. Obregon spoke with Ms. Kayla Liebman, the project manager, who is heading the expediting process pertaining to the items that the school needs to fix to obtain a permanent COO. Ms. Liebman did provide a list of tasks that need to be completed to obtain a permanent COO. Additionally, Mr. Obregon stated that Ms. Kayla Liebman called him today and told Mr. Obregon that she would send him a list of the contacts who can fix the open items. For example, Ms. Kayla Liebman stated that there are two (2) plumbing issues that need to get resolved. There is also an electrical plan that needs to be signed off by the electrician that did the electrical work at the Brooklyn school. Lastly, Mr. Obregon reiterated that Ms. Kayla Liebman informed him that she would get back to him soon regarding who the school should contact to remedy the outstanding items.

VI. New Business

There was no new business discussed.

VII. Public Comment

Mr. MJ from AT&T joined the Board meeting and stated that he is the Outreach Manager for New Dawn Charter. He also stated that he wanted to take a second to introduce himself and let the board know that AT&T is committed to helping to provide students with a safe environment to learn and make access to technology easier and a little bit more affordable. AT&T has invested about 2 billion in this initiative, which includes helping to serve the unserved or underserved students in closing that digital divide, and to help with student and staff safety, which could be something as easy as a wearable panic button on a student or student or staff ID. Additionally Mr. MJ also stated that AT&T can also help connect with opportunities to more grant monies as well that can be used as the school sees fit. Finally, Mr. MJ stated that a different time, he would like to learn more about the New Dawn Charter and see if he could discuss a partnership. MR. MJ stated that he would leave his contact information in the chat. Mr. Tabano thanked him for joining the meeting.

VII. Adjournment

Mr. Tabano asked the board members if October 24, 2023, at 11:00 was an acceptable date and time for the next board meeting. All the board members agreed on that date and time. The board meeting was adjourned at 11:55 A.M.

New Dawn Charter Schools Board of Trustees

February 27, 2024, Board Meeting Minutes

11:00 a.m.: Executive Committee Meeting
11:15 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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCH: Dr. Sara Asmussen, Executive Director; Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum and Instruction, Ms. Emily Predmore, Data Specialist, Mr. Ashish Abraham, Recruitment and Marketing Specialist, NDCHS: Ms. Donna Lobato, Principal,

I. School Updates— Ms. Donna Lobato

Ms. Lobato reported to the board members that the school is now in the second semester. She stated that the city is starting to get caught up with IEP meetings. Ms. Lobato has noticed a trend that students who used to be in restrictive placements are now being moved to less restrictive. This trend is true for both the Brooklyn and Queens school. Ms. Lobato stated that she is working with CSE to address these changes. Ms. Lobato also reported that she has two (2) calls/interviews this week for the literacy teacher position funded by the literacy grant. Also, Ms Lobato reported that there is a demo scheduled for an aspiring teacher on Friday in Brooklyn. Senior activities are happening at both school locations. Finally, Ms. Lobato stated that she is working with Dr. Asmussen on getting more support for the growing ELL population at the Queens school.

Mr. Brian Baer asked Ms. Lobato what the scheduled graduation date is. Ms. Lobato replied that the graduation date is on June 25, 2024.

II. Resolution: February Agenda—Mr. Ronald Tabano

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

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

Motion Seconded: Ms. Jane Sun seconded the motion.

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

III. Resolution: January 2024 Board Minutes—Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the January 2024 Board Minutes.

Motion: Mr. Brian Baer motioned to accept and approve the January 2024 Board minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the January 2024 Board minutes.

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

a. Resolution: Monthly Financials

Mr. Tabano then asked the board members if they felt comfortable with the monthly financials to take a vote to approve them or not. All members were satisfied with the report.

Motion: Ms. Katharine Urbati motioned to accept and approve the January 2024 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

b. Schedule for budgeting 2024-2025

Mr. Ramkissoon will have the anticipated by the May meeting at the latest and will distribute copies prior to this meeting for discussion.

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

a. COO update

Mr. Brian Baer reported to the board that CFS has begun the process to obtain the permanent COO for the Brooklyn School. Mr. Baer also stated that he forwarded to Metropolis a completion letter sent to Mr. Jose Obregon by Casey Fire Alarm company certifying that the Fire Alarm system was fully installed and operational. Mr. Baer reminded the board members that the Brookyln School temporary certificate of occupancy will expire in April 2024. He also stated that he is hoping that the permanent COO is granted soon to avoid having to apply for another temporary certificate. Mr. Tabano stated that there was an outstanding $6K due to CFS and asked if the school was going to pay without objection. Mr. Obregon confirmed that the outstanding balance was already paid, and the school administration agreed to pay the outstanding balance without further objection.

b. Brooklyn Roof

Mr. Obregon stated that Mr. Brian Baer, Dr. Asmussen and he, had a discussion recently about getting the proper permits to begin work on the roof. However, purchasing construction materials sooner than later is required so that grant expenditure deadlines are met. Mr. Obregon further stated that he spoke with the project's architect to expedite construction material purchase.

Dr. Asmussen emphasized to the board that the challenge remains as to whether the room on the rooftop will be allowed to be used as instructional space by the DOB. Dr. Asmussen also stated that Mr. Brian Baer reached out to the land-use attorney to determine if this can be resolved quickly. Dr. Asmussen further stated that if it cannot be resolved quickly, then re-evaluating that effort will be necessary.

Dr. Asmussen also stated that she believes that getting the COO soon is in the interest of the school since beginning another project before obtaining the permanent COO will only further delay the process of getting a permanent COO. Dr. Asmussen stated that this is why she has postponed starting the roof project. She also re-emphasized that purchasing the construction material soon is necessary to be following the ESSER grant's timeline.

c. Queens Kitchen

Mr. Obregon informed the board that he had a meeting at the Queens school with Illya, the architect for the Queens kitchen project and the engineer that will oversee that project. The architect and the engineer did an assessment of the electrical panels, the existing duct work in the space, and the kitchen flooring, which may or may not have to be removed. If removal of the floor is required, then asbestos abatement will be necessary.

Mr. Brian Baer also stated that since the school must spend down the grant monies, prior to September 30, he had a conversation with Illya and Eric, the architects, about the overall project schedule for the kitchen. Mr. Baer stated that with a twenty (20) week build, this means that construction needs to start sometime in early May 2024. Mr. Baer further stated that this does not give the school much time to execute the contract documents, do material procurement, and other construction related requirements. Therefore, Mr. Baer recommended that the school enter into a guaranteed maximum price (GMP) agreement. This agreement will maintain the overall value of the project but will also minimize/maximize the contractors purchasing power. Mr. Baer also stated that this type of agreement will require the board to consider how bidding is pursued not only for the contractors but also for consultants which the architect will need, such as a kitchen consultant. Mr. Baer further stated that if the school can go to a one (1) or two (2) bid process, this will help expedite the project. If the school must go with a three (3) bid process, it will prolong the procurement and potentially cause the project to go past the September 30, 2024, grant deadline. Mr. Baer stated that this is somewhat of a challenge. Mr. Baer stated that he is comfortable with the GMP process. He further stated that he has done it many times as a design professional as opposed to the lump sum approach. He reminded the board members that the lump sum approach was used for the renovation of the Brooklyn school. The lump sum approach exposes the owner to multiple change orders. It also exposes the owner to unforeseen expenditures. Mr. Baer stated that the school has some work that it must do as an owner. There is also work that design professionals need to do. Primarily, the school needs to do the abatement of the wall and the floor in the kitchen area that has been tested and found to have asbestos on it. Notwithstanding this fact, the school needs to get that work done sooner rather than later so that it can stay on schedule. Mr. Baer also stated that there is work that the design professionals need to do. Mr. Baer asked if there were any questions.

Mr. Tabano asked Mr. Baer what he recommends doing to get the project moving. Mr. Baer recommended that, primarily, the school should execute an agreement with a hazardous material abatement contractor and then execute the work in a timely manner. Mr. Tabano asked Dr. Asmussen if Barone is aware that the school is going to ask them to do the abatement work. Dr. Asmussen confirmed that Barone does know and that the project was discussed with Scott Barone in a meeting with him, his team, Mr. Ramkissoon, Mr. Obregon, and herself.

Mr. Tabano asked Dr. Asmussen how the bidding process will work. Dr. Asmussen stated that if we go with a GMP process, this will be the responsibility of the contractor. Mr. Baer further explained that contractors are busy now and getting them to physically come to the school and access the job is a challenge. Mr. Baer also stated that another concern he has is getting the best qualified contractor for the job. In the case of the kitchen consultant, the school decided to go with HKD, which did the Brooklyn school kitchen and did it well. HKD is now doing Queens kitchen project for substantially less than what was budgeted.

Mr. Tabano stated that he thinks this is what the school needs to do, and the board must be prepared to defend its decision based on time constraints. Ms. Urbati also stated that the school should document any attempts to get additional bids so that it can further justify its decision to go with a single bidder.

Mr. Baer also offered the board members to explain in greater detail the lump sum approach versus GMP at another time, if necessary, since there were pros and cons to both approaches. Mr. Tabano stated that given everyone's experience with the Brooklyn school renovation project, he would defer to Mr. Baer's judgement on this matter. Mr. Tabano asked the other board members if they agreed with the GMP approach. Both Ms. Urbati and Ms. Sun agreed that considering past experiences with the lump sum approach and the time constraints, the GMP approach sounds like the best course of action.

Mr. Obregon informed the board that he believes that Barone can move quickly on this project since the student and teacher entrance will be moved to stairwell B giving contractors full access to do the work at the time of their choosing. Dr. Asmussen stated that Mr. Obregon was in the process of getting the security/entry system installed on the other side of the building.

Dr. Asmussen also stated that the asbestos removal company that Barone used on the fourth floor and roof project was fast and efficient. There were no issues when the city came to inspection. Therefore, she expects that this will be the case for the kitchen project.

Mr. Tabano asked Dr. DiGaudio if she had anything to report. Dr. DiGaudio stated that there was nothing new or significant to report except that testing and material developments are continuing.

VI. Evaluation Schedule—Sara Asmussen

a. ED
b. Board

Mr. Tabano asked when the next board evaluations are due and Dr. Asmussen confirmed that they are due in June 2024. Mr. Tabano asked Dr. Asmussen to re-send them to the board members again. Mr. Tabano also stated that he will set up a meeting with the board members in March 2024 with the goal of getting the evaluations done by April 2024.

VII. New Business

There was no new business discussed.

VIII. Public Comment

Dr. Asmussen stated there will be a full presentation next month on internship, dashboard, and enrollment. She also stated that Regents exams are still embargoed, but she believes that by next month they should be free.

IX. Adjournment

The board members agreed to meet next month on March 26, 2024, at 10:30 A.M. The meeting was adjourned at 11:32 A.M.

New Dawn Charter Schools Board of Trustees
December 18, 2023

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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR, Mr. Jose Obregon Director of Operations, Ms. Emily Predmore, Data Specialist, Mr. Ashish Abraham, Recruitment and Marketing Specialist
NDCHS: Donna Lobato, Principal
NDCHS II: Muhammad Bilal, Principal

I. Executive Meeting

II. Resolution: December 2023 Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the December 2023 Board of Trustees meeting agenda.

Motion: Ms. Jane Sun motioned to accept and approve the December 2023, Board of Trustees meeting agenda.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the December 2023 Board of Trustees meeting agenda.

III. Resolution: November Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if they received the November 2023 Board of Trustees meeting minutes and if they had a chance to review those minutes. After a brief discussion, the board decided to table voting until the November 2023 board meeting.

IV. Financials—Mr. Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Mr. Tabano asked if there was a motion to accept and approve the Finance Committee notes.

Motion: Ms. Katharine Urbati motioned to accept and approve the Finance Committee notes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the Finance Committee notes.

Mr. Ramkissoon reported to the board that the monthly financials remain consistent and similar to the previous month's report. Mr. Ramkissoon reported that student recruitment and enrollment continues and we are expecting a number of students to enroll in January. Mr. Ramkissoon then asked the board members if there were any questions regarding the monthly financial report for the Brooklyn school. There were no questions and Ms. Urbati further stated that she saw nothing that jumped out. Mr. Ramkissoon then proceeded to state that the Queens school is doing well with 307 students enrolled out of the 350-student target. The school also has a depreciation of 22K and remains in a positive revenue status. He then asked the board members if there were any questions regarding the Queens school monthly financials. There were no questions. Mr. Tabano then asked if there was a motion to accept and approve the monthly financial report.

a. **Resolution: Monthly Financials**

Motion: Mr. Brain Baer motioned to accept and approve the November 2023 monthly financials

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2023 monthly financials.

b. **Resolution: Staff Incentives**

Mr. Tabano stated that the board members had a chance to review the proposed staff incentives. He also asked Dr. Asmussen if there were any changes to the proposed staff incentives and Dr. Asmussen stated that there was a $1,000 increase in the total amount. Mr. Tabano asked the board members if there were any objections and, if not, was there a resolution to accept and approve the staff incentives. There were no questions or objections by the board members.

Motion: Mr. Brain Baer motioned to accept and approve Staff incentives.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the Staff incentives.

c. **Resolution: "Buy America" statement in financial policies and procedures**

Dr. Asmussen reported to the board that it was necessary, as per the ESSA desk audit conducted by the State, to add to the financial policies and procedures the statement, “that whenever possible, the school would buy America”. Mr. Tabano asked the board members if there was a motion to include this statement in the school’s financial policies and procedures.

Motion: Mr. Brain Baer motioned to accept and approve the statement in the school’s financial policies and procedures, “that whenever possible, the school would buy America”.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the statement in the school’s financial policies and procedures, “that whenever possible, the school would buy America”.

d. **Resolutions:** There were no other resolutions.

V. Staff Recruitment—Dr. Sara Asmussen

Dr. Asmussen reported to the board that the Queens school is conducting several interviews. There is still a need for more SPED teachers and Math teacher. However, the Queens school did hire a Global Studies and Science teacher. The school also hired a SPED teacher. Currently the school still needs a Math, SPED, PE, and ELL teacher to fill those four (4) open positions. Dr. Asmussen also stated that the school was able to hire a fabulous aspiring teacher.

VI. Student Recruitment—Mr. Ashish Abraham

Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

Mr. Abraham reported that since November 21, 2023, there have been fifteen (15) new student enrollments in the Brooklyn school and eleven (11) new student enrollments at the Queens school since the last board meeting. Mr. Abraham stated that the schools are a little behind the target enrollment goals. Nevertheless, there are many new partnerships made in Brooklyn with neighboring and local schools. Mr. Abraham also stated that he has a few meetings scheduled with these neighboring schools, especially in Brooklyn, for the upcoming new year that he will introduce New Dawn Charter Schools, its mission, and enrollment process.

VII. School Updates

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato informed the board that the focus now is on Regents exams. She is meeting with teachers to plan how to best prepare students for the exam. Additionally, students are being prepared by focusing on specific sections of the Regents exam. She also confirmed that the NYSTLL exams were ordered. Ms. Lobato also stated that daily attendance is improving across the board. Also, student event committees are working hard to get students involved and thereby improve their attendance. There is also now a new student council. Ms. Lobato also stated that the basketball team is also helping to create more student participation. Mr. Tabano asked the board members if there were any questions for Ms. Lobato. There were no questions.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal stated that the Queens school is also focusing on Regents exams. Students are taking mock Regents exams to prepare for the actual Regents exams. Mr. Bilal further stated that the mock Regents will be graded by Wednesday. This will allow the teachers to analyze the data and have some conversations about how we are going to "prep" the students before they take the actual Regents in January 2024. Mr. Bilal also stated that he will work closely with Dr. DiGaudio to get that data, to compile that data, and to have discussions with the teachers moving forward. The goal is to increase student outcomes on the Regents exams and all subjects. Mr. Bilal also reported to the board that student mediation has started and this mediation is highly effective. Teachers are requesting these mediations and students are requesting them as well. The goal is to allow teachers and students to have conversations regarding how they feel about what is happening in class. Mr. Bilal also stated that these mediations are in alignment with restorative circles, which is one of several key initiatives in both schools. Regarding staff hiring, Mr. Bilal confirmed that there are some strong candidates that will be coming in the first week of January 2024 to interview for the Physical education teacher and Math position. The Math teacher candidate has a master's degree in education. This candidate also is SPED certified in adolescent education and math. The candidate will do his demo lesson on Wednesday. Finally, Mr. Bilal stated that the school is also seeking an ELL teacher.

VIII. Facilities—Mr. Jose Obregon

a. Update on COO for Brooklyn—Mr.'s Baer & Mr. Ramkissoon

Mr. Brian Baer informed the board members he reached out to the Metropolis team to renew the temporary certificate of occupancy. He further stated that since the day of the last board meeting, Metropolis had not responded back to him. Mr. Baer called and left multiple messages for both Bruno and Kayla of Metropolis but to date has received no response. Mr. Baer stated that he expects that they are working on the TCO renewal. Mr. Baer also stated that he knows that the transfer of delegation for the place of public assembly for Brooklyn has occurred, but after checking the website on Friday, it does not show that that delegation was transferred from GKV to Metropolis. Mr. Baer also stated that he does not know if that is an IT issue or if it just takes an extra day or two to follow that through. Mr. Baer also stated all the other vendors have been notified of what they need to do and we are just waiting for them to respond. Mr. Baer stated that it is frustrating when people do not respond. Mr. Ramkissoon also stated that CFS has not responded either and he believes that the school will have to pay them $6,800 that they claim is due to them to get them to respond. Mr. Ramkissoon stated that he will pay only after CFS completes the "as built" certifications that are necessary. Mr. Baer also stated that the plumbing contractors are waiting for CFS to complete their part.

b. Update on Queens issues—Mr. Ramkissoon

Mr. Ramkissoon informed the board that Dr. Asmussen, himself, and Mr. Obregon met with the landlord, Mr. Scott Barone, and discussed building maintenance issues that needed to be addressed. Mr. Obregon took Mr. Barone and his team around the building and showed Mr.

Barone what needed to be fixed. Mr. Barone agreed to fix the outstanding maintenance issues in the building. Mr. Ramkissoon further stated that aside from the maintenance issues that were identified by Mr. Obregon, the main issue was to go over the lease and the renovation of the kitchen including the renovation of the kitchen and the disposal of the current old kitchen equipment. The demolition of one of the kitchen walls, asbestos abatement, electrical work, and installation of new equipment were also discussed with Mr. Barone. Mr. Ramkissoon informed the board that Mr. Barone was told that he would have full ownership of the new kitchen equipment even if New Dawn vacated the premises in the future. Mr. Barone was also asked to agree to let a third party CTE program come to the school and provide medical instruction for New Dawn students. Mr. Ramkissoon stated that he will contact the school attorneys to draw up a lease amendment reflecting these proposals. Mr. Barone did not object to any of the proposals that were discussed at that meeting since culinary and medical programs will certainly bolster student enrollment that will benefit Barone Management. What Mr. Barone insisted on before he agreed to any of the proposals discussed is that the school sign the condo-lease agreement.

Dr. Asmussen also stated that she believes that letting Barone use the asbestos abatement contractor that they used for the roof project is the best solution for that project. Mr. Ramkissoon also stated that Mr. Barone is very much interested in assisting the school obtain bids for any kitchen equipment that is to be purchased.

Mr. Brian Baer cautioned that we should ensure that whoever does the asbestos removal is fully licensed. Finally, Mr. Obregon stated that the architect is still waiting for the electrical drawings and that he will push the electrician to get those completed this week.

c. Update on Kitchen Reno— see above.

X. New Business

No new business was discussed.

XI. Public Comment

No public comment was made.

XII. Adjournment

The board of trustees meeting adjourned at 11:32 A. M. The next board of trustee meeting was scheduled for January 23, 2024, at 11:00 A. M.

New Dawn Charter Schools Board of Trustees
June 20, 2024

12:00 p.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
547-505-9101

Board Members present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chairperson, Mr. Brian Baer, Secretary,

Board Members Absent: Ms. Katharine Urbati, Treasurer, Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance and HR, Mr. Jose Obregon Director of Operations, Mr. Ashish Abraham

I. Resolution: June 2024 Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the June 2024 Board of Trustees Meeting Agenda.

Motion: Mr. Brian Baer motioned to accept and approve the June 2024, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

II. Resolution: May 2024 Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the May 2024 Board of Trustees Meeting Minutes.

Motion: Ms. Jane Sun motioned to accept and approve the May 2024, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

a. Resolution or Discussion: 403 (b)

Mr. Ramkissoon reported to the board that because he is still trying to close out open invoices and other outstanding items, he does not have a financial report to present to the board for the month of May 2024. However, he reported that there are three hundred forty-six (346) students enrolled at the Queens school and two hundred and fifty-eight (258) at the Brooklyn school. He also stated that there is not a significant difference in the May 2024 financial report from the April 2024 report.

Mr. Ramkissoon also stated that he conducted an analysis of the school's 403B fund and obtained four different quotes from Voya, Lincoln Financial, Nationwide, and American Fund. He also stated that he discovered that with Mutual of America there is a lack of a "certain insurance." He stated that for an additional 1K per year, he can obtain insurance that will prevent employees from holding the school liable if their investment suffers any losses. Mr. Ramkissoon stated to the board that Nationwide Funds offers the school the most flexibility with more investment options and insurance should any employee suffer any losses. Nationwide will also provide a financial advisor that will be available to employees to advise them of the best investment options. Finally, Mr. Ramkissoon recommended to the board that they switch to Nationwide Investment Funds.

Mr. Tabano asked the board members if there was a motion to accept Nationwide Investment Funds as the new company to manage the school's 403B plan.

Motion: Mr. Brian Baer motioned to accept and approve Nationwide Investment Funds as the new company to manage the school's 403B plan.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve Nationwide Investment Funds as the new company to manage the school's 403B plan.

b. Resolution: Insurance Policies

Mr. Ramkissoon then asked for approval from the board to renew the school's general insurance which increased by 9% from the prior year. Mr. Tabano asked the board members if there was a motion to accept and approve the renewal of the school's general insurance with an increase of approximately 9%.

Motion: Ms. Jane Sun motioned to accept and approve the renewal of the school's general insurance with an increase of approximately 9%.

Motion Seconded: Mr. Brian Baer.

Vote: The board voted unanimously to accept and approve the renewal of the school's general insurance with an increase of approximately 9%.

Mr. Ramkissoon also informed the board that after researching costs, Mutal of Omaha offered the best prices for Medical, Dental, and Vision Insurance even though medical and dental insurance is going to increase by almost 6%. Ancillary Insurance has increased by 9% but Mr. Ramkissoon stated that he was able to negotiate with Guardian to allow dependent children to remain on the insurance plan up to age 26. He then asked the board to approve the school to remain with Mutual of Omaha and the current health insurance plan.

Mr. Tabano then asked the board members if there was a motion to remain with Mutual of Omaha and the current health insurance plan.

Motion: Mr. Brian Baer motioned to accept and approve to remain with Mutual of Omaha and the current health insurance plan.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve to remain with Mutual of Omaha and the current health insurance plan.

c. Update on preparations for audit.

Not discussed.

V. Facilities Contracts—Mr. Jose Obregon
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. Resolution or Discussion: Queens Cleaning Contract

Mr. Obregon informed the board that the cleaning contract at both schools is due for renewal. Mr. Obregon recommended to the board that the board keep the current company, Executive Cleaning. Mr. Obregon stated that thus far, the cleaning company has done an excellent job in both schools. The staff is happy with their work. Mr. Obregon asked the board that it considers one change and that is the addition of one cleaning person at the Queens school. Mr. Obregon explained that the additional person is needed because the student population at the Queens is growing school building is much bigger than the Brooklyn facilities. Mr. Obregon further stated that with the enrollment of additional students and the hiring of new staff, the two cleaners will be stretched to maintain the building adequately. Mr. Obregon then asked the board to approve the two cleaning contracts that were submitted for their review.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Queens cleaning contracts as submitted for approval.

Motion: Mr. Brian Baer motioned to accept and approve the cleaning contract for the Queens school.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the cleaning contract for the Queens school.

b. Resolution or Discussion: Brooklyn Cleaning Contract

Motion: Mr. Brian Baer motioned to accept and approve the cleaning contract for the Brooklyn school.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the cleaning contract for the Brooklyn school.

c. Resolution: Queens Blinds

Mr. Obregon then proceeded to inform the board that there is a need for window shades in the Queens school to block the overwhelming amount of sunlight that permeates the classrooms. The sunlight does not allow teachers to use projectors because of the brightness in the classrooms. Instruction is affected and students are also complaining that the sunlight coming into the classroom space is causing them to be uncomfortable. Mr. Obregon informed the board that he obtained two quotes from separate companies and he found that Alluring Windows offered a good product at a lower price than the other company. Mr. Tabano asked if the quality of the product was equal and Mr. Obregon responded that he believed that the material was comparable in quality. Mr. Tabano then asked the board members if there was a motion to accept the bid from Alluring Windows to install shades at the Queens School.

Motion: Mr. Brian Baer motioned to accept and approve the bid from Alluring Windows to install shades at the Queens School.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the bid from Alluring Windows to install shades at the Queens School.

VI. Educational Contracts—Dr. Sara Asmussen
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning

a. Resolution: BARR Contract

Dr. Asmussen reported to the board this is part of the New York State stronger connections grant. Dr. Asmussen applied for $1.2 million and the State granted $450,000. Dr. Asmussen stated that she had to slightly change the contract. For example, two (2) things that are required are the use of What Works Clearinghouse and evidence-based intervention. The use of minority women business enterprise will also be required. Dr. Asmussen stated that BARR is the only high school intervention program, but it is perfect for NDCHS. The program is based on eight (8) building blocks where all existing school initiatives are pulled together. The school currently has Read 180 and Math 180 as well as the PBIS, Restorative Justice, and mentoring initiatives. All these initiatives work in their silos and the cross over among initiatives is not always clear to staff. What BARR will facilitate the alignment of all initiatives into one model. The project director (new hire) under BARR will take all these initiatives that the school has and integrate them utilizing an existing program. Dr. Asmussen also informed the board that the State has asked the school to measure SEL and how these initiatives impact student behavior and this is the perfect opportunity to do this. The Stronger Connections project director will be the mentor support for staff, collaborating with staff on how you integrate all these initiatives into the classroom. Mr. Tabano asked what the cost was. Dr. Asmussen stated that it costs $80K annually. Mr. Tabano asked if there was a motion to accept the BARR contract.

Motion: Ms. Jane Sun motioned to accept and approve the BARR contract.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

b. **Discussion: READ 180 & Math 180 Contracts**

Mr. Tabano also asked Dr. Asmussen to speak to the board about Math 180 and Read 180. Dr. Asmussen informed the board that Math and Read 180 is an intervention program and will be paid for with grant funding and the schools will use it for the next five (5) years. Dr. Asmussen explained that the reason we use these two programs is that they are an evidence-based tool and it is listed on What Works Clearinghouse. These are the only high school intervention programs available. The program is available in Spanish as well, which will benefit the approximate eight-six (86) ELL students in Queens and approximately thirty-four (34) ELL students in Brooklyn. These two programs will become part of the school's ELL program.

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

a. Status of Current Hiring

Not discussed.

b. Status of Student Recruitment

Mr. Abraham reported that over the course of the last few weeks, there are a total of thirty-one (31) new student enrollment applications including nine (9) for the Brooklyn school and twenty-two (22) for the Queens school. These new students will start in the summer or the fall semester.

VIII. School Updates

Dr. Asmussen reported to the board that Regents exams are complete and that scoring is still in process. Additionally, both schools are preparing for summer school. There are many students who are already enrolled for summer school and especially those students who only need one (1) or two (2) credits to graduate.

Mr. Tabano asked how many students were graduating this year and Dr. Asmussen replied that there are at least one hundred seven (107) between the two schools. Mr. Tabano stated these are substantial numbers. He also congratulated Dr. Asmussen on the five (5) year renewal that the Queens school was able to obtain from New York State.

IX. Discussion of Land Use Attorney

Mr. Baer is currently meeting with potential candidates.

X. Facilities—Mr. Jose Obregon

a. COO Update

Mr. Obregon confirmed to the board that he has reached out several times to Kayla Leibman from the Metropolis Group to try to get an update on the final COO. Despite several attempts to reach her, she has not responded. Mr. Obregon also stated that he has not heard back from her since he provided her with plumbing diagrams that she requested, about a month and a half ago. Mr. Baer also stated that he has reached out to here and that she has not responded. Mr. Brain Baer also confirmed that that everything has been submitted to Metropolis that they requested. Mr. Baer stated that he will keep on pressuring Metropolis until they respond.

b. Kitchen

Mr. Obregon reported to the board that Barone completed the asbestos removal but has yet to start on the demolition phase of the project. He suspects that Barone is still working on permits to begin that phase of the construction project.

c. Roof

Mr. Obregon reported to the board that Mr. Brian Baer, a construction contractor representative, Mr. Jester, the project architect, and he met last week at the Brooklyn school to survey the roof top. An idea that was discussed was the storing of the construction material on the rooftop itself since there is no other place to store the material. Mr. Brian Baer also commented that he has reached out to three (3) attorneys, which include two (2) that Dr. Asmussen identified and is waiting for them to return his call.

XI. New Business

There was no new business discussed.

XII. Public Comment

There was no public comment made.

XIII. Adjournment

Mr. Tabano asked the board members if July 23, 2024, at 11:00 A.M. was acceptable to all for the next board meeting. Ms. Jane Sun stated that she would be out of the country. All other board members agreed on that date and time. Mr. Tabano wished everyone a good summer.

The board adjourned at 12:31 P.M.

New Dawn Charter Schools Board of Trustees

May 1, 2024, Board Minutes

10:30 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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance and HR, Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, Mr. Ashish Abraham, NDCHS: Donna Lobato, NDCHS II: Muhammad Bilal

I. Resolution: April 2024 Agenda— Mr. Ronald Tabano

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

Motion: Mr. Brian Baer motioned to accept and approve the April 2024, Board of Trustees meeting agenda.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

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

II. Resolution: March 2024 Minutes—Mr. Ronald Tabano

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

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

Mr. Ramkissoon reported to the board that at the Brooklyn school, student enrollment is currently at two hundred thirty-eight (238) students. He further stated that Mr. Ashish Abraham will cover student recruitment in greater detail including connections that are being established and strategies that are being implemented to bring in more students. Mr. Ramkissoon also stated that the financial situation at the Brooklyn school remains on par with previous months and the school continues to have a positive income. The school is on track to meet its financial objectives for the month of June 2024. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn financials. The board members did not have any questions.

Mr. Ramkissoon then informed the board members that interest income is doing well especially pertaining to the funds that the school has invested at Mellon Bank and Vanguard Corp. The funds at JP Morgan Chase are also doing well.

At the Queens school, Mr. Ramkissoon reported that there are three hundred twenty-nine (329) students enrolled. These enrollment numbers allow the school to comfortably pay Barone Management rent which is based on a three hundred fifteen (315) student enrollment number. Mr. Ramkissoon then asked the board members if there were any questions regarding the Queens school financials. There were no questions. Ms. Urbati subsequently stated that it is encouraging to have a positive income available to address any needs that the school may have in the future. Mr. Ramkissoon further elaborated that the financial investments for the Queens school are also doing well as they are in the Brooklyn school. Finally, Mr. Ramkissoon stated that overall, both schools are in a good financial position.

Mr. Tabano then asked the board members if there was a resolution to accept the March 2024 financials.

a. **Resolution: March Financials**

Motion: Ms. Katharine Urbati motioned to accept and approve the March 2024 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

VI. Contracts—Mr. Jose Obregon
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

Dr. Asmussen asked Mr. Brian Baer to speak about the upcoming kitchen project at the Queens school and the conversation that the school had with Barone Management regarding Barone Management taking the lead in obtaining construction contractors for that project. Mr. Baer stated that Ms. Urbati, Ms. Sun, Dr. Asmussen met on Monday to discuss contractual issues including obtaining contractors for the upcoming kitchen project in Queens. It was agreed that there will be a conversation with Barone Management on the 6th of May 2024 to discuss Barone Management taking the lead as Construction Manager for the kitchen renovation with the idea that a guaranteed maximum price (GMP) will be in effect. The idea is to have Barone Management use their pool of contractors, or subcontractors, to obtain two to three bids for each construction line item. Mr. Baer stated that he feels that this will be a more expeditious way to achieve the use of the funds by the end of September 2024. This will prevent the school from losing the grant monies. Mr. Baer further stated that the meeting concluded positively**.**

Dr. Asmussen asked Mr. Baer to explain if the school has the option under guaranteed maximum price (GMP) of choosing the different vendors. Mr. Baer responded that the way a guaranteed maximum price (GMP) works is that the school sets the ceiling of what the cost of the construction is going to be based on typical and historical data that the construction manager has. The job is then placed out for bidding and the best and most responsible bidder is selected that stays within the GMP guidelines and budget. This will prevent change order after change order from occurring. Mr. Baer also stated that under these guidelines, the school can pre-purchase a labor and materials prior to the September 30th end date. This method is different than using a lump sum approach, which many times turns out to be costlier and goes over-budget. Mr. Ramkissoon stated that he liked this concept because Barone Management would be more responsible and available. Mr. Tabano agreed that this was a good approach. Mr. Baer stated that he would inform the board members how the meeting on the sixth with Barone went.

Mr. Jose Obregon informed the board members that there are three (3) proposals for a new copy machine contract for the Queens school. The copy machine contract that the Queens school currently holds will expire in September 2024. Subsequently, the school obtained bids from three (3) different vendors. The goal is to obtain a better and more reliable product and better pricing. All three proposals obtained include the specifications required, including the paper cutter program, which controls the number of copies allowed and reduces paper waste. Mr. Obregon stated that after reviewing the three proposals, he believes the best bid comes from Toshiba. Toshiba is offering superior machines compared to the other two bidders, namely TGI and Reliable Office Solutions. Toshiba is offering the school the better copy machines at a lower price which is about $400 per month. This is approximately $250 less than what the other vendors propose. Mr. Obregon further stated that TGI was the contractor that the school wanted to go with originally since it is a local vendor. Mr. Obregon also stated that Dr. Asmussen, Mr. Ramkissoon, and he went to see TGI's presentation; however, they are still $250 monthly higher than Toshiba. Mr. Obregon also stated that Dr. Asmussen and he discussed approaching TGI and asking them to re-submit their bid, so they are more competitive. Mr. Tabano agreed with this idea. Mr. Tabano then asked the board members if there was a motion to accept the contract proposal from to Toshiba pending a discussion with TGI.

a. **Resolution: Copier for Queens**

Motion: Ms. Katharine Urbati motioned to accept and approve the contract proposal from to Toshiba pending a discussion with TGI.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the contract proposal from to Toshiba pending a discussion with TGI.

VII. Staff/Student Recruitment—Mr. Ashish Abraham

Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management

a. **Status of Current Hiring**

Mr. Ashish reported that New Dawn had at least two staff recruiting affairs since the last board meeting. He was able to obtain some resumes and has passed them on to HR. Mr. Ashish also mentioned that he has started to work with a recruiter, and he has obtained many applicant's resumes although some of them are not qualified. He also stated that there is a recruitment open house on May 14, the 15th to the 20th of May, June 5, June 10, and June 13. Mr. Ashish informed the board that he is working on getting the flyers ready and posting positions on the job boards.

b. **Status of Student Recruitment**

Mr. Ashish reported to the board that both schools have reached the targeted student recruitment numbers. He also stated that he will stay connected with the schools he is working with and will continue to build on those relationships. Mr. Ashish stated that this year, he is speaking with school counselors to identify potential student recruits for enrollment in summer school at New Dawn. Mr. Ashish stated that this effort applies to both the Queens and Brooklyn school. Mr. Ashish stated that he had counselors from Grover Cleveland High School visit the Brooklyn school so that they could see the building and see the programs and how the school operates. Mr. Ashish further stated that he has an event with Abraham Lincoln High School on May 9 where New Dawn's out outreach team, which includes Ms. El and Mr. Dunbar, the Community Outreach Workers, will be at that school to identify potential recruits. Mr. Ashish further stated that he is also working with Utrecht High School to obtain new student recruits and that it looks very promising.

VIII. School Updates

a. **Brooklyn—Donna Lobato**

Ms. Lobato reported that she and HR met with all staff and had "stay" meetings. Staff was informed that contracts will be offered in June 2024. Ms. Lobato stated that she anticipates that most staff will return. Ms. Lobato also informed the board that she is focusing on student attendance. Ms. Lobato reported to the board that this year there were several disciplinary incidents in school resulting in suspensions. She also reminded the board members that Regents exams are scheduled for June 2024 and staff is working diligently to prepare those students who are taking the Regents. She also mentioned that PLC groups are still meeting and mentors are still reaching out to students. Mr. Tabano asked the board members if there were any questions for Ms. Lobato and there were no questions.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal reported to the board that he is also working on employment contract renewals with Mr. Ramkissoon. He further stated that he will be having contract renewal meetings tomorrow and Friday and that he will be focusing with Mr. Ashish on filling staff vacancies. Mr. Bilal also informed the board that teachers who have a Regents prep class did do a practice regents exam before the break. He will be meeting with those teachers this week, to look at the data, and to help teachers produce some pacing guides. Mr. Bilal also stated that his goal is to give teachers specific guidance so they can provide students specific support. This will ensure that teachers are covering all the components they need to cover well before the students take the Regents exams. Further, counselors are working on creating an instructional support team to try to help students who have low achievement levels and who are struggling with attendance. Mr. Bilal stated that he will work with counselors, SPED teachers, and students' mentors to produce a plan to give those students laser focused support to with the goal to help those students improve their attendance and their achievement levels.

c. Curriculum & Instruction: Dr. Lisa DiGaudio

Dr. DiGaudio reported that the Queens school is administering the NYSESLAT Test now. She informed the board members that there is a greater number of ELL students at the Queens school than ever before. Over the summer the schools will be re-evaluating the ELL program and look at all the components and support that will go into that program to ensure that students receive the best instruction that supports their needs. Dr. DiGaudio also stated that she will be analyzing Regents results as well and determine what adjustments need to be made to improve upcoming Regents exams.

Mr. Tabano asked Dr. Asmussen if the school calendar for next year had to be adjusted. Dr. Asmussen replied that she is inquiring if she can switch Holly as a day off for the 23rd of December which falls on a Monday. She stated that she would get back to Mr. Tabano.

VII. Facilities—Mr. Jose Obregon

a. COO Update

Mr. Obregon informed the board members that the Brooklyn school does have a have a renewed temporary certificate of occupancy and that it is valid until the ninth of July. He also stated that Metropolis Group is still working on getting the paperwork done for the public assembly permit, which is the last piece of what is needed to get a permanent COO.

b. **Kitchen**

Regarding the Kitchen project at the Queens school, Mr. Obregon stated that he did verify with John Garcia from Barone that next week Wednesday contractors will be on site to begin the asbestos removal project. Mr. Obregon also stated that the school has a requirement to move all that is stored in that room out of that room. Mr. Obregon further stated that he will make sure that this is accomplished.

c. **Roof**

Mr. Obregon reported to the board that he is still waiting to get word when the school can start purchasing materials and labor for the roof project in Brooklyn. Dr. Asmussen stated that she is working with Kayla and Metropolis Group to allow them access to the DOB account so they can proceed in getting the final COO. Dr. Asmussen stated that she is also working with Scott Barone to get a land use attorney to help with the roof project.

V. New Business

Dr. Asmussen reported to the board that it does look like the school will start the Stronger Connections Grant. Dr. Asmussen received an email this morning from the SED stating that she was authorized to start the grant. Dr. Asmussen also informed the board that under the Stronger Connection Grant, LATINMART just received their minority women owned business certification from the State. Dr. Asmussen confirmed that this can start in September 2024. Unfortunately, the Queens school did not receive the grant, but the Brooklyn school did. Subsequently, Dr. Asmussen stated that the school will be able to hire someone to oversee the PBIS program and to integrate it into the program. This grant will allow the school to place all academic, social, and emotional learning under one umbrella. The grant will pay for this. Dr. Asmussen stated that this will require another staff person to be hired.

VI. Public Comment

No public comment was made.

VII. Adjournment

The board agreed to meet again on May 28, 2024, at 11:00 A.M. The board meeting was adjourned at 11:05 A.M.

VIII. Executive Meeting—Mr. Ronald Tabano

a. **Evaluation of Board**

b. **Evaluation of Executive Director**

New Dawn Charter Schools Board of Trustees

January 23, 2024, Board Meeting Minutes

11:00 a.m.: Executive Committee Meeting
11:15 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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR; Mr. Jose Obregon Director of Operations; Dr. Lisa DiGaudio, Director of Curriculum and Instruction; Ms. Emily Predmore, Data Specialist; Mr. Ashish Abraham, Recruitment and Marketing Specialist; NDCHS: Ms. Donna Lobato, Principal

I. Executive Committee Meeting

Legal status update and student hearing.

II. Resolution: January 2024 Board Meeting Agenda— Mr. Ronald Tabano

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

Motion: Ms. Katharine Urbati motioned to accept and approve the December 2023, Board of Trustees meeting agenda.
Motion Seconded: Ms. Jane Sun seconded the motion.
Vote: The board voted unanimously to accept and approve the January 2024 Board of Trustees meeting agenda.

III. Resolution: November 2023 Board Meeting Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the November 2023 Board Minutes.

Motion: Ms. Jane Sun motioned to accept and approve the November 2023 Board minutes.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the November 2023 Board minutes.

IV. Resolution: December 2023 Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the December 2023 Board Minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the December 2023 Board Minutes.
Motion Seconded: Ms. Jane Sun seconded the motion.
Vote: The board voted unanimously to accept and approve the December 2023 Board Minutes.

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

Mr. Ramkissoon reported to the board members that although the Brooklyn school is showing a negative net income, when depreciation is calculated, the total net income remains positive. Mr. Ramkissoon also reported to the board that the Brooklyn school's student enrollment number has increased by 39 students. Similarly, the Queens school enrollment numbers increased by 11 students. Mr. Ramkissoon stated that the recruiting efforts are working, and this factor affects both schools' net income in a positive way. He then asked the board members if there were any questions regarding the Brooklyn school. Ms. Katharine Urbati stated that there was nothing that jumped out in the Brooklyn school's financials. There were no questions from the board members.

Mr. Ramkissoon reiterated to the board members that the Queens school financials depict a positive net income. He also stated that he expects student enrollment to continue to grow. Mr. Ramkissoon further stated that one of the benefits of the increased student enrollment is the ability for the Queens school to hire new staff. Mr. Ramkissoon asked the board members 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 December 2023 financials.

a. Resolution: December 2023 Financials

Motion: Ms. Katharine Urbati motioned to accept and approve the December 2023 financials.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the December 2023 financials.

b. Investor's Bond Meeting

Mr. Ramkissoon informed the board that he uploaded the slide for the investor's Bond Meeting on the portal. He also stated that the slide is similar to those presented in prior years, and it depicts where the school is financially. He further stated that one of the key takeaways is the depth service coverage wage ratio. The school is at 1.38. Mr. Ramkissoon informed the board that any number greater than 1.0 is good. He stated that he believes that the investor's bond meeting call will go well. Mr. Ramkissoon also stated that he reviewed the slide with Mr. William Fossil who helped the school acquire the bond. Mr. Fossil also thought that the slide was good. Mr. Tabano also commented that the slide looked good.

Mr. Tabano asked Dr. Asmussen to quickly discuss the kitchen renovation project in Queens. Dr. Asmussen reported to the board that she sent the board members a kitchen consultant. Mr. Baer also stated that if the board decides to proceed with this consultant, then he will have to inquire if payment should be issued to the architect as part of his fees or if the kitchen consultant should be paid directly.

Mr. Tabano and Dr. Asmussen both agreed that another bid for a kitchen consultant will be necessary and appropriate especially since the State will audit all expenditures. After acquiring a second kitchen consultant bid, the board could then decide which consultant to go with.

VI. Contracts— Mr. Jose Obregon
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. Discussion: Vaping

Mr. Obregon recommended to the board members that they approve the purchase and installation of the Verkada Vape detection system for the Queens school. Mr. Obregon explained to the board members that the vape detection system is currently installed in one of the student bathrooms on a trial basis at the Queen school. The Vape Detection system is designed to detect vaping or marijuana use that may occur in student bathrooms. The system also detects bullying behavior/noise, and it notifies selected staff members that such an incident is occurring and includes the location. Mr. Obregon further reported that the system is remarkably effective. Mr. Obregon stated that Verkada has proposed a three (3) year, five (5) year, and ten (10) year licensing contract. Additionally, the sensors are fully guaranteed for the life of the contract. Mr. Obregon recommended to the board that they consider the three (3) year contract that includes licensing for nine (9) sensors, which covers all the student bathrooms in the Queen school. This contract totals $11,200.

Mr. Tabano asked if there was wiring needed to support the system. Mr. Obregon confirmed that yes, the detectors would be wired by MSP Networks, the school's IT maintenance company and that the devices would be part of the school's IT network. Mr. Tabano asked how the system detects bullying behavior. Mr. Obregon explained that the sensors detect human voice volume and certain words that might be associated with threatening behavior. Ms. Urbati raised the concern about the legality, breach of privacy, or monitoring of conversations monitored in a restroom. Mr. Obregon explained that the monitoring device does not record conversation in any way. The system just detects and reports chemical changes in the room, such as when you smoke or vape, and the increase in noise in the bathroom which might indicate bullying or other inappropriate student behavior.

Mr. Tabano recommended to the board that if the board decides to approve of the purchase of the Verkada devices, the three (3) year license agreement should be considered to make sure that the system works as it should. He then asked if there was a motion to accept the purchase and licensing of the Verkada Vape detection devices for a three (3) year period.

Motion: Ms. Katharine Urbati motioned to accept and approve the purchase of the Verkada devices and the three (3) year licensing agreement.
Motion Seconded: Mr. Brian Baer seconded the motion.
Vote: The board voted unanimously to accept and approve the purchase of the Verkada Vape detection devices and the three (3) year licensing agreement.

Dr. Asmussen reported to the board that the school has a new expeditor named Lloyd and he will begin filing for the appropriate permits to start working on the roof project in the Brooklyn school.

VII. Staff Recruitment— Mr. Ashish Abraham
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management

a. Status of Current Hiring

Mr. Abraham reported to the board that two (2) vacant staff positions in Queens were also recently posted.

b. Status of Student Recruitment

Mr. Abraham reported that since the last board meeting, four new students enrolled at the Brooklyn school and eight (8) new students enrolled at the Queens school. Additionally, there are thirteen (13) new students that are scheduled to start in the Spring semester at the Queens school.

VIII. Student Recruitment— Mr. Ashish Abraham
Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

a. Status of Current Recruitment

Mr. Abraham reported that student recruiting efforts are continuing and that the results continue to be positive.

VI. School Updates

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato reported that the NYS Regents exams are being administered this week and that she expects a good student turn out for the scheduled Regents tests. Ms. Lobato also reported that for the next semester, one of the areas of focus will be student behavior and particularly as it relates to gang activities. She also reported that the Living Redemption grant will support this effort along with other resources available. Ms. Lobato also stated that the school will encourage parents to get involved in this initiative.

In response to Ms. Lobato's report, Mr. Tabano stated that yesterday his school wrapped up discussions with Living Redemption and he believes that the contract with Living Redemption is going to be signed. He also stated that he is looking forward to starting the initiative for all his campuses. Mr. Tabano also mentioned that Living Redemption provides mentors and they have a great crew of counselors and staff that will come in and work with students. One of those counselors has collaborated with Wildcat Academy for a long time. Mr. Tabano further stated that the quality of the counseling services offered by Living Redemption is exceptional.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal was unable to attend.

c. Curriculum & Instruction: Dr. Lisa DiGaudio

Dr. DiGaudio also confirmed that Regent's exams are being administered now. Dr. DiGaudio also stated that in the coming weeks she will be looking at individualized support for teachers. Finally, she stated that she will be working on a plan to push into classrooms more often than last semester.

VII. Facilities—Mr. Jose Obregon

Mr. Obregon reported to the board that he was finally able to contact CFS. Mr. Obregon stated that he spoke with Patricia from CFS who acknowledged that CFS received a direct deposit from the school to close out an open invoice. Mr. Obregon also stated Patricia informed him that CFS is willing to discuss the items that are still outstanding for the renewal of the permanent certificate of occupancy that is still pending. Mr. Obregon stated that Patricia will ask one of the principals at CFS to speak with Mr. Brian Baer about those items that need to be resolved.

V. New Business

Mr. Tabano asked the board members if there was any new business. Dr. Asmussen reminded the board members that the due date for evaluations is coming soon and that she will be distributing evaluation forms to all the board members. She also stated that these evaluations are due in March 2024.

VI. Public Comment

There was no public comment made.

VII. Adjournment

The board members agreed to meet next month on February 27, 2024, at 11:00 A.M. The meeting was adjourned at 11:48 A.M.

ANNUAL MEETING

New Dawn Charter Schools Board of Trustees

May 28, 2024, Board 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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance and HR, Mr. Jose Obregon Director of Operations, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, Mr. Ashish Abraham, NDCHS: Donna Lobato, NDCHS II: Muhammad Bilal

Mr. Tabano asked the board members if there was a motion to accept and approve the May 2024 Board of Trustees Meeting Agenda

I. Resolution: May 2024 Agenda—Mr. Ronald Tabano

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

Mr. Tabano asked the board members if there was a motion to accept and approve the April 2024 Board of Trustees Meeting Minutes.

II. Resolution: April 2024 Minutes—Mr. Ronald Tabano

Motion: Mr. Brian Baer motioned to accept and approve the April 2024, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

III. Board Elections

Mr. Tabano asked the board members if they all agree to serve another term as board members on the New Dawn Charter School Board of trustees. All board members responded that they would all like to serve another term. Mr. Tabano then asked the board members if there was a nomination that included all the board members currently serving to serve for another term.

a. Nominations

Motion: Mr. Brian Baer nominated all the current board members to serve another term on the New Dawn Charter School Board of trustees.

Motion Seconded: Ms. Katharine Urbati seconded the nomination.

Vote: The board voted unanimously to nominate the current Board members.

b. Elections

The board members then voted unanimously to elect all the current New Dawn Charter School Board members to another term.

Motion: Ms. Katharine Urbati motioned to elect the slate of nominees to another term.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to elect and approve the slate to the Board of Trustees for another term.

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

Mr. Ramkissoon reported to the board members that the financial posture of both schools is good. He also stated that although there is a deficit of 110K in the Brooklyn school monthly financial report, the deficit is offset by depreciation and amortization allowances which brings the Brooklyn school to an approximate positive net income of 460K-470K. Mr. Ramkissoon also stated that currently there are two hundred fifty-three (253) students enrolled at the Brooklyn school out of the targeted three hundred fifty (350) student enrollment goal.

For the Queens school, Mr. Ramkissoon stated that the school is doing well financially. He also stated that student enrollment has increased to three hundred forty-seven students (347) enrolled, which is just three (3) students short of the three hundred fifty (350) student enrollment goal. Mr. Ramkissoon also reported to the board that the school is short staff. Mr. Ramkissoon asked the board members if there were any questions regarding the April 2024 financial report. There were no questions from the board members.

Mr. Tabano asked the board members if there was a motion to accept and approve the April 2024 financials.

a. **Resolution: April 2024 Financials**

Motion: Ms. Katharine Urbati motioned to accept and approve the April 2024 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

Ms. Katharine Urbati explained to the board members that some of the highlights included in the 2024-2025 budget is a salary increase for employees, the inclusion of amortization and depreciation numbers, a decrease in projected student enrollment numbers, a 15% increase in general insurance costs, and a change in the schools 403B plan which will save the school money and will give staff members more options in terms of how they can invest their retirement funds. Ms. Urbati further stated that also discussed for the 2024-2025 budget is the possibility of some new or expanded incentive plan for staff members.

Mr. Ramkisson then confirmed that the 2024-2025 budget does allow for a salary increase that will bring some staff members up to market salary levels. The budget also includes incentives for teachers that produce good Regents exam outcomes. Finally, Mr. Ramkissoon re-emphasized that the overall financial posture in both schools is good.

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

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

Motion: Ms. Katharine Urbati motioned to accept and approve the 2024-2025 Budget.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

After the resolution regarding the 2024-2025 budget, Mr. Ramkissoon explained to the board members that he went to the market to obtain the best possible deal for a new 403B plan for the school. Mr. Ramkissoon was able to get four (4) proposals. Mr. Ramkissoon informed the board that other companies are offering more investment fund options than Mutual of America, which is the current investment company that the school uses for its 403B plan. Mr. Ramkissoon further stated that with a 403B plan that offers more investment fund options, employees will be given better investment options. Additionally, the new 403B plan will offer lesser liability for the school since insurance will be built into the new plan that will protect the school from any legal liability in case of loss of funds by any employee. Instead of the school being held liable for any loss of funds or revenue, it will be the broker or investment company that will assume responsibility for any capital loss. Mr. Ramkissoon then stated to the board that the finance committee recommends moving to Nationwide.

Mr. Tabano and Dr. Asmussen agreed that next month the board will vote on switching from Mutual of America to Nationwide. Mr. Tabano also mentioned that the Nationwide plan is less expensive than the Mutual of America plan.

V. Contracts— Mr. Jose Obregon
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. Update on Copier for Queens

Mr. Obregon informed the board members that he reached out to TGI Office Automation, a local company that bid for the copy machine contract at the Queens school, and asked if they could do better with their pricing. Mr. Obregon then stated that TGI responded that they could not lower their pricing. Mr. Obregon then recommended to the board that it stay with the decision to accept the better bid from Toshiba which is approximately $200. less per month for two (2) superior copiers and with no copy limits.

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

a. Status of Current Hiring

Mr. Abraham informed the board members that since the last board meeting, there have been three (3) new staff hires. There is a new internship coordinator at the Queens school, a new ELA teacher at the Queens school, and a new SPED teacher at the Brooklyn Queens. Mr. Abraham also informed the board that there are several career hiring events coming up including one at the Queens school on June 5, 2024, June 10, 2024, and on June 13, 2024, at the Brooklyn school. Vacancy positions are advertised on employment recruiting websites including Indeed and Zip Recruiter.

b. Status of Student Recruitment

Mr. Abraham informed the board that, today, there is an open house for both parents and students at the Brooklyn school followed by open houses on May 29, May 30, and June 11, 2024, all from 3PM to 6PM at the Brooklyn school. Open houses will take place at the Queens school on June 3, June 4, and June 12, 2024.

Mr. Tabano asked Mr. Abraham what has been the turn out for the student recruitment open houses. Mr. Abraham replied that he would have more information on this at the next board meeting. Mr. Tabano then stated that staff recruiting is going well, and Mr. Abraham confirmed that staff recruiting is indeed going well.

VII. School Updates

a. **Brooklyn—** Ms. Donna Lobato

Ms. Lobato informed the board that teachers are focusing on Regents exam preparation for the students and that the Algebra Regents is scheduled for Tuesday of next week. Ms. Lobato also confirmed that the school is enrolling new students, and that the student recruitment effort is having a positive effect on student enrollment numbers. Ms. Lobato also stated that CSE is having meetings both at the Queens and Brooklyn schools. She also confirmed that she is conducting year-end teacher evaluations. Ms. Lobato also informed the board that senior activities are being conducted, such as the senior trip to Dorney Park and the upcoming senior block party that will be happening in two (2) weeks.

b. **Queens—** Mr. Muhammad Bilal

Mr. Bilal reported to the board that he and Mr. Ramkissoon had contract renewal meetings with various staff members at the Queens school. He also confirmed that most of the staff are returning next school year. Mr. Bilal also stated that the job fairs have been successful. He confirmed that a new ELA teacher was hired, who has training in PBIS and who is in the process of getting certified. Mr. Bilal confirmed that he has interviews scheduled for a science teacher position. There is a PE teacher demo scheduled for tomorrow and there are two (2) strong candidates for the parent coordinator position. Practice Regents exams for all the classes including ELA, Algebra, Living Environment, US History, and Global are being conducted. Mr. Bilal stated that the shortfalls that were exhibited in the past are the same shortfalls identified now. Students still struggle with time management and writing, Mr. Bilal stated that few students completed the entire test. However, there was some improvement in the U.S. and Living Environment practice exams. Mr. Bilal stated that he expects that over the next few weeks teachers will be able to continue to prep students for the upcoming Regents exams. Mr. Bilal stated that he will continue to visit the classrooms more to give teachers feedback and to support them and give them feedback on exactly how they are prepping and engaging students to best prepare them for the upcoming Regents exams. Mr. Bilal also stated that he will be conducting year-end teacher evaluations this week.

c. **Curriculum & Instruction:** Dr. Lisa DiGaudio

Dr. DiGaudio reported that currently she is mostly involved in NYSESLAT testing at both schools Ther are approximately eighty (80) students that need to be tested. This number exceeds the numbers needing testing in previous years. Dr. DiGaudio also mentioned that she will be conducting final teacher observations as well. Dr. DiGaudio further stated that she will be making some course adjustment recommendations regarding the new Regents exams which include Living Environment and Earth Science. Finally, Dr. DiGaudio stated she is looking forward to December for curriculum development.

Mr. Tabano asked Dr. DiGaudio to explain to the board members what the NYSESLAT test is. Dr. DiGaudio explained that it is the New York State Language Assessment Test. The test is given to all English language learners and measures the language proficiency level of the student. The test is timed and starts with a speaking section. There is also a reading, writing, and listening portion. It is administered in three (3) separate booklets. Dr. DiGaudio also stated that since she has been administering the test, she has seen some good improvements in the proficiency level of students at New Dawn Charter School Brooklyn. Dr. DiGaudio also stated that at the Queens school there are many new ELL students, and their English language proficiency is extremely low. However, based on experience, Dr. DiGaudio anticipates that these students will gradually increase their English language proficiency.

Mr. Tabano stated that these ELL students are identified before they come to our schools. Therefore, we are responsible to continue testing them while they are enrolled.

Mr. Tabano asked Dr. Asmussen if she made any adjustments to the 2024-2025 School Calendar. Dr. Asmussen confirmed that she did making December 23, 2024, a day off since she does not expect many if any students to show up that day. Dr. Asmussen also stated the school will still be within the one hundred eighty (180) school day requirement. Dr. Asmussen further stated that she expects that the DOE will make the same adjustment to its calendar.

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

d. Resolution: 2024-2025 School Calendar

Motion: Ms. Katharine Urbati motioned to accept and approve the 2024-2025 School Calendar.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the 2024-2025 School Calendar.

VIII. Facilities—Mr. Jose Obregon

a. COO Update

Mr. Obregon reported to the board that Kayla Liebman from Metropolis Group contacted him and verified that the plumbing amendment, which is of the requirements need to obtain the permanent COO for the Brooklyn school, has been filed. Mr. Obregon further verified that all filing fees were paid as well. Mr. Obregon also stated that he believes that there is a fire alarm system amendment that must be filed as well. Mr. Obregon stated that he will contact Kayla Leibman regarding this amendment.

b. **Kitchen**

Mr. Obregon reported to the board that the structural engineer came to the Queens school on Wednesday of last week. The engineer was able to walk through the space one more time and inspect the project area including the basement. The engineer asked if we could provide him with a drawing of the basement area and Barone management verified that they are going to get him a drawing.

Dr. Asmussen confirmed that all the requests for demolition permits have been filed and asked Mr. Bilal that all furniture in the cafeteria area be cleared before construction begins. Dr. Asmussen also asked Mr. Bilal to ensure that the kitchen area be cleared sooner than later since construction can begin anytime soon.

Mr. Baer also stated that he, the architect, the structural engineer, and the expediter are meeting at 1:30 P.M. today to talk about the demolition permit and the structural support needed for the floors above. Mr. Brian stated that he expects those items to be resolved today and to decide who is going to do the filing and the timing of the filing. Mr. Baer also stated that the project is on track to happen sooner rather than later.

c. **Roof**

Dr. Asmussen stated that she will discuss with the board members the land use attorney requirements with the board members during the executive session.

IX. New Business

There was no new business discussed.

X. Public Comment

There was no public comment made.

XI. Adjournment

The board decided to meet again on June 18, 2024, at 10:30 A.M. The board adjourned the meeting at 11:05 A.M.

XII. Executive Meeting—Ronald Tabano

a. **Evaluation of Board**

b. **Evaluation of Executive Director**

New Dawn Charter Schools Board of Trustees

November 21, 2023

11:00 a.m.: 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
547-505-9101

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

Board Members Absent: Mr. Daniel Lewis, board member.

Staff Members/ Visitors Present: NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR, Mr. Jose Obregon Director of Operations, Ms. Emily Predmore, Data Specialist, Mr. Ashish Abraham, Recruitment and Marketing Specialist

I. Resolution: November 2023 Board Meeting Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the November 2023 Board of Trustees meeting agenda.

Motion: Ms. Katharine Urbati motioned to accept and approve the November 2023, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2023 Board of Trustees meeting agenda

II. Resolution: October 2023 Board of Trustees Minutes—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the October 2023 Board of Trustees meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2023 Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the October 2023 Board of Trustees meeting minutes

III. Financials—Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that in both schools the finances are moving in a positive direction and especially at the Brooklyn school. He also reported that the previous month there was a negative income of 100K at the Brooklyn school, but now there is a positive 23K recorded. Additionally with depreciation factored in, the net income remains positive. For the Queens school, there is a positive net income of 750K. Mr. Ramkissoon stated that he had nothing significant to further report and asked if there were any questions. Ther were no questions.

Benchmark 4: Financial Condition
Benchmark 5: Financial Management

Mr. Tabano asked the board members if there was a resolution to accept and approve the October 2023 monthly financials.

a. Resolution: Monthly Financials

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2023 monthly financials

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the October 2023 monthly financials.

IV. Staff Recruitment— Mr. Ashish Abraham

Mr. Abraham reported to the board that the Global and Science teacher positions were filled at the Queens school. Additionally, Mr. Abraham informed the board that there is an aspiring teacher designated for Queens, and one SPED teacher that is currently on-boarded in Brooklyn. Mr. Tabano thanked Mr. Abraham for the update.

VI. Student Recruitment—Dr. Sara Asmussen

Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity

Dr. Asmussen reported that Queens has a net gain of 69 students since September 1. Further, the Brooklyn school has a net gain of 46 students. Dr. Asmussen also reported that SPED numbers are dropping and particularly in Queens. However, by next month she believes that they will increase. Dr. Asmussen also stated that free and reduced lunch numbers dropped in Queens. Dr. Asmussen believes that this was a result of not obtaining all the lunch forms back from students and that once this is completed, the numbers should go up by next month as well. Both schools are enrolling more boys than girls. Aside from this fact, Dr. Asmussen stated that everything basically remained the same. Mr. Tabano then asked Mr. Abraham to speak about student recruitment.

Mr. Abraham reported that the recruiting emphasis is focusing on neighboring Brooklyn schools. The goal is to establish relations with the guidance departments and with community organizations. One of these community organizations that was contacted is Pieces of Lifestyle, which is a life camp as well as the Community Justice Center. Mr. Abraham stated that by reaching out to these organizations the school is making itself known, informing the community what the school does, and who the school serves. Mr. Tabano thanked Mr. Abraham for the update.

VI. School Updates

a. Brooklyn—Ms. Donna Lobato

b. Queens—Mr. Muhammad Bilal

Dr. Asmussen informed the board members that Ms. Lobato and Mr. Bilal were not able to make the board meeting since they are preparing for the Thanksgiving festivities in their perspective schools. Dr. Asmussen further stated that the Thanksgiving meal took place in Brooklyn yesterday and Queens was doing theirs today. The holiday Thanksgiving celebration will take place tomorrow for the students. Additionally, Dr. Asmussen reported that Brooklyn is having their community party next Wednesday and she reminded the board members that they were all invited. The purpose of the party is to introduce ourselves to the neighborhood restaurants so they can see the school's culinary program. There have not been any issues or problems at all in either school. Generally, things seem to be settling down and the transition is moving forward at the Queens school.

VII. Facilities—Mr. Jose Obregon

Mr. Obregon requested that the board consider purchasing the BallistiGlass security metal detection kit for the Queens school. He also stated that this metal detection kit is a portable metal detector. It is small, unimposing, non-threatening, and portable. Mr. Obregon also stated that he has compared it to other ballistic devices that are more cumbersome. The ballistic glass metal detection system is equally as effective as the bigger devices. Mr. Obregon also stated that he believes that it is suitable for Queens because Queens has a larger space. The device does not work as well in the Brooklyn school since the Brooklyn entrance is a little bit more confined. As a result, you get a lot of false alarms when the device is deployed at the Brooklyn school. Mr. Tabano asked what the device looks like. Mr. Obregon stated that the detection device consisted of two (2) small detection devices resembling hockey pucks that are placed on top of two (2) stanchion poles. Those being screened walk between those two stanchion poles. There is also a computer and a monitoring device that can be placed on a table that will issue an alert if there is metal detected. Mr. Tabano asked the board members if there were any questions for Mr. Obregon. There were no questions. Mr. Tabano then asked the board members if there was a resolution to approve the purchase of the BallistiGlass Security metal Detector for Queens.

a. Resolution: Ballistic Security for Queens

Motion: Mr. Brian Baer motioned to approve the purchase of the BallistiGlass Security metal Detector for Queens**.**

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to approve the purchase of the BallistiGlass Security metal Detector for Queens.

Mr. Obregon proceeded to inform the board that the firewall license for both schools needed to be renewed. Since both schools have expended their E-Rate CAT II funds, the schools needed to purchase these licenses. He asked the board for approval to purchase the two licenses. The cost of the licenses is $8,200 at the Queen school and $4,800 at the Brooklyn school. Mr. Tabano then asked the board members if there was a resolution to approve the renewal of the firewall licenses in both schools.

b. Resolution: MSP for Fire Wall

Motion: Mr. Brian Baer motioned to approve the purchase of the firewall license for both schools.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to approve the purchase of the firewall license for both schools.

c. Update on COO for Brooklyn—Mr.'s Baer & Ramkissoon

Mr. Brian Baer reported that Fire COMM had requested whatever documentation we had, because the account manager could not find it. Mr. Baer stated that he forwarded them everything he had in his possession. One of those items was a letter on FDNY letterhead indicating that everything is good with the Fire Alarm system. Mr. Baer stated that he hopes to hear from the FDNY soon or after the holiday. Mr. Baer reported that the assignment of a representative from GKV to Metropolis is in progress. That representative will be designated to work with the DOB to get paperwork in motion. Mr. Baer also stated that he has been in contact with both the electrical and plumbing subcontractors. Both contractors are now waiting for CFS to complete their work. Mr. Baer discussed his conversation with Joe Barbagallo of GKV two weeks ago. Mr. Barbagallo indicated that they did not negotiate with CFS that there would be a reduction a in the overall fee. Mr. Baer asked Mr. Barbagallo to find any documentation but that documentation is not available. Therefore, CFS is looking to charge $6,800 and an additional $2,200 or $2,300 to create the as-built documentation and the change that is required for the PA permit. Mr. Baer indicated that total fees would add up to $10,000 to complete their work that includes filing with the Department of Buildings for the certificate of occupancy.

d. Update on Queens issues—Mr. Ramkissoon

Mr. Ramkissoon recommended to the board that it is more financially efficient if the school pays the fees to CFS rather than keep spending money for an undetermined amount of time re-filing for a temporary certificate of occupancy. Ms. Urbati agreed that this is the most fiscally prudent thing to do. Mr. Tabano asked Mr. Ramkissoon to try to negotiate a reduced amount with CFS. Mr. Ramkissoon agreed to do so.

e. Update on Kitchen Reno—Mr. Obregon

Mr. Obregon reported to the board that he met with Mr. Brian Baer, the architect team, and the schools two (2) culinary instructors (Todd Bryant and Ashley Hall) to look at three (3) kitchen designs. Both Todd and Ashley looked at the designs and submitted their comments and observations. Mr. Obregon also informed the board that he has an electrician scheduled to come to the Queens school to access the electrical layout of the space. Mr. Obregon stated that he will get those drawings to architects most likely after the Thanksgiving holiday. Mr. Obregon further stated that he and Mr. Brian Baer talked about having the architects start moving on the roof project in Brooklyn as soon as possible.

IV. New Business

Mr. Ramkissoon reported to the board that he had a discussion with Barone management about some ongoing facility issues that have been identified. For example, there is an issue with the heating units working consistently and properly. Additionally, there may be a power issue where the heating units are overloading the electrical system. There are also multiple bathroom leaks, which are fixed and then seem to re-occur. There are walls that are buckling due to water damage from previous roof leaks. Mr. Ramkissoon also stated that Mr. Obregon has a list of all the facility issues that need to be addressed and fixed. These are issues that in most cases are re-occurring. Mr. Ramkissoon also stated that he will talk to Barone after the Thanksgiving break and discuss with them the wall that needs to come down for the new kitchen that will be installed for the culinary program.

Dr. Asmussen asked Mr. Brian Baer if asbestos testing proposals are always so ambiguous and lengthy. Mr. Baer informed Dr. Asmussen that they could be, but he will go back to the architect and ask for a clear and more concise proposal.

Mr. Ramkissoon informed the board that he has met Mildred Elley college that is looking to rent some space for their medical programs. The college has a medical field program and is looking to expand. Mr. Ramkissoon informed the board members that New Dawn students may be able to benefit from this program. The partnership with Mildred Elley college has the potential to be financially profitable for NDCS. Dr. Asmussen further stated that it would be great NDCS could get a second CTE program here and a medical CTE program is on top of the list. Mr. Ramkissoon also sated that lease payments are guaranteed even if the program doesn't do well and ends.

Ms. Urbati asked what the time commitment on the lease is and Mr. Ramkissoon responded that it is a five (5) year lease. However, the lease will specify that if Mildred Elley college does not have enough students, they can discontinue the program. The college will use the school facility from 5 P.M. to 11 P.M. The lease will have all operating costs factored in including security, janitorial, and the like. Dr. Asmussen stated that we cannot commit leasing Queens since that involves a rental property and the landlord of the Queens facility would have to get involved. Mr.

Ramkissoon confirmed that it can happen at the Queens school, but we will need Barone Management's approval.

Dr. Asmussen asked if the board can take a vote on this proposal or wait until there is a final contract. Mr. Tabano stated that the board will wait until there is a final contract.

Dr. Asmussen also informed the board that both schools underwent an active shooter with hostage drill under the STOP grant managed by Ms. Stacey Newton. Dr. Asmussen stated that the drill highlighted some things that the schools really need to focus on. Therefore, Dr. Asmussen stated that the schools are going to move forward with that. As part of that training, Dr. Asmussen and Mr. Obregon will be attending the advanced CPTED training course in person. Dr. Asmussen emphasized again that it was a very helpful exercise.

V. Public Comment

There was no public comment made.

VI. Adjournment

The board decided to meet again on December 18th for the next board meeting. The meeting adjourned at 11:34 A.M.

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 Ramkissoon, 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 deprecation 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. Ramkisson 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. Ramkisson 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 vrs.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.

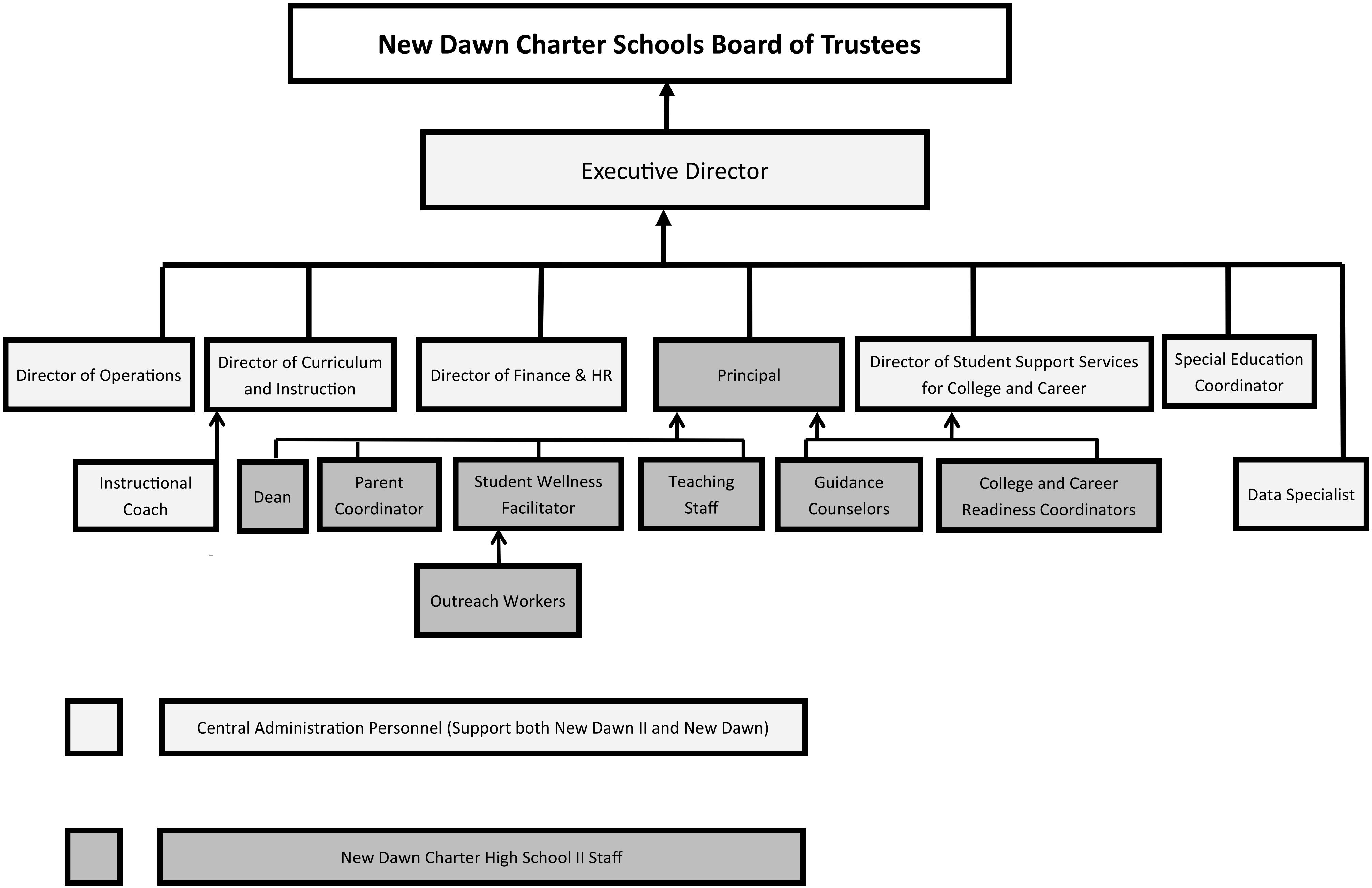
Vote: The board voted unanimously to accept and approve the IRS 990 Form.

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.


New Dawn Charter Schools Board of Trustees
Executive Director
Director of Operations
Director of Curriculum and Instruction
Director of Finance & HR
Principal
Director of Student Support Services for College and Career
Special Education Coordinator
Instructional Coach
Dean
Parent Coordinator
Student Wellness Facilitator
Teaching Staff
Guidance Counselors
College and Career Readiness Coordinators
Data Specialist
Outreach Workers
Central Administration Personnel (Support both New Dawn II and New Dawn)
New Dawn Charter High School II Staff

2024-2025 New Dawn Charter Schools Calendar

September 2024				18 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
2—Vacation	3—Vacation	4—Vacation	A & B Week 5—All Report; 1st Day of School	6
A & B Week 9	10	11	12	13
B Week 16	17	18	19	20
A Week 23	24	25	26	27
B Week 30				

October 2024				20 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
B Week	1	2	3—Rosh Hashanah	4—Rosh Hashanah
A Week 7	8	9	10	11
B Week 14—Indigenous People Day Holiday	15	16	17	18
A Week 21	22	23	24	25
B Week 28	29	30	31—Q1 Ends	

November 2024				17 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
B Week				1—Diwali Holiday
A Week 4—Q2 Starts	5—Remote Instructional Day	6	7	8
B Week 11—Veteran's Day Holiday	12	13	14	15
A Week 18	19	20	21	22
B Week 25	26	27	28—Thanksgiving Holiday	29—Thanksgiving Holiday

December 2024				15 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
A Week 2	3	4	5	6
B Week 9	10	11	12	13
A Week 16	17	18	19	20
23— School Closed Vacation	24— School Closed Vacation	25—Christmas Holiday	26—School Closed Vacation	27—School Closed Vacation
30—School Closed Vacation	31—School Closed Vacation			

January 2025				20 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
B Week		A Week 1—New Year's Holiday	2—Return to School	3
A Week 6	7	8	9	10—Last Day for Papers
A & B Week 13	14	15	16	17—S1 Ends
A & B Weeks 20—MLK Day Holiday	21—Regents	22—Regents	23—Regents	24—Regents
A & B Week 27—Staff in Students Remote; New Semester	28	29—Lunar New Year Holiday	30	31

February 2025				15 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
B Week 3	4	5	6	7
A Week 10	11	12	13	14
17—President's Day Holiday	18—Mid Winter Break Vacation	19—Mid Winter Break Vacation	20—Mid Winter BreakVacation	21—Mid Winter Break Vacation
B Week 24	25	26	27	28

March 2025				20 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
A Week 3	4	5	6	7
B Week 10	11	12	13	14
A Week 17	18	19	20	21
B Week 24	25	26	27	28—Q3 ends
A Week 31—Eid al-Fitr Holiday				

April 2025				17 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
A Week	1—Q 4 Starts	2	3	4
B Week 7	8	9	10	11
14—Spring Break Vacation	15—Spring Break Vacation	16—Spring Break Vacation	17—Spring Break Vacation	18—Spring Break Vacation
A Week 21	22	23	24	25
B Week 28	29	30		

May 2025				21 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
B Week			1	2
A Week 5	6	7	8	9
B Week 12	13	14	15	16
A Week 19	20	21	22	23
B Week 26—Memorial Day Hol.	27	28	29	30—Papers Due

June 2025				18 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
A Week 2	3	4	5—Eid al-Adha	6—Clerical Day Remote for Students
A & B Week 9	10	11—Last Day for Internship Papers	12	13
A & B Week 16	17—Regents	18—Regents	19—Juneteenth^{h}	20—Regents
A & B Week 23—Regents	24—Regents	25—Regents	26	27—Last Day of School
30--Vacation				

Summer Semester

July 2025				19 School Days
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	1—Vacation	2—Vacation	3—Vacation	4—4th of July Holiday
7—First Day of Summer School	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
August 2024				**15 School Days**
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
				1
4	5	6	7	8
11	12	13	14	15
18	19—Regents	20—Regents	21—Regents Scoring	22—Vacation
25—Vacation	26—Vacation	27—Vacation	28—Vacation	29—Vacation

There are 181 days of school between September 2024-June 2025 and an additional 34 days of summer semester for a total of 215 school days.

The new Living Environment (Biology) Regents will be scheduled separately from the other Regents. We will add this when the NYSED publishes the date.

School days = 215
Vacation days = 29
Holidays = 17

New Dawn Charter Schools

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2024

New Dawn Charter Schools

Audited Financial Statements

June 30, 2024

C O N T E N T S

Independent Auditor's Report

To the Board of Trustees of
New Dawn Charter Schools

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*Government Auditing Standards*"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited New Dawn Charter School's 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 30, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Supplementary Information - Schedule of Financial Position by Location and Supplementary Information - Schedule of Revenue and Expenses by Location on pages 18-19 are presented for purposes of additional analysis and are not a required part of the financial statements. Such Supplementary Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The Supplementary Information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2024 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Sax CPAs LLP

New York, NY
October 22, 2024

New Dawn Charter Schools

Statement of Financial Position

As of June 30, 2024
(With comparative totals as of June 30, 2023)

	June 30, 2024	June 30, 2023
ASSETS		
Cash and cash equivalents	$ 16,835,034	$ 12,240,736
Government grant receivable - per pupil funding	229,643	196,401
Government grant receivable - NYC rental assistance	-	25,762
Government grant receivable - other	368,871	534,430
Program service income and other receivable	140,712	74,304
Prepaid expenses	398,650	13,307
Property and equipment, net	23,369,145	24,067,974
Restricted cash - bond proceeds	688,061	687,094
Restricted investments - bond proceeds	1,551,306	1,483,925
Operating lease right-of-use asset	25,632,568	26,095,196
Security deposit	173,800	171,300
Restricted cash - escrow account	201,357	200,038
TOTAL ASSETS	**$ 69,589,147**	**$ 65,790,467**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	$ 696,364	$ 777,559
Deferred revenue	70,504	5,050
Bond interest payable	360,452	366,202
Bonds payable, net	18,737,324	19,055,053
Operating lease liability	29,615,959	29,558,356
Total liabilities	49,480,603	49,762,220
NET ASSETS		
Net assets without donor restrictions	20,108,544	16,028,247
Total net assets	20,108,544	16,028,247
TOTAL LIABILITIES AND NET ASSETS	**$ 69,589,147**	**$ 65,790,467**

The attached notes and auditor's report are an integral part of these financial statements.

New Dawn Charter Schools

Statement of Activities

For the Year Ended June 30, 2024
(With comparative totals for the year ended June 30, 2023)

	June 30, 2024	June 30, 2023
WITHOUT DONOR RESTRICTIONS		
PUBLIC SUPPORT AND REVENUE		
Public school district revenue:		
Resident student enrollment	$ 11,220,357	$ 8,747,847
Students with special education services	2,425,098	2,475,939
Subtotal public school district revenue	13,645,455	11,223,786
New York City rental assistance	1,725,718	1,387,472
Other government grants	752,348	882,878
Program service income	628,054	508,879
Contributions	17,508	26,579
Other income	45	16,148
Investment income	564,599	138,079
Total public support and revenue	**17,333,727**	**14,183,821**
EXPENSES		
Program services:		
Regular education	6,777,386	6,093,305
Special education	4,803,834	5,060,426
Total program services	11,581,220	11,153,731
Supporting services - management and general	1,672,210	1,499,237
Total expenses	13,253,430	12,652,968
Change in net assets	**4,080,297**	**1,530,853**
NET ASSETS, ***beginning of year***	16,028,247	14,497,394
NET ASSETS, ***end of year***	**$ 20,108,544**	**$ 16,028,247**

The attached notes and auditor's report are an integral part of these financial statements.

New Dawn Charter Schools

Statement of Functional Expenses

For the Year Ended June 30, 2024
(With comparative totals for the year ended June 30, 2023)

	Program Services			Supporting Services		
	Regular Education	Special Education	Total Program Services	Management and General	Total Expenses 6/30/24	Total Expenses 6/30/23
Wages	$ 2,756,303	$ 1,982,103	$ 4,738,406	$ 578,690	$ 5,317,096	$ 5,018,534
Employee benefits and payroll taxes	771,928	555,106	1,327,034	162,068	1,489,102	1,277,380
Total personnel costs	3,528,231	2,537,209	6,065,440	740,758	6,806,198	6,295,914
Professional fees	527,944	320,515	848,459	343,551	1,192,010	1,058,538
Professional development	46,215	32,333	78,548	8,988	87,536	86,540
Student and staff recruitment	18,322	12,233	30,555	3,099	33,654	39,582
Curriculum and classroom expenses	30,463	13,838	44,301	-	44,301	60,290
Supplies and materials	59,440	42,744	102,184	12,478	114,662	92,788
Student transportation and food services	3,209	1,458	4,667	-	4,667	2,729
Occupancy and facility costs	1,212,806	872,149	2,084,955	254,630	2,339,585	2,344,239
Travel and conferences	38,782	27,889	66,671	8,141	74,812	57,574
Postage and shipping	2,768	1,991	4,759	581	5,340	4,082
Insurance	76,153	54,764	130,917	15,989	146,906	137,106
Information technology	21,628	15,553	37,181	4,540	41,721	34,096
Non-capitalized furniture and equipment	7,382	5,309	12,691	1,550	14,241	25,835
Repairs and maintenance	219,823	158,079	377,902	46,153	424,055	370,657
Depreciation	388,862	279,636	668,498	81,642	750,140	871,960
Bond interest expense	580,657	417,560	998,217	121,910	1,120,127	1,136,711
Other	14,701	10,574	25,275	28,200	53,475	34,327
Total other than personnel costs	3,249,155	2,266,625	5,515,780	931,452	6,447,232	6,357,054
Total expenses	**$ 6,777,386**	**$ 4,803,834**	**$ 11,581,220**	**$ 1,672,210**	**$ 13,253,430**	**$ 12,652,968**

The attached notes and auditor's report are an integral part of these financial statements.

New Dawn Charter Schools

Statement of Cash Flows

For the Year Ended June 30, 2024
(With comparative totals for the year ended June 30, 2023)

	June 30, 2024	June 30, 2023
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 4,080,297	$ 1,530,853
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Net realized and unrealized gain on investments	(67,381)	(42,293)
Depreciation	750,140	871,960
Amortization of bond acquisition costs and discount	27,271	27,271
Change in operating lease right-of-use asset and liability	520,231	594,604
Changes in assets and liabilities:		
Government grant receivable - per pupil funding	(33,242)	71,163
Government grant receivable - NYC rental assistance	25,762	10,220
Government grant receivable - other	165,559	(121,213)
Program service income and other receivable	(66,408)	50,944
Prepaid expenses	(385,343)	327,369
Security deposit	(2,500)	-
Accounts payable and accrued expenses	(81,195)	109,610
Deferred revenue	65,454	(11,572)
Total adjustments	**918,348**	**1,888,063**
Net cash provided by operating activities	**4,998,645**	**3,418,916**
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments (including reinvested dividends)	-	(8,443)
Purchase of furniture, equipment, and leasehold improvements	(51,311)	(45,182)
Net cash used for investing activities	**(51,311)**	**(53,625)**
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of principal	(345,000)	(324,999)
Increase in accrued bond interest	(5,750)	(5,417)
Net cash used for financing activities	**(350,750)**	**(330,416)**
Net increase in cash, cash equivalents and restricted cash	**4,596,584**	**3,034,875**
Cash, cash equivalents and restricted cash, *beginning of year*	13,127,868	10,092,993
Cash, cash equivalents and restricted cash, *end of year*	**$ 17,724,452**	**$ 13,127,868**
CASH, CASH EQUIVALENTS AND RESTRICTED CASH		
Cash and cash equivalents	$ 16,835,034	$ 12,240,736
Restricted cash - bonds proceeds	688,061	687,094
Restricted cash - bonds escrow account	201,357	200,038
Total cash, cash equivalents and restricted cash	**$ 17,724,452**	**$ 13,127,868**
SUPPLEMENTAL CASH FLOW INFORMATION		
Interest paid	$ 1,098,606	$ 1,114,856
Taxes paid	$ -	$ -

The attached notes and auditor's report are an integral part of these financial statements.

Note 1 - Organization and Nature of Activities

New Dawn Charter Schools (the "School") operates two charter schools. Both schools are publicly funded, privately managed schools, which are independent of the New York City Department of Education ("NYCDOE").

New Dawn Charter High School I ("New Dawn I"), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York. The School provides over-aged and under-credited students 15-21 years of age the opportunity to return to school and obtain a high school diploma through a rigorous New York State Education Department ("NYSED") standards-based education program. In June 2022, the School's charter was renewed for five years, expiring June 30, 2027.

New Dawn Charter Schools was formerly known as New Dawn Charter High School. In June 2018, the Board of Regents voted to approve and issue a charter to New Dawn Charter High School II ("New Dawn II") that expires on June 30, 2024. New Dawn II is located in Queens, New York and developed to replicate the learning experience of New Dawn I. New Dawn II opened in the Fall of 2019. At that time, the School's name was changed to New Dawn Charter Schools.

The School has the following programs:

- Regular Education - Instruction provided to all students.
- Special Education - Instruction that is specially designed to meet the unique needs of students with disabilities.

The School has been notified by the Internal Revenue Service ("IRS") that it is a not-for-profit organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements.

The School is affiliated with Friends of New Dawn Charter School (" Friends") through the use of shared members of their respective Boards of Directors. Friends is a not-for-profit corporation established to support the School and function as the fundraising arm of the School. Friends does not meet the requirements for consolidation because the School does not exercise control over them.

Note 2 - Significant Accounting Policies

a. Basis of Accounting and Presentation

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

The financial statements are presented in accordance with the provisions of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958 Presentation of Financial Statement of Not-For-Profit Entities. FASB ASC 958 requires the School to report information regarding its financial position and activities according to the following specific classes of net assets:

- *Net Assets Without Donor Restrictions* - represents those resources for which there are no restrictions by donors as to their use.

Note 2 - Significant Accounting Policies - Continued

a. Basis of Accounting and Presentation- Continued

- *Net Assets With Donor Restrictions* - represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time. There were no net assets with donor restrictions at June 30, 2024 or June 30, 2023.

b. Recently Adopted Accounting Standard

On January 1, 2023, the Organization adopted FASB Accounting Standards Update ("ASU") 2016-13, *Financial Instruments - Credit Losses* (Topic 326). Financial assets, which potentially subject the Organization to credit losses, consist primarily of program service income receivable reflected on the statement of financial position. Expected losses are recorded to an allowance for credit losses valuation account that is net against the corresponding asset to present the net amount expected to be collected on the financial asset. The credit loss allowance is determined through analysis of the financial assets and assessments of risk that are based on historical trends and evaluation of the impact of current and projected economic conditions. The adoption of this standard did not have a material impact on the Organization's financial statements.

c. Revenue Recognition

The School follows the requirements of FASB ASC 958-605 for recording contributions, which are recognized at the time a contribution becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School evaluates whether contributions are conditional or unconditional. Contributions are considered to be conditional when both a barrier must be overcome for the School to be entitled to the revenue and a right of return of the asset or right of release from the obligation exists. Conditional grants that have not been recognized amounted to $750,000 and $960,000 at June 30, 2024 and 2023, respectively. The grants are conditional upon achieving certain performance goals and incurring qualifying expenditures.

The School’s public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School’s funding sources and when performance-related outcomes are achieved, or qualifying expenditures are incurred as well as other conditions under the agreements are met.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30,2024 and 2023. All receivables at June 30, 2024 are expected to be received within one year.

Note 2 - Significant Accounting Policies - Continued

c. Revenue Recognition - Continued

The School also follows the requirements of FASB ASC 606 for recognizing revenue from contracts with customers. The School receives fees in exchange for certain staff that provide counseling services to other schools. This is classified as program service income and recognized as revenue at the point in time that the services are provided, and the performance obligation is met. Fees that have been earned but not paid at year end are recognized as income and a related receivable.

d. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE is treated as restricted cash.

e. Investments

Investments are recorded at fair value, which refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Realized and unrealized gains and losses and interest income are recognized in the statement of activities.

f. Concentration of Credit Risk

Financial instruments that potentially subject the School to a concentration of credit risk consist of cash, money market accounts, and investment securities which are placed with financial institutions that management deems to be creditworthy. At year end and at various times throughout the year, balances were in excess of insured amounts. The School did not suffer any losses due to bank failure.

The market value of investments is subject to fluctuation; however, management believes the investment policy is prudent for the long-term welfare of the School.

g. Capitalization Policy

Property and equipment that exceed $1,000 and have a useful life of greater than one year are capitalized at cost or at the fair value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Building and building improvements - *35 to 40 years*
Land - *Not depreciated*
Furniture and equipment - *3 to 5 years*

Note 2 - Significant Accounting Policies - Continued

h. Leases

On July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, Leases, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The Organization elected transition relief that allows entities, in the period of adoption, to present the current period under the FASB's Accounting Standards Codification ("ASC") 842 and the comparative period under FASB ASC 840. The Organization also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases. The School determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use ("ROU") assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The Organization does not report ROU assets and leases liabilities for its short-term leases (leases with a term of 12 months or less).

i. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the School.

Wages were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Employee benefits and payroll taxes
- Professional development
- Student and staff recruitment
- Supplies and materials
- Occupancy and facility costs
- Travel and conferences
- Postage and shipping
- Insurance
- Information technology
- Non-capitalized furniture and equipment
- Repairs and maintenance
- Depreciation
- Bond interest expense

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

j. Advertising Costs

Advertising costs are expensed as incurred.

Note 2 - Significant Accounting Policies - Continued

k. Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

l. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

In the normal course of business, the School is involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. Consequently, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2024 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financial statements of the School.

m. Accounting for Uncertainty of Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2021 and later are subject to examination by applicable taxing authorities.

n. Summarized Comparative Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2023, from which the summarized information was derived.

Note 3 - Government Grant Receivable - Per Pupil Funding

Government grant receivable related to per pupil funding consists of the following:

	June 30,	
	2024	2023
Beginning receivable	$ 196,401	$ 267,564
Funding based on allowable FTE's	13,645,455	11,223,786
Advances received	(13,612,213)	(11,294,949)
Ending receivable	$ 229,643	$ 196,401

Note 3 - Government Grant Receivable - Per Pupil Funding - Continued

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30% of the per pupil amount or actual lease costs. During the years ended June 30, 2024 and 2023, the amount of rent subsidy recognized for New Dawn II's space was $1,725,718 and $1,387,472, respectively, based on the per pupil cap. There was a receivable balance of $0 and $25,762 as of June 30, 2024 and 2023, respectively.

Note 4 - Property and Equipment

Property and equipment consist of the following:

	June 30, 2024	June 30, 2023
Building and building improvements	$ 23,801,641	$ 23,795,641
Land	2,000,000	2,000,000
Furniture and equipment	1,330,592	1,285,281
	27,132,233	27,080,922
Less: accumulated depreciation	(3,763,088)	(3,012,948)
Total property and equipment, net	$ 23,369,145	$ 24,067,974

Note 5 - Bonds Payable

On February 1, 2019, the School entered into a loan agreement with Build NYC Resource Corporation ("Build NYC") for the purpose of funding the acquisition, renovation, and equipping of New Dawn I's school building in Brooklyn, New York. In connection with this loan agreement, in March 2019, Build NYC issued $20,685,000 of Revenue Bonds, Series 2019 and loaned the proceeds of the issuance to the School.

The bonds consist of the following:

$5,260,000 - 5.00% Series 2019 Term Bond due February 1, 2033
$3,865,000 - 5.625% Series 2019 Term Bond due February 1, 2039
$11,560,000 - 5.75% Series 2019 Term Bond due February 1, 2049

While the bonds are not the debt of the School, the loan agreement the School has with Build NYC requires the School to make payments equal to the principal and interest of the bonds. Interest accrues on a monthly basis at coupon rates between 5% and 5.75% and is payable on an annual basis. Interest expense for the year ended June 30, 2024 and 2023 was $1,092,856 and $1,109,440, respectively.

The loan agreement is secured by the building and land that the proceeds were used to acquire. Per the terms of the agreement, the School is required to meet certain reporting and insurance covenants. As of June 30, 2024, management believes the School is in compliance with all covenants.

The bonds were issued with a discount of $14,954 and issuance costs of $803,165, which are amortized as interest expense over the life of the bonds. Amortization expense included in bond interest expense was $27,271 for the years ended June 30, 2024 and 2023.

Note 5 - Bonds Payable - Continued

Minimum principal payments on the bonds are as follows:

Year ending:	
June 30, 2025	$ 360,000
June 30, 2026	380,000
June 30, 2027	400,000
June 30, 2028	420,000
June 30, 2029	440,000
Thereafter	17,410,000
Total	19,410,000
Less unamortized bond discount	(12,296)
Less unamortized bond issuance costs	(660,380)
Total bonds payable, net	$ 18,737,324

Bond proceeds are held in cash and investment accounts as follows:

Restricted cash	$ 688,061
Restricted investments	1,551,306
Total restricted cash and investments - bond proceeds	$ 2,239,367

These accounts are restricted for the following purposes per the terms of the bond agreement:

Building costs	$ 205,892
Debt service and contingency reserve funds	1,551,306
Bond interest payments	482,169
Total restricted cash and investments - bond proceeds	$ 2,239,367

Note 6 - Investments and Fair Value Measurements

Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data.

The fair value hierarchy is categorized into three levels based on the inputs as follows:

Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

Note 6 - Investments and Fair Value Measurements - Continued

The following summarizes the composition of investments:

	Level 1 June 30, 2024	Level 1 June 30, 2023
Treasury bills	$ 1,551,306	$ 1,483,925
	$ 1,551,306	$ 1,483,925

Level 1 securities are valued at the closing price reported on the active market that they are traded on. These methods produce a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in different fair value measurements.

Investment return consists of the following:

	June 30, 2024	June 30, 2023
Net realized and unrealized gain	$ 67,381	$ 42,293
Interest income	497,218	95,786
Total investment return	$ 564,599	$ 138,079

Note 7 - Operating Lease Right-of-Use Asset and Operating Lease Liability

The School leases a building in Queens, NY for New Dawn II. This lease came into effect for the 2019-2020 school year and will expire on July 31, 2052. The School determined that this is an operating lease under FASB ASC Topic 842. The School is required to recognize a lease asset for the right-of-use of the space and a lease liability for payments due under the lease.

The ROU assets represent the School's right to use underlying assets for the lease term, and the lease liabilities represent the School's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. The School did not have access to the rate implicit in the lease, so the School utilized the incremental borrowing rate as the discount rate. The discount rate associated with the lease was 5.75%. As of June 30, 2024, the remaining lease term for the operating lease was 28 years.

The lease agreement includes rental payments based on the School's per pupil funding and enrollment with a minimum rent floor for each year. The School makes separate payments to the lessor based on the property taxes assessed on the property. The School elected the practical expedient not to separate lease and non-lease components for this lease. The School recognized variable rent expense of $2,247,738 and $2,235,186 associated with the lease for the years ended June 30, 2024 and 2023, respectively. Cash paid for the operating lease for the years ended June 30, 2024 and 2023 was $1,727,507 and $1,526,852, respectively. There were no short-term lease costs during the year ended June 30, 2024 or 2023. There were no noncash investing and financing transactions related to leasing.

Note 7 - Operating Lease Right-of-Use Asset and Operating Lease Liability - Continued

The future payments due under the operating lease are as follows:

Year ending:	
June 30, 2025	$ 1,695,397
June 30, 2026	1,733,543
June 30, 2027	1,772,548
June 30, 2028	1,812,430
June 30, 2029	1,853,210
Thereafter	56,541,437
	65,408,565
Less present value discount	(35,792,606)
Total lease liability at June 30, 2024	$ 29,615,959

Note 8 - Restricted Cash - Escrow

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 9 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 89% of the School's total public support and revenue was received from the NYCDOE for the years ended June 30, 2024 and 2023. If the NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

Note 10 - Retirement Plan

The School has a retirement plan under IRS Section 403(b). Employees are eligible to participate if they serve 1,000 hours for the year. All eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts and, after one year of service, receive an employer base contribution equal to 50% of the salary reduction contributions made by the employee for the calendar year, not to exceed 6% of the employee's salary. In addition, the School can decide to give a discretionary based contribution. The School contributed $153,000 and $122,000 to the 403(b) plan during the years ended June 30, 2024 and 2023, respectively.

The following vesting periods apply:

Period	Vesting Percentage
Less than 2 years	0%
2 years	20%
3 years	40%
4 years	60%
5 years	80%
6 years or more	100%

Note 11 - Availability and Liquidity

The following reflects the School's financial assets at June 30, 2024 that are available to meet cash needs for general expenditures within one year:

Financial assets at year end:	
Cash and cash equivalents	$ 16,835,034
Government grant receivable - per pupil funding	229,643
Government grant receivable - other	368,871
Program service income and other receivable	140,712
Financial assets available to meet cash needs for general expenditures within one year	$ 17,574,260

There were no external or internal limits on these financial assets. The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, the school operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

Note 12 - Subsequent Events

Subsequent events have been evaluated through October 22, 2024, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

New Dawn Charter Schools

Supplementary Information - Schedule of Financial Position by Location

At June 30, 2024

	Brooklyn	Queens	Total
ASSETS			
Cash and cash equivalents	$ 6,452,297	$ 10,382,737	$ 16,835,034
Government grant receivable - per pupil funding	1,361	228,282	229,643
Government grant receivable - other	211,113	157,758	368,871
Program service income and other receivable	110,967	29,745	140,712
Prepaid expenses	144,723	253,927	398,650
Property and equipment, net	23,282,472	86,673	23,369,145
Restricted cash - bond proceeds	688,061	-	688,061
Restricted investments - bond proceeds	1,551,306	-	1,551,306
Operating lease right-of-use asset	-	25,632,568	25,632,568
Security deposit	23,800	150,000	173,800
Restricted cash - escrow account	101,300	100,057	201,357
Interschool receivable/(payable) balance	732,775	(732,775)	-
Total assets	**$ 33,300,175**	**$ 36,288,972**	**$ 69,589,147**
LIABILITIES AND NET ASSETS			
Liabilities:			
Accounts payable and accrued expenses	$ 391,629	$ 304,735	$ 696,364
Deferred revenue	1,697	68,807	70,504
Bond interest payable	360,452	-	360,452
Bonds payable, net	18,737,324	-	18,737,324
Operating lease liability	-	29,615,959	29,615,959
Total liabilities	19,491,102	29,989,501	49,480,603
Net assets:			
Net assets without donor restrictions	13,809,073	6,299,471	20,108,544
Total net assets	13,809,073	6,299,471	20,108,544
Total liabilities and net assets	**$ 33,300,175**	**$ 36,288,972**	**$ 69,589,147**

New Dawn Charter Schools

Supplementary Information - Schedule of Revenue and Expenses by Location

For the Year Ended June 30, 2024

	Brooklyn	Queens	Total
WITHOUT DONOR RESTRICTIONS			
PUBLIC SUPPORT AND REVENUE			
Public school district revenue:			
Resident student enrollment	$ 4,651,483	$ 6,568,874	$ 11,220,357
Students with special education services	1,264,741	1,160,357	2,425,098
Subtotal public school district revenue	5,916,224	7,729,231	13,645,455
New York City rental assistance	-	1,725,718	1,725,718
Other government grants	437,572	314,776	752,348
Program service income	628,054	-	628,054
Contributions	18,235	(727)	17,508
Other income	45	-	45
Investment income	292,478	272,121	564,599
Total public support and revenue	**7,292,608**	**10,041,119**	**17,333,727**
EXPENSES			
Program services:			
Wages	2,946,334	2,370,762	5,317,096
Employee benefits and payroll taxes	894,782	594,320	1,489,102
Professional fees	540,104	651,906	1,192,010
Professional development	44,088	43,448	87,536
Student and staff recruitment	19,532	14,122	33,654
Curriculum and classroom expenses	26,334	17,967	44,301
Supplies and materials	67,023	47,639	114,662
Student transportation and food services	4,409	258	4,667
Occupancy and facility costs	91,847	2,247,738	2,339,585
Travel and conferences	48,717	26,095	74,812
Postage and shipping	3,412	1,928	5,340
Insurance	73,453	73,453	146,906
Information technology	22,393	19,328	41,721
Non-capitalized furniture and equipment	6,384	7,857	14,241
Repairs and maintenance	244,683	179,372	424,055
Depreciation	693,698	56,443	750,141
Bond interest expense	1,120,127	-	1,120,127
Other	30,873	22,601	53,474
Total expenses	6,878,193	6,375,237	13,253,430
Change in net assets	**414,415**	**3,665,882**	**4,080,297**
NET ASSETS, *beginning of year*	13,394,658	2,633,589	16,028,247
NET ASSETS, *end of year*	**$ 13,809,073**	**$ 6,299,471**	**$ 20,108,544**

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To the Board of Trustees of
New Dawn Charter Schools

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 22, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Board of Trustees of
New Dawn Charter Schools

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sax CPAs LLP

New York, NY
October 22, 2024

New Dawn Charter Schools

Schedule of Findings and Questioned Costs

June 30, 2024

Current Year:

None

Prior Year:

None - There were no findings in the prior year.

BANK OF AMERICA

P.O. Box 15284
Wilmington, DE 19850

Customer service information

Customer service: 1.888.400.9009

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

NEW DAWN CHARTER HIGH SCHOOL
ESCROW ACCOUNT
242 HOYT ST
BROOKLYN, NY 11217-2913

Your Business Advantage Relationship Banking

for June 1, 2024 to June 30, 2024

Account number: 4830 4354 8735

NEW DAWN CHARTER HIGH SCHOOL ESCROW ACCOUNT

Account summary

Beginning balance on June 1, 2024	$101,300.00
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on June 30, 2024	**$101,300.00**

# of deposits/credits: 0

# of withdrawals/debits: 0

# of items-previous cycle[1]: 0

# of days in cycle: 30

Average ledger balance: $101,300.00

[1] *Includes checks paid, deposited items and other debits*

IMPORTANT INFORMATION:
BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

Daily ledger balances

Date	Balance ($)
06/01	101,300.00

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The NYC Fire Department is behind. This inspection is scheduled for the first week in August 2024.