**New Dawn Charter Schools Board of Trustees**

**July 23,2024**

**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, 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. Ashish Abraham, Marketing Specialist; Ms. Emily Predmore, Data Specialist; Dr. Lisa DiGaudio, Instruction & Curriculum Director; NDCHS: Donna Lobato, Principal; NDCHS II: Mr. Muhammad Bilal, Principal.

## I. Resolution: July Agenda—Ronald Tabano

Mr. Tabano called the meeting to order at 11:03. He asked for motion to accept the July agenda.

Resolution: Ms. Urbati moved to accept the agenda.
Second: Mr. Baer seconded the motion.
Vote: Unanimous

## II. Resolution: June Minutes—Ronald Tabano

Mr. Tabano asked if there were changes to the minutes. Ms. Urbati identified that the month was incorrect for the financial report in the minutes. Mr. Tabano requested the changes be made and then asked for a motion to accept the June minutes with the changes.

Resolution: Mr. Baer moved to accept the minutes.
Second: Ms. Urbati seconded the motion.
Vote: Unanimous

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

a. **Financials**

Mr. Ramkissoon reviewed the financials including student enrollment. Both schools ended the year with positive balances. No one had any questions but a discussion about repairs at Queens was held. Mr. Tabano asked for a motion to accept the May Financials.

Resolution: Ms. Urbati moved to accept the minutes.
Second: Mr. Baer seconded the motion.
Vote: Unanimous

**b. Update on Audit**

Mr. Ramkissoon updated the Board on the status of the annual audit. Information needed from the school has been submitted to the auditors and we are waiting for a date for them to come to the school.

c. **Credit Card Discussion**—Ms. Urbati & Mr. Ramkissoon

Mr. Ramkissoon discussed the services offered through Bill.com is a credit card as well as a process to immediately log receipts. Both Mr. Ramkissoon and Dr. Asmussen have met with the company. One of the big issues is culinary costs. This card would allow us to provide a weekly budget to the chefs which they could then charge to the system, taking pictures of the receipts immediately. Otherwise, it would be same as the existing: only admin have credit cards. Dr. Asmussen brought up the issue she and Ms. Urbati had discussed earlier, which is Amazon prime orders. It comes as one cost and does not list what the costs are for. Bill.com reported that their system was set up for instances such as Amazon prime. Ms. Urbati suggested that the school should keep the existing cards as well for emergencies.

Resolution: Ms. Urbati moved to use the Bill.com credit card services.
Second: Mr. Baer seconded the motion.
Vote: Unanimous

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

a. Barone Lease

It was decided to have the attorneys at the next Board meeting to discuss the new lease and the condo agreement to walk the Board through the process.

b. Resolution: Structural Engineer Contract

Mr. Baer reported on the need for a structural engineer and a discussion was held. Mr. Tabano asked for a motion to accept the contract.

Resolution: Mr. Baer moved to accept the minutes.
Second: Ms. Urbati seconded the motion.
Vote: Unanimous

c. Update: Stronger Connections Grant

Dr. Asmussen updated the Board on the Stronger Connections Grant. The Board had previously approved hiring the BARR Foundation to provide the support outlined in the grant. Dr. Asmussen reported that the Project Director will be hired, PBIS Coordinator is being interviewed, and it will be ready for implementation in September.

d. Make-Up Work, Internship, ELL, and Vape Policies

Both schools struggled with attendance over the last year, and it is felt that those policies put into place for students who are struggling with different issues (medical/psychological issues, rehabilitation, jail, etc.) were being abused by students who just do not want to attend school. Therefore, several of our policies must be updated.

Make-up work will no longer be allowed at the end of the semester. Going forward, all make-up work must be requested monthly in writing and must be completed by the $15^{th}$ of the next month. If not, grades all revert to 0's and cannot be made up. Dr. DiGaudio is working with teachers to ensure the rigor of make-up work. We want to make it easier to come to school than to do make-up work. We will continue to make exceptions for those students who have legitimate reasons for being out.

Internship is changing significantly. This is a major change, but Internship is half our program, and students must attend. The changes are that a student cannot walk or graduate if they do not pass Internship in their senior year. No longer will students receive a passing grade for only doing a paper, they must pass both. Any student who does not go out on a placement will remain in school all day.

ELL is a major change. Both schools enrolled many non-English speaking students this year. Therefore, instead of attending internship class, these students will attend a very focused, and ELL oriented, English class. We are also hiring a consultant through Title monies who will rework our ELL curriculum completely. Both schools have hired an extra ELL teacher as well.

Vaping will continue as usual. Queens had changed the policy but they will be reverting back to the actual policy.

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

a. Status of Current Hiring
   1. Brooklyn: Behavior Specialist (50% on Mental Health Grant)
   2. Queens: Behavior Specialist (50% on Mental Health Grant)

SPED (potentially 2), ELL, Math, PE/Health, Parent Coordinator, Office Assistant, Counselor, ELA hopefully in process

Mr. Abraham discussed the process the school was going through to identify candidates. Dr. DiGaudio reported on the job fairs which have been successful.

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

a. Status of Current Recruitment
b. Current Enrollment for September
   1. Brooklyn: 259
   2. Queens: 258

Mr. Abraham reported on the status of student recruitment. Mr. Tabano stressed the difficulty with recruitment for next year.

**VI. School Updates**

a. Regents Results

Dr. Asmussen will put this together and send it to the Board for the next meeting.

b. Brooklyn

Ms. Lobato reported on graduation with 25 June graduates, 4 January graduates, and she predicted 14 for August. Another discussion about the ELL program. \

c. Queens

Mr. Bilal reported about the staff recruitment needed in Queens.

d. Curriculum & Instruction

Dr. DiGaudio reported on her work with the new make-up policies and make-up work. The goal is to have 50 minutes of work for each class missed. Dr. DiGaudio has met with every teacher and will continue to meet with them through the fall semester. She began the discussion around the ELL program. She reported updates on the NYSED science curriculum.

**VII. Facilities**—Sara Asmussen & Brian Baer

a. Update on Kitchen work in Queens

Dr. Asmussen reported that the kitchen work is going well. There is no contract from the construction company about the contract to start the work. Mr. Baer reported that he was expecting to see an owner/contractor agreement this week. This can be turned around in a short amount of time. Permits will all be submitted to DOB by the end of this week. We should have a contract with a maximum guaranteed price. Mr. Baer requested a meeting with Dr. Asmussen and Mr. Ramkissoon about whether funds need to be expended or accrued by September 30.

We do now have a land use attorney contract which must be reviewed for the Brooklyn roof and he will also serve as the attorney for the Queens contract. We are also expecting a bid for the roof tiles. Dr. Asmussen will send out the contract after the meeting for review.

b. TCO versus COO

Mr. Baer reported that the TCO is being completed now by Metropolis. We have submitted everything to them already and are just waiting.

## IV. New Business

There was no new business.

## V. Public Comment

There was no public comment.

## VI. Adjournment

Next meeting will be August 13 at 11 a.m.

Meeting was adjourned at 11:48.