New Dawn Charter Schools Board of Trustees

July 28, 2026

Board of Trustees Meeting Minutes

11:00 a.m.: Executive Meeting
11:15 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: Brian Baer, Secretary, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, Member, Ms. Susan Tenner, Member

Board Members Absent: Mr. Ronald Tabano, Chairperson

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, CEO; Mr. Steve Ramkissoon, CFO; Ms. Dominique Fuentes, CHRO; Dr. Lisa DiGaudio, CAO, Ms. Emily Predmore, Data Specialist

General Meeting

I. Resolution: July 2026 Agenda—Mr. Brian Baer

Motion: Mr. Jeffrey Casio motioned to accept and approve the July 2026 Board of Trustees meeting agenda**.**

Motion Seconded: Mr. Dan Lewis seconded the motion.

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

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

II. Resolution: June 2026 Minutes—**Mr. Brian Baer**

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

Motion Seconded: Ms. Susan Tenner seconded the motion.

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

III. Financials—Mr. Steve Ramkissoon

Benchmark 4: Financial Condition
Benchmark 5: Financial Management

a. Monthly Financials

Mr. Ramkissoon confirmed that he sent the financials to the board members. He also stated that the Queens school numbers were obviously a little higher because of the condo agreement. The lease for Queens school is now between Friends of New Dawn and Barone Management. Mr. Ramkissoon also stated that regardless of the new lease agreement, the school still has a positive net surplus. Mr. Ramkissoon further stated that the Brooklyn school also continues to do well. Mr. Ramkissoon also stated that the Brooklyn school has 315 students enrolled and is currently above its budgeted numbers and that the Queens school is slightly below the targeted enrollment numbers but is still on its way go above the projected net surplus. Mr. Ramkissoon asked the board members if there were any questions regarding the monthly financials. There were no questions

Mr. Brian Baer then asked the board members if there was a motion to accept and approve the July 2026 monthly financials.

Motion: Mr. Jeffrey Casio motioned to accept and approve the July 2026 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

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

b. Audit Update

Mr. Ramkissoon reported to the board members that the audit is still in progress and that the auditors conducted their on-site visit and reviewed both student and employee files. To date, there has been no negative feedback from the auditors. Mr. Ramkissoon further stated that he and his team are continuing to provide the auditors with the necessary financial data to complete the audit. It is expected that the audit will be concluded by the end of August or early September 2026.

Mr. Baer thanked Mr. Ramkissoon for his report and then asked Mr. Obregon to speak about several contract bids.

IV. Contracts/Policies—Various

Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

a. Copier—Mr. Jose Obregon

Mr. Obregon reported to the board that at the Brooklyn school, there is only one (1) copy machine that is barely functional thus a new machine is necessary. Mr. Obregon obtained three (3) contract bids submitted by Xerox, New York Business System, and Toshiba and the best offer comes from Toshiba for $375. per month. The lease from Toshiba includes the paper cut program, which controls and monitors who is making copies and how many, and a translation program, which will allow teachers to print in a language other than English which is needed with our increase of ELL students. Finally, Mr. Obregon recommended to the board that it approve the Toshiba contract offer, which is also the copy machine company that provides copy services to the Queens' School.

Mr. Brian Baer then asked the board members if there was a motion to accept and approve the copy machine contract offer from Toshiba.

Motion: Mr. Jeffrey Casio motioned to accept and approve the Toshiba copy machine contract offer.

Motion Seconded: Mr. Daniel Lewis seconded the motion**.**

Vote: The board voted unanimously to accept and approve the Toshiba copy machine contract offer.

b. Staff Computers—Mr. Jose Obregon

Mr. Obregon reported that given the number of new hires, there is a need to replenish the teacher laptop inventory. Increasing staffing and normal wear and tear, we need to replenish our supply. Mr. Obregon continued to state that to replenish the laptop inventory at both schools, he obtained four (4) quotes for fifteen (15) laptops from Dell Computers, CDW-G, Staples, and Global Computer Company. Mr. Obregon stated that the best offer came from Global Computer Company, which included the lowest price of the four (4) quotes, and which met all the computer specifications that the other quotes provide. Therefore Mr. Obregon recommended to the board that it accept and approve the quote from Global Computer Company.

Mr. Brian Baer then asked the board members if there was a motion to accept and approve the purchase of fifteen (15) laptops from Global Computer Company.

Motion: Mr. Dan Lewis motioned to accept and approve the purchase of fifteen (15) laptops from Global Computer Company.

Motion Seconded: Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the purchase of fifteen (15) laptops from Global Computer Company.

c. **Metropolis—Mr. Jose Obregon**

Mr. Obregon asked the board for approval of the Metropolis service contract regarding the obtaining of the Brooklyn school's final COO. The service fees include the submission of DOB paperwork regarding the adjustment of the DEP backflow preventer.

Mr. Brian Baer asked the board members if there was a motion to accept and approve the Metropolis Contract proposal.

Motion: Mr. Jeffrey Casio motioned to accept and approve the Metropolis contract proposal.

Motion Seconded: Mr. Daniel Lewis seconded the motion.

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

d. **IXL—Dr. Lisa DiGaudio**

Dr. DiGaudio explained to the board members that IXL is NDCS's assessment program. It is used for baseline testing. Every student in the school takes it upon entry. It is also used as a tool for scheduling and for tracking performance data. Dr. DiGaudio also stated that she was asking for an annual renewal of the IXL Contract.

Mr. Brian Baer asked the board members if there was a motion to accept and approve the annual renewal of the IXL contract.

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

e. **Accounting Solutions—Mr. Steve Ramkissoon**

Mr. Ramkissoon explained to the board members that there are two (2) new and separate Accounting Solutions contracts. There is one contract for Brooklyn and one for Queens. Mr. Ramkissoon also stated there is a 3% annual increase**.** For the Queens school**,** Accounting Solutions included the new organization of "Friends of". Mr. Brian Baer asked the board members if there was a motion to accept and approve the two Accounting Solutions contract renewals for both the Brooklyn and Queens school.

Motion: Mr. Dan Lewis motioned to accept and approve the annual renewal of the two (2) Accounting Solutions contract renewals for both the Brooklyn and Queens school.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the two (2) Accounting Solutions contract renewals for both the Brooklyn and Queens school.

f. NDCS BOT Bylaws—Dr. Sara Asmussen

Dr. Asmussen confirmed that she sent all the board members a link to the bylaws. Dr Asmussen further stated that the red lines in the by-laws were made by the attorney. Finally, Dr. Asmussen asked the board members to vote to approve the by-laws if there were no objections.

Mr. Brian Baer asked the board members if there was a motion to accept and approve the BOT Bylaws.

Motion: Mr. Jeffrey Casio motioned to accept and approve the BOT Bylaws.

Motion Seconded: Mr. Dan Lewis Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the BOT Bylaws.

g. Coaching Contract—Dr. Sara Asmussen

Dr. Asmussen reminded the board members that she and the board members discussed the coaching contract. Dr. Asmussen asked the board members to read the contract over the next week or two, so it can be voted on over email. Dr. Asmussen also asked the board members to feel free to send her any questions or concerns regarding the coaching contract.

h. Grant Writing Contract—Dr. Sara Asmussen

Dr. Asmussen informed the board members that she had a great meeting with Hillcrest H.S. and, unfortunately, neither New Dawn nor Hillcrest is eligible for the grant.

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

a. Brooklyn

Ms. Fuentes reported to the board that there were a couple of selections made for the Brooklyn school and she is in the process of selecting final candidates for the Brooklyn location. Ms. Fuentes informed the board members that a new speech pathologist was recently hired for both schools. An Aspiring Teacher was hired for Brooklyn as well. Because of Brooklyn's 100% retention rate there are no other open positions at this time.

b. Queens

Ms. Fuentes informed the board that HR is taking a proactive approach to address the staffing needs in Queens. Last Thursday, there was a hiring event conducted at the Queens school that generated a strong pool of qualified candidates, and several of them were for critical vacancies.

Ms. Fuentes further stated that now HR is advancing the leading candidates to the next stage of the selection process.

VII. Student Recruitment

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

a. Closed

VIII. School Updates

a. Brooklyn—Mr. Jose Obregon

Mr. Obregon was recently appointed as the Principal in Brooklyn. He informed the board members that the process of remediating the water damage that happened at the Brooklyn school a couple of months ago has begun and includes most of the ceiling that was damaged and the entire reception area is being updated. The next step will be to go ahead and fix the doors that were damaged and the canopy near the back-door area. Mr. Obregon also stated that there are also a couple of other small adjustments that need to be made to be ready for the DOB/FDNY inspection pertaining to the final COO. Mr. Baer asked Mr. Obregon if the appropriate water pipe and ceiling insulation was installed to prevent future occurrences. Mr. Obregon confirmed that yes, the appropriate insulation was installed as part of the repair process.

b. Queens—Dr. Lisa DiGaudio

Ms. Crawley, Principal, was unable to attend. Dr. Lisa DiGaudio confirmed that staff recruitment is continuing for the Queens school, including a number of demo lessons. Dr. DiGaudio also stated that interior painting is occurring in the Queens building and that it looks amazing. Dr. DiGaudio also informed the board that she and the staff are preparing for the Regents exams in August. Dr. DiGaudio stated that between both school locations, there will be approximately one hundred (100) students that will be taking the August Regents exams and that the preparations are continuing.

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

a. COO update

Mr. Obregon informed the board members that Metropolis did send an inspector to the Brooklyn school to make sure that the facility is prepared for the DOB inspection that will happen before the final COO inspection is scheduled. Mr. Obregon stated that the inspector made several observations pertaining to items that need to be addressed and that all had been fixed but one that has been scheduled with TFP, the school's fire prevention company. Mr. Obregon also stated that the installation of the fire panel is critical and now that the construction company has finished repairing the ceiling in the school entry way and vestibule, the fire panel can now be installed. Finally, Mr. Obregon stated that he expects that work pertaining to the new fire panel installation will start this week and then it will be a matter of getting the final paperwork submitted to the DOB and FDNY and the inspection getting done.

b. Roof in Brooklyn: on hold until COO

Mr. Brian Baer stated that many of the open facilities items at the Brooklyn school come down to the way the project was closed out by the construction and the design team. Therefore, Mr. Baer stated, if the school ever does this again, closer attention and scrutiny must be rendered. Mr. Baer also stated that he believes that the COVID Pandemic did not help and that the design and construction team also did not pay close attention to some of the gaps pertaining to the closing out the roof construction project in Brooklyn. Mr. Baer further stated that the roof project in Brooklyn is on hold until the final COO is obtained.

Mr. Baer stated that regarding the installation of the new fire alarm system at the Queens school, the vendor received a couple of comments from FDNY. Those comments were addressed and resubmitted, and now the school is waiting on FDNY for its response so it can start on the installation.

X. New Business

There was no new business discussed.

XI. Public Comment

There was no public comment.

XII. Adjournment

The board decided to meet again on August 18, 2026, at 11:00. The board adjourned the meeting at 11:47 A.M.