

Application: New Dawn Charter High School II

Sara Asmussen - sasmussen@ndchsbrooklyn.org
2025-2026 Annual Report

Summary

ID: 0000000340

Last submitted: Aug 3 2026 02:01 PM (EDT)

Entry 1 – School Information and Cover Page

Completed - Aug 3 2026

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 2025-2026 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, 2026**) 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 II

b. Unofficial or Popular School Name

New Dawn Queens

c. CHARTER AUTHORIZER (As of June 30th, 2026)

Please select the correct authorizer as of June 30, 2026 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

New York City Community School District #28

e. Date of Approved Initial Charter

Jun 21 2019

f. Date School First Opened for Instruction

Sep 4 2019

g. Approved School Mission

(Regents, NYCDOE, and Buffalo BOE-authorized schools only)

Mission Statement: New Dawn Charter High School II is to provide overaged and under-credited students 16-21 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 NYSED standards-based education program. Within the framework of the education program, four programs will be offered: 1) Interventions for those with fewer than 10 credits, and for those with 10 or more credits: 2) Internships in the community, 3) Career planning, and 4) College enrollment.

h. Approved Key Design Elements

(Regents, NYCDOE, and Buffalo BOE-authorized schools only)

New Dawn Charter High School II's current NYSED-approved key design elements are:

1. Curriculum and Instruction
 - a. Literacy-Rich Education Program
 - b. Full Inclusion Special Needs Program
 - c. Intensive 9th Grade Intervention Program
 - d. Balanced Instruction Integrated into the Workshop Model
2. Social Emotional Learning/Support (Positive Behavior Intervention & Supports (PBIS))
 - a. Daily Advisories for Social-Emotional Needs
 - b. Mentoring Program for all students
 - c. Progressive Discipline Policy where discipline is not used as a punitive measure but as a means by which students learn from their mistakes and progressively make improvements to their behavior.
 - d. Implementation of a PBIS Framework
3. College and Career Readiness
 - a. Internship Program where students with more than 11 credits work in the community
 - b. Bridges to Careers & College offered through the school
4. School Improvement Engine Implementation
5. Professional Development
 - a. Regularly embedded PD in the content area classrooms
 - b. Digitalized Curriculum and Aligned Lesson Planning
 - c. Daily Common Planning Time
 - d. Using Data to Inform Instruction
 - e. Staff Compensation Based on HEDI Scores & Student Performance
 - f. PD in Danielson and Marshall Classroom Observations, Professional Learning Communities (PLC), Coaching and Peer Review

- g. Access to Other Schools for Shared Support
- h. Facilitative Leadership Opportunities

i. School Website Address

www.ndchsqueens.org

j. Authorized Charter Enrollment for 2025-2026 School Year

350

k. Actual Enrollment on June 30, 2026, Excluding Pre-K Program Enrollment

330

l. Grades Served

Grades served during the 2025-2026 school year (exclude Pre-K program students):

Responses Selected:

9

10

11

12

m. Charter Management Organization/Educational Management Organization

Do you have a [Charter Management Organization](#)?

Yes

m1. Charter Management Organization Name

Include required contact information (email address and telephone number) below.

New Dawn Charter Schools

m2. Charter Management Organization Email Address

sasmussen@ndchsbrooklyn.org

m3. Charter Management Organization Phone Number

347-505-9102

FACILITIES INFORMATION

n. FACILITIES: Owned, rented, or leased **to educate students**

Will the school maintain or operate multiple sites in 2026-2027?

No, just one site.

School Site 1 (Primary)

n1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2025-2026 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2026-2027 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	89-25 161st Street , Jamaica, Queens 11432	347-947-2580	New York City Community School District #28	9-12	9-12	9-12

n1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Muhammad Bilal	Principal 347-947-2580 917-847-4611 mbilal@ndchsqueens.org	347-947-2580	917-847-4611	mbilal@ndchsqueens.org
Operational Leader	Sara M. Asmussen	CEO	347-505-9102	347-505-9101	sasmussen@ndchsbrooklyn.org
Compliance Contact	Donna Lobato	CCO	347-505-9101	347-947-2580	dlobato@ndchsbrooklyn.org
Complaint Contact	Nazli Flores	CSOCCR	347-505-9101	347-947-2580	nflores@ndchsbrooklyn.org
DASA Coordinator	Jamella Cameron	Dean	347-947-2580	347-505-9102	jcameron@ndchsqueens.org
Phone Contact for After Hours Emergencies	Jose Obregon	COO	347-505-9101	347-213-1292	jobregon@ndchsbrooklyn.org

n1b. Is site 1 in a public space or in a private space?

Private Space

n1c. 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

n1e. 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, 2025.

Fire inspection certificates must be updated annually. For the upcoming school year 2026-2027, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 3, 2026 submission of the Annual Report and the November 2 Annual Report submission, please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 2, 2026.

Site 1 Certificate of Occupancy (COO)

[CofO89-17161stStreet.pdf](#)

Filename: CofO89-17161stStreet.pdf.pdf **Size:** 280.0 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[QueensFireInspection.docx](#)

Filename: QueensFireInspection.docx.docx **Size:** 14.9 kB

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

Separate by semi-colon (;)

None

p1. Total Number of School Calendar Days

214

p2. Total Number of Anticipated Hours of Instruction by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

July 2026	57
August 2026	51
September 2026	112
October 2026	147
November 2026	126
December 2026	119
January 2027	133
February 2027	105
March 2027	147
April 2027	105
May 2027	133
June 2027	133

CHARTER REVISIONS DURING THE 2025-2026 SCHOOL YEAR

q. Summary of Material and Non-Material Charter Revisions submitted or approved since August 1, 2025, including updates to the school's board of trustees' by-laws, 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 revision requests that have been submitted or approved since August 1, 2025?

Yes

q2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	The school requested approval to amend its management staff titles to better align its program, operations, and resources with current student needs and long-term organizational goals. We requested that all administrative staff (directors) working at New Dawn Charter Schools have title changes to better align with NDCS's future growth plans. The changes are: Executive Direction will change to CEO Director of Finance & HR will change to Chief Financial Officer and Chief Human Resources Officer Director of Operations will change to Chief Operations Officer Director of Instruction and	November 26, 2025	January 6, 2026

		Curriculum will become Chief Academic Officer		
		Director of Support Services SPED and ELL will become Chief Compliance Officer of Student Services		
		Director of Support Services College and Career Readiness will become Chief Strategy Officer of College & Career Readiness		
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

r. Name/Position of Person Completing/Submitting the 2025-2026 Annual Report. (To 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 Asmussen
Position	CEO
Phone/Extension	347-505-9102
Email	sasmussen@ndchsbrooklyn.org

s. 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, this 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

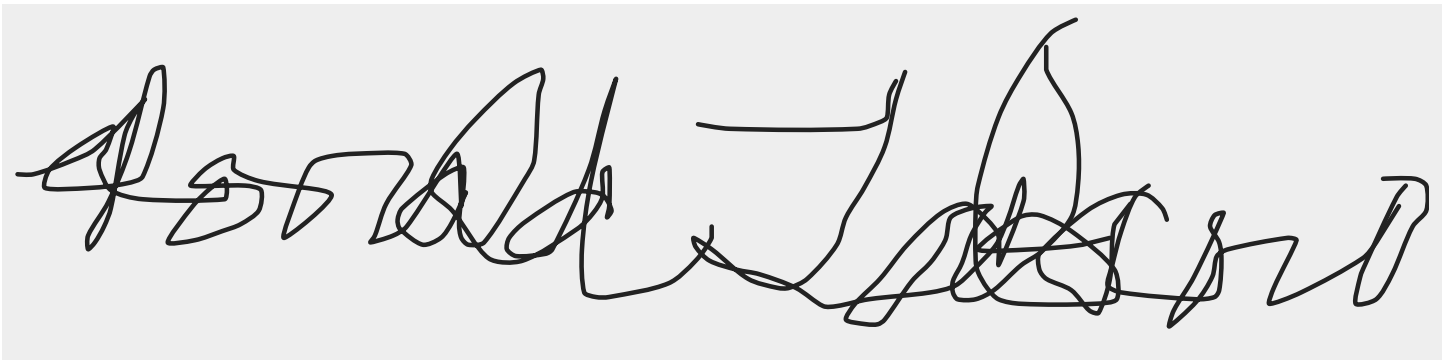
Signature, Head of Charter School

(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.)

A handwritten signature in black ink on a light gray background. The signature appears to read "Sara M. O'Connor".

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.)

A handwritten signature in black ink on a light gray background. The signature appears to read "Donald W. Johnson".

Date

Jul 28 2026



Thank you.

Entry 2 – Links to Critical Documents on School Website

Completed - Aug 3 2026

[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 Authorizer-approved School Discipline Policy.

By law, each charter school is required to maintain certain notices and policies listed on its website. All documents must be readily found on the school's website and publicly accessible. Please insert a link to the page on the school's website where each document can be accessed. **DO NOT provide a direct link to a Google document or PDF.**

1. Current Annual Report (i.e., 2025-2026 Annual Report);^[1] Please note: schools are responsible for redacting their own annual reports for posting.
2. All Board of Trustees documents, including calendar, meeting notices, agendas, and board meeting minutes;
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, a direct web link to the most recent [New York State School Report Card](#) for the charter school must be provided;
4. Authorizer-approved DASA Policy and Authorizer-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 [2024 Emergency Response Plan Memo – Charter Schools Only](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records.

^[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post it 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] School Report Card 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 II

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 Authorizer-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 to the page on the school's website](#) where each document can be accessed.

	Link to Documents
1. Current Annual Report (i.e., 2025-2026 Annual Report)	https://newdawncharterschools.org/policies-safety/
2. Board meeting notices, agendas, and documents, including board meeting minutes	https://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, a direct web link to the most recent New York State School Report Card for the charter school must be provided.	https://data.nysed.gov/profile.php?instid=800000090257
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://newdawncharterschools.org/queens/anti-bullying/
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://newdawncharterschools.org/policies-safety/
5. District-wide safety plan, not a building level safety plan (as per the 2024 Emergency Response Plan Memo)	chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://newdawncharterschools.org/wp-content/uploads/2024/07/2022-2023-Safety-Plan-QNS-District.pdf
6. Authorizer-approved FOIL Policy	https://newdawncharterschools.org/policies-safety/
7. Subject matter list of FOIL records (e.g., see NYSED Subject Matter List)	https://newdawncharterschools.org/policies-safety/

It is the school's responsibility to ensure that if a policy appears in more than one place on the website, including as part of the family handbook, that the policy versions are consistent and up to date.

Responses Selected:

Yes, the website has been reviewed to ensure that policies are consistent and up to date.



Thank you.

Entry 3 – Board of Trustees Membership Table

Completed - Jul 28 2026

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 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 3 – 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.
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. 2025-2026 Board Member Information (Enter information for each Board of Trustees 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 2025- 2026
1	Ronald Tabano	rtabano@jvlwidlat.org	Chair	Executive, Finance, Audit	Yes	14	7/1/2026	6/30/2027	11
2	Katharine Urbati	urati@gmail.com	Treasurer	Executive, Finance, Audit	Yes	7	7/1/2025	3/3/2026	5 or less
3	Susan Tenner	susan.tenner@bungsbrooklyn.org	Trustee/ Member	Executive	Yes	1	5/18/2026	6/30/2027	5 or less
4	Brian Baer	brianbaer@theelevatedstudio.com	Secretary	Executive	Yes	6	7/1/2026	6/30/2027	12
5	Jeffrey Casio	jcasio@mcbanknyny.com	Vice Chair	Executive, Finance, Audit	Yes	2	7/1/2026	6/30/2027	12
6	Daniel Lewis	dlewobx@gmail.com	Trustee/ Member	Executive	Yes	3	7/1/2026	6/30/2025	11
7									
8									
9									

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

No

2. Number of board meetings conducted in 2025-2026

12

3. Number of board meetings scheduled for the 2026-2027 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2026	5
b. Total number of Voting Members added during the 2025-2026 school year	1
c. Total number of Voting Members who left the board during 2025-2026 school year	1
d. Maximum number of Voting Members in 2025-2026, as set by the board in by-laws, resolution, or minutes	5
e. Board members attending 8 or fewer meetings during 2025-2026	2

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, 2026	0
b. Total number of Non-Voting Members added during the 2025-2026 school year	0
c. Total number of Non-Voting Members who left the board during the 2025-2026 school year	0
d. Maximum number of Non-Voting members in 2025-2026, as set by the board in by-laws, resolution, or minutes	0

Thank you.

Entry 4 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 3 2026

Instructions

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 2025-2026 school year must complete and sign the most up-to-date version of the Trustee [Disclosure of Financial Interest Form](#) **no later than 11:59 PM on August 3, 2026**. 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 2025-2026 school year completes the form.**

Trustees serving 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.

[B Baer Disclosure 2025 2026](#)

Filename: B Baer Disclosure 2025 2026.pdf Size: 1.1 MB

[D Lewis Disclosure 2025 2026](#)

Filename: D Lewis Disclosure 2025 2026.pdf Size: 2.9 MB

[Jeffrey Casio Disclosure 2025 2026](#)

Filename: Jeffrey Casio Disclosure 2025 2026.pdf **Size:** 1.1 MB

[K Urbati Board Disclosure 2025 2026](#)

Filename: K Urbati Board Disclosure 2025 2026.pdf **Size:** 1.6 MB

[R](#)

Filename: R.pdf **Size:** 1.0 MB

[S Tenner Disclosure 2025 2026](#)

Filename: S Tenner Disclosure 2025 2026.pdf **Size:** 2.7 MB

Entry 5 – Board Meeting Minutes

Completed - Jul 28 2026

Instructions

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

Schools must upload a complete set of final monthly board meeting minutes (July 2025-June 2026), which should match the number of meetings held during the 2025-2026 school year, as indicated in Entry 3. The minutes provided must be the final version approved by the school's Board of Trustees AND must be posted on the school's website. Board meeting minutes may be uploaded individually or as one single combined file. Board meeting minutes must be submitted **no later than 11:59 PM on August 3, 2026**.

[July 2025 Board Meeting Minutes](#)

Filename: July 2025 Board Meeting Minutes.pdf **Size:** 183.7 kB

[August 2025 Minutes](#)

Filename: August 2025 Minutes.pdf **Size:** 196.3 kB

[September 2025 Board Minutes](#)

Filename: September 2025 Board Minutes.pdf **Size:** 192.6 kB

[October 2025 Board Minutes](#)

Filename: October 2025 Board Minutes.pdf **Size:** 211.9 kB

[November 2025 Board Minutes](#)

Filename: November 2025 Board Minutes.pdf **Size:** 480.9 kB

[December 2025 Board Minutes](#)

Filename: December 2025 Board Minutes.pdf **Size:** 206.7 kB

[January 2026 Board Meeting-Minutes](#)

Filename: January 2026 Board Meeting-Minutes.pdf **Size:** 490.3 kB

[February 2026 Board Minutes](#)

Filename: February 2026 Board Minutes.pdf **Size:** 215.2 kB

[March 2026 Board Minutes](#)

Filename: March 2026 Board Minutes.pdf Size: 220.3 kB

[April 2026 Board Minutes](#)

Filename: April 2026 Board Minutes.pdf Size: 203.8 kB

[May 2026 Board Minutes](#)

Filename: May 2026 Board Minutes.pdf Size: 233.0 kB

Entry 6 – Enrollment & Retention of Special Populations

Completed - Jul 28 2026

Instructions

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2025-2026 toward meeting targets to attract and retain the enrollment of students with disabilities (SWD), English language learners (ELL), and students who are economically disadvantaged (ED). In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2026-2027.

Entry 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets

	Describe Recruitment Efforts in 2025-2026	Describe Recruitment Plans for 2026-2027
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 and CSD 75 schools) to recruit IEP students. According to data.NYSED.gov for the most current data 2024-2025, District 28 had a SPED rate of 14.2% for all high schools. NDCHS II rate for 2024-2025 was 24%. ND Queens outreached the District by 9.8 points according to NYSED public data.	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. According to the latest date from data.NYSED.gov (2024-2025) for high schools (our numbers should be compared to high schools only and not the entire district) the percentage ELL for District 28 was only 12.5% and ND Queens had an ELL population of 27% for the 2024-2025 school year according to NYSED. ND Queens outreached the District by 14.5 points.	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 as well. The most current data for high schools in District 28, according to data.NYSED.gov for 2024-2025, is 76.1% ED. ND Queens had an ED	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.

population of 82%; outrecluiting the District by 5.9 points.	
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Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2025-2026	Describe Retention Plans for 2026-2027
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	ND Queens has always outperformed the District when it comes to recruiting ELL students and we will continue with our efforts. ND Queens was able to overcome the negative political climate that significantly impacted the attendance of our ELL students during the 2023-2024 school year. ND Queens will continue with the strategies in place to make it more safe for students to come to school: 1. We hardened our buildings with signs that stated we were private property, and the public was not welcomed. 2. We changed several door locks so that no one other than staff could access the student spaces. 3. Members of the staff attended meetings in the community focused on how to help students who might be a target of ICE. 4. Continue meeting with parents and distributed a Guidebook for Immigrants as well as cards explaining your rights and what to say if you were ever confronted with an ICE agent. 5. Continue to practice specific ICE lockdowns at the school.	We will continue to attend meetings held in the community about immigration. We will continue the plan from the prior year, adding items as we learn more or the climate changes. For the 2026-2027 school year, ND Queens is hiring a third ELL teacher to support our ELL students.

	6. Continue to train staff who speak other languages on communicating with students and parents. 7. We developed plans with parents who refused to send their students to school due to fear to ensure that students would not fall behind. 8. ND Queens continued with the newly reconfigured ELL program. We now have hours of English instruction for those students who speak limited English, as well as classes focused on writing and speaking. Further, we set up an ELL ELA Regents class for those students with over 44 credits and all their Regents passed but ELA. We worked closely with an ELL consultant to ensure we were implementing the most effective and appropriate ELL strategies into all content areas.	
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 counselor is assigned to those students who are LTA, again with the focus of getting them to return to school. 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 strategies to identify those students who needed home visits.	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 counselor will continue to track students for truancy and will work with the Parent Coordinator as well as Dean of School to work with all students. For the upcoming year, we are adding a counselor to work directly in the community

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Jul 28 2026

Instructions

Required of ALL Charter Schools

Review and complete the Employee Fingerprint Requirements Attestation.

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 making an offer of 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.

Please note that all schools should maintain an electronic or hard copy of the clearance certification pulled from TEACH and dated **PRIOR** to the employee's start date. Clearance certifications pulled from TEACH at a later date will show that the staff member was cleared as of that date and may result in a finding of clearance violations against 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 - Jul 28 2026

Instructions

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

Upload the school's currently approved **2025-2026 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.

NDCSOrgChart

Filename: NDCSOrgChart.pdf Size: 81.8 kB

Entry 9 – School Calendars

Completed - Jul 28 2026

Instructions

Required of ALL Charter Schools

Charter schools must upload final **2025-2026 and 2026-2027** calendars into the portal **no later than 11:59 PM on August 3, 2026**. The calendars must be separate files.

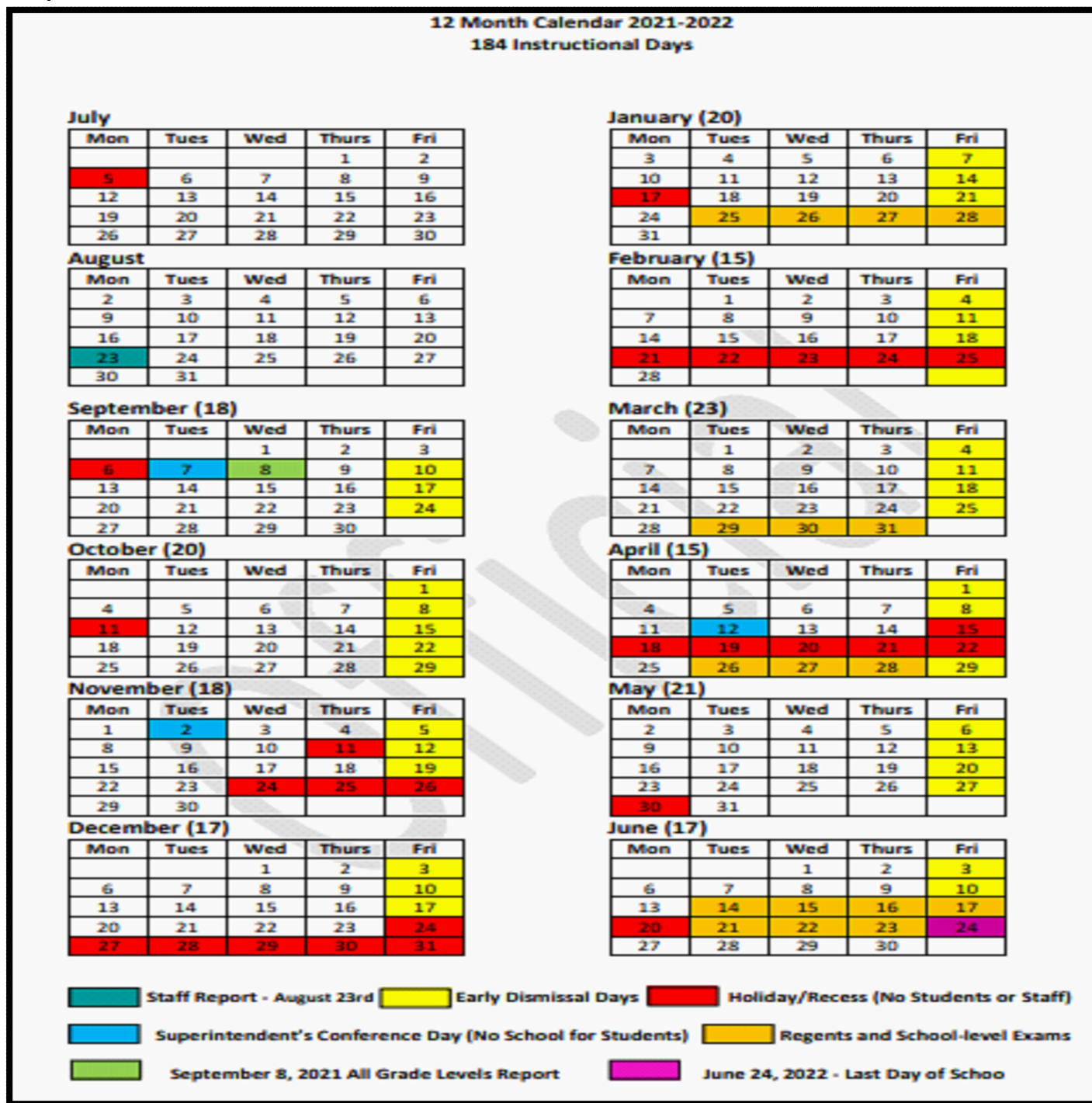
School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools are also 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**. Schools must use a calendar format and ensure there is a monthly tally of instructional days.

Charter schools serving elementary and secondary levels may submit one combined calendar showing instructional hours and days for all building levels OR separate calendars uploaded as one PDF. *Note that school calendars will also provide evidence of alignment for schools with extended days/years referenced in their mission statements or key design elements.*

See below for an example of a calendar showing the requested information.

Sample Calendar:



SchoolCalendar2026-2027

Entry 10 – Faculty/Staff Roster Template

Completed - Aug 3 2026

[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 **all** instructional and non-instructional employees, which should include all faculty and staff employed by the school at any point during the 2025-2026 school year.

Use of the 2025-2026 Annual Report Faculty/Staff Roster Template is required. With the exception of the optional Notes section, completion of each of the data elements is required. When provided, use of the drop-down list options is also required. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in the need for resubmission of a fully corrected roster.

Reminders: (1) Verify that the correct TEACH ID is entered in the roster. Incorrect data entry may result in findings of non-compliance for the school in the areas of teacher certification and clearance. (2) Use the Notes section to add any additional information deemed necessary, such as a name change that may impact verification of certification. (3) Ensure that staff roles (i.e., teacher, school leader, etc.) are accurately identified.

See below for a 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; verify the TEACH ID is correctly entered .
Role at the School / Network	Select the best choice of role of the Faculty/Staff person from the drop-down list .
Total Years Experience in this Role	Enter the number of years of experience the Faculty/Staff person has in the role selected .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Building ID	Enter the site number (e.g., Site 1, Site 2, etc.) as completed in the School Information and Cover Page Entry 1 (n) – Facilities Information section.
Hire Date at the School / Network	Enter the date that the Faculty/Staff person was hired at the school/network .
Start Date at the School / Network	Enter the date that the Faculty/Staff person actually began employment at this school/network .
Date Employee Separated from Service (if applicable)	Enter the date that the Faculty/Staff person separated from service at the school/network .
Certification Status / Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
FOR TEACHERS ONLY: Choose Subject Taught	Select the appropriate choice from the drop-down list .
FOR TEACHERS ONLY: Specify Subject or Grade Band, if NOT Math, Science, Career Technical Education, Technology, or Computer Science	Select the appropriate choice from the drop-down list .
Notes	Optional

Entry 11 – Progress Toward Goals (Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Completed - Jul 28 2026

Instructions

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

Board of Regents, NYCDOE, and Buffalo BOE-authorized schools must report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 3, 2026.**

Schools must complete the "Goals" tables as provided in the tables below **OR** upload the most current action plan that includes progress made during the 2025-2026 school year toward achieving or maintaining a “Meets” rating on the 10 Performance Framework benchmarks.

PLEASE NOTE: This is a required task for Regents, NYCDOE, and Buffalo BOE-authorized charter schools. It is marked optional for administrative purposes only.

Entry 11 – Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents, NYCDOE, and Buffalo BOE-authorized schools may complete the "Goals" tables as provided in the portal OR upload the most current action plan that includes progress made during the 2025-2026 school year toward achieving or maintaining a “Meets” rating on the 10 Performance Framework benchmarks.

Please select the method by which you will provide your school's information:

Responses Selected:

Complete Provided Goals Tables

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 3, 2025.

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 3, 2025**.

2025-2026 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	Unable to Assess	Will update after August Regents.
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	Unable to Assess	Will update after August Regents.
Academic Goal 3	(Benchmark 1) Regents Goal #3: Each year 75% of the students who	NYSED Biology Regents Exam	Unable to Assess	Will update after August Regents.

	take the NYSED Biology Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.			
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	Unable to Assess	Will update after August Regents.
Academic Goal 5	(Benchmark 1) Regents Goal #5: Each year 75% of the students who take the NYSED Global History & Geography Regents	NYSED Global History & Regents Exam	Unable to Assess	Will update after August Regents.

	Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.			
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	Not Met	The latest Snapshot from 2024-2025 did not even measure the Safety and School Climate. This may have been a result of only 28% of the students and 6% of the parents completed the survey. This will be a focus for the new Principal and new Parent Coordinator in the 2026-2027 school year.
Academic Goal 7	(Benchmark 1): Graduation Goal #1: At least 55% of the 9th grade cohort will graduate by Year 6.	School, NYC DOE, & NYSED records. School, NYC DOE, & NYSED records	Unable to Assess	Will update after August graduation.
Academic Goal 8	(Benchmark 1): Graduation Goal #2: At least 65% of the students who are identified as having 33 credits in September will graduate by August.	School Records	Unable to Assess	Will update after August graduation.
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

2. ORGANIZATION GOALS

2025-2026 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	Not Met	Of the 6% of the families who responded, between 75% and 84% felt the school met the needs of their student, well below the city average. Again, this will be the focus of the new Principal in the coming year.
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

3. FINANCIAL GOALS

2025-2026 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	Partially Met	Will update after the completion of the audit in October.
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	Partially Met	The audit is ongoing and this will be updated in October.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 12 – Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL charter schools must upload the financial statements and related documents in PDF format into the portal **no later than 11:59 PM on November 2, 2026**. The statements, the independent auditor's report, any advisory and/or management letter, and the internal controls report must be combined into a PDF file with security features such as password protection removed.

ALL SUNY-authorized charter schools must also submit the documents to the SUNY Compass system **no later than 11:59 PM on November 2, 2026**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

PLEASE NOTE: This task appears as optional until August 3, 2026. Thereafter, it will be identified as a required task due on November 2, 2026.

Entry 12a – Audited Financial Report Template (BOR)

Incomplete

Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download the Excel spreadsheet entitled “Audited Financial Report Template” from the portal or the [Annual Reports](#) webpage and complete it using the audited financial statements. Upload the completed file **no later than 11:59 PM on November 2, 2026**.

Do not add rows or columns to the template in order to match the format of the financial statements. Use only the existing fields and combine any additional entries into the “other” fields throughout the template. For education corporations operating more than one school, complete one template at the education corporation level and submit the same template for each of the schools operated by the education corporation.

PLEASE NOTE: This task appears as optional until August 3, 2026. Thereafter, it will be identified as a required task due on November 2, 2026.

Entry 12b – Additional Financial Documents

Incomplete

Regents, NYCDOE, and Buffalo BOE-authorized schools must upload financial documents and submit **no later than 11:59 PM on November 2, 2026**. The items listed below should be uploaded with an explanation added if an item is not applicable or not available (e.g., 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
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

PLEASE NOTE: This task appears as an optional task until August 3, 2026. After this date, the task will be identified as a required task due on November 2, 2026.

Entry 12c – Financial Contact Information

Completed - Jul 28 2026

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 2, 2026**.

PLEASE NOTE: This task appears as an optional task until August 3, 2026. After this date, the task will be identified as a required task due on November 2, 2026.

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	4

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 NYC	Digant Bahl	241 West 37th Street, Suite 1207, NY, NY 10018	dbahl@asnyinc.com	917-620-9702	14

Entry 13 – Fiscal Year 2026-2027 Budget

Completed - Jul 31 2026

Regents, NYCDOE, and Buffalo BOE-authorized charter schools are required to download the budget template from the portal or the [Annual Reports](#) webpage and complete it. Upload the completed template **no later than 11:59 PM on November 2, 2026**. The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory.

PLEASE NOTE: This task appears as optional until August 3, 2026. Thereafter, it will be identified as a required task due on November 2, 2026.

[FY26-27 Budget - NDCHSII \(Queens\)](#)

Filename: FY26-27 Budget - NDCHSII (Queens).xlsx Size: 33.7 kB

Optional Additional Documents to Upload (BOR)

Incomplete

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name: Brian Baer

**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.) and the dates the positions were held.

Board Member
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.

3. Are you related by blood, 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.

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

☐ Yes ☒ No

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

5. Are you a current or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management ("CMO") services, whether for-profit or not-for-profit, that contracts, or may contract, with the charter school or education corporation?

☐ Yes ☒ No

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

6. 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 and your responsibilities.

7. Identify each interest/transaction (and provide the requested information) that you, any of your 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 past five years or your current Board term, whichever is less, and, for new Board members serving less than one year, during the six months prior to 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) and the date of the board meeting documenting such steps	Name of person holding interest or engaging in transaction and relationship to you

8. 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 or an immediate family member 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 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) and your position if applicable	Nature of business conducted and relationship between organization and the school	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization and the nature of the interest	Steps taken to avoid conflict of interest; the date of the board meeting documenting such steps

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. Please provide only contact information which may be made publicly available.

Business Telephone:

646-759-7531

Business Address:

369 Main Street, Beacon, NY 12508

E-mail Address:

brianbaer@theelevatedstudio.org

 by 

Signature

Date

8/3/2026

Acceptable signature formats include:

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

Disclosure of Financial Interest by a Current
or Former Trustee

Trustee Name: *Daniel Lewis*

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.) and the dates the positions were held.

Trustee

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.

3. Are you related by blood, 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.

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

☐ Yes ☒ No

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

5. Are you a current or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management ("CMO") services, whether for-profit or not-for-profit, that contracts, or may contract, with the charter school or education corporation?

☐ Yes ☒ No

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

6. 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 and your responsibilities.

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. Please provide only contact information which may be made publicly available.

Business Telephone:

252-489-3771

Business Address:

109 Knight Empire Lby, Kitty Hawk, NC 27949

E-mail Address:

olew08X@gmail.com

Signature



Date

7/31/24

Acceptable signature formats include:

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

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name: Jeffrey Casio

**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.) and the dates the positions were held.

Board Member
Vice- Chairman

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.

3. Are you related by blood, 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.

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

☐ Yes ☒ No

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

5. Are you a current or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management ("CMO") services, whether for-profit or not-for-profit, that contracts, or may contract, with the charter school or education corporation?

☐ Yes ☒ No

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

6. 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 and your responsibilities.

7. Identify each interest/transaction (and provide the requested information) that you, any of your 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 past five years or your current Board term, whichever is less, and, for new Board members serving less than one year, during the six months prior to 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) and the date of the board meeting documenting such steps	Name of person holding interest or engaging in transaction and relationship to you

8. 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 or an immediate family member 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 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) and your position if applicable	Nature of business conducted and relationship between organization and the school	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization and the nature of the interest	Steps taken to avoid conflict of interest; the date of the board meeting documenting such steps

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. Please provide only contact information which may be made publicly available.

Business Telephone:

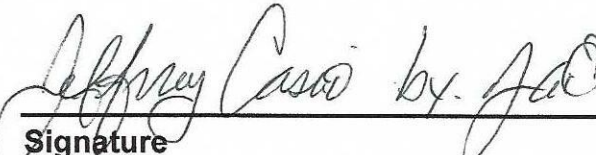
347-257-8127

Business Address:

1431 Broadway, New York, NY 10018

E-mail Address:

jcasio@mcbankny.com


Signature

8/3/2026
Date

Acceptable signature formats include:

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

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name: Katharine Urbati

**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.) and the dates the positions were held.

Treasurer - 7/1/25 - ?

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.

3. Are you related by blood, 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.

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

☐ Yes ☒ No

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

5. Are you a current or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management ("CMO") services, whether for-profit or not-for-profit, that contracts, or may contract, with the charter school or education corporation?

☐ Yes ☒ No

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

6. 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 and your responsibilities.

7. Identify each interest/transaction (and provide the requested information) that you, any of your 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 past five years or your current Board term, whichever is less, and, for new Board members serving less than one year, during the six months prior to 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) and the date of the board meeting documenting such steps	Name of person holding interest or engaging in transaction and relationship to you

8. 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 or an immediate family member 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 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) and your position if applicable	Nature of business conducted and relationship between organization and the school	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization and the nature of the interest	Steps taken to avoid conflict of interest; the date of the board meeting documenting such steps

-

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. Please provide only contact information which may be made publicly available.

Business Telephone:

Business Address:

E-mail Address:

Mrs. Urbati died unexpectedly in the fall of 2025. We did not find out until the Spring of 2026.

Signature

Date

Acceptable signature formats include:

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

last revised 04/2026

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:
Ronald Tabano

Name of Charter School Education Corporation:
New Dawn Charter High School

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

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.

New Dawn Charter High School

- Ronald Tabano

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

New Dawn Charter High School

- Ronald Tabano

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:

646 993 1850

Business Address:

17 Battery Place NYC, NY 10004

E-mail Address:

rtabano@jv1wildcat.org

Home Telephone:

6469421026

Home Address:

34 Lakeside Lane Westhampton, LI 11977

DocuSigned by:

Ron Tabano

At 2041C886524E1...

Signature

Date

7/31/2026

Acceptable signature formats include:

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

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Susan Tenner

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.).

Proposed 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**.

**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:

(718) 280-9556.

Business Address: Brooklyn Urban Garden Charter School
500 19th St. Brooklyn, N.Y. 11215.

E-mail Address: Susan.tenner@BUGSbrooklyn.org
susantenner@bugsbrooklyn.org

Home Telephone:

C (917) 566-7682

Home Address: 214 22nd St.
Brooklyn, N.Y. 11232.

 5/6/26.
Signature **Date**

Acceptable signature formats include:

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

New Dawn Charter Schools Board of Trustees

July 22, 2025, Minutes

11:00 a.m.: Executive Committee Meeting

11:10 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, Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member.

Board Members Absent: N/A

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

Executive Committee Meeting

I. Legal Issues

Board was updated on various legal issues at the school. No votes were taken.

II. Real Estate Issues

A discussion was held about potential real estate issues if the school is granted a new charter.

General Board Meeting

Mr. Tabano welcomed all the board and staff members to the meeting. Mr. Tabano then asked the board members if there was a motion to accept and approve the July 2025 Board of Trustees Meeting Agenda.

I. Resolution: July 2025 Agenda—Ronald Tabano

Motion: Ms. Katharine Urbati motioned to accept and approve the June 2025 Board of Trustees meeting agenda.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

Mr. Tabano then asked the board members if there was a motion to accept and approve the June 2025 Board minutes.

II. Resolution: June 2025 Minutes—Ronald Tabano

Motion: Ms. Katharine Urbati motioned to accept and approve the June 2025 Board of Trustees minutes.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

III. Financials—Mr. Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Finances

Mr. Ramkissoon updated the Board about the finances. Everything looks good.

b. Audit update

Mr. Ramkissoon stated that he sent a preliminary report to the board members. He confirmed that the audit is now underway and that there are no financials for the board to approve. Mr. Ramkissoon also stated that, so far, all looks well. He also confirmed that the auditors will be physically present at the Brooklyn school on Thursday. The auditors will be reviewing employee files, student files, and all pertinent materials for the audit. Mr. Ramkissoon stated that once the auditors have completed the audit, he will provide the board with a full audited financial report for the year. Ms. Urbati stated that she did not have a chance to review the preliminary report but will let Mr. Ramkissoon know if she has any questions. Mr. Ramkissoon also informed the board that the school applied for COVID relief funds in 2022, after the COVID pandemic, and finally received those relief funds.

V. Contracts—Jose Obregon

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

a. N/A

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

Mr. Abraham was not present, but Mr. Ramkissoon briefed the board members.

a. Status of Current Hiring

Mr. Ramkissoon informed the board members that there are several candidates that will be interviewed for staff positions vacancies that still need to be filled at both school locations.

b. Status of Student Recruitment

Mr. Ramkissoon informed the board members that there are approximately fifty (50) potential new students at each school who have applied for enrollment at both school locations as a result of the student recruitment drive led by Mr. Abraham.

Dr. Asmussen then asked the board members if they could vote to accept and approve the new staff position of Human Resource Manager. Mr. Tabano then asked the board members if there was a motion to accept and approve the new staff position of Human Resource Manager.

Motion: Ms. Katharine Urbati motioned to accept and approve the new staff position of Human Resource Manager.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve new staff position of Human Resource Manager.

VII. School Updates

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato briefed the board members that the school is at the halfway point for a summer session and in the third week of summer school. Ms. Lobato reported that there are one hundred thirty (130) students enrolled in summer school and this is the most students enrolled in summer school in several years. Many students are trying to complete their Regents exam requirements, earn their final credit requirements, and many “C” week students are trying to just get ahead. Ms. Lobato also stated that she believes that the school is in a good position at this time. Finally, Ms. Lobato informed the board that the focus is on the August regents, which will be administered in three (3) more weeks and then, finally, getting ready for September and the new school year.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal reported to the board members that he is working closely with Mr. Abraham because there is a need to hire new staff members. There is a need for an aspiring teacher, a social studies teacher, and two (2) SPED teachers. Mr. Bilal also reported to the board that he is focused on scheduling for the regents since he will be short-staffed. He stated that there are a number of staff members who will be out during Regents exam week. Mr. Bilal also stated that regarding

instruction, he is primarily focused on giving feedback to Math and ELA teachers regarding student engagement so that the most growth occurs which can result in higher Regents scores.

c. NDCHS III Proposed Charter—Dr. Sara Asmussen

Dr. Asmussen reported to the board members that the application for New Dawn III was submitted and that she is now waiting for notice from the State.

VIII. Facilities—Mr. Jose Obregon and Mr. Brian Baer

a. COO Update

Mr. Brian Baer informed the board members that there is one (1) additional relay that needs to be installed in the Brooklyn kitchen and then a re-inspection of the fire alarm system can be requested to FDNY. This will allow the school to finally obtain the final COO.

b. Kitchen

Mr. Baer reported that the kitchen at the Queens school is almost complete but there is a requirement that Barone Management install a new Fire alarm system as per the FDNY. Mr. Baer further stated that he will be meeting with the Barone Management representative to discuss the details of this new installation.

c. Roof

No information was discussed on this matter.

IX. Policies & Legal—Dr. Sara Asmussen

Dr. Asmussen asked the board members to approve a resolution for the distraction-free environment policy. Mr. Tabano asked the board members if there was a motion to accept and approve the distraction-free environment policy.

Motion: Ms. Katharine Urbati motioned to accept and approve the distraction-free environment policy.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve distraction-free environment policy.

Dr. Asmussen also informed the board members that she sent them a copy of the BARR center document which will require an online vote once they have reviewed the document. This program was in place last year. Dr. Asmussen stated that she would like to do the program one more year. There is a requirement to have a What Works Clearinghouse, tier one level intervention to obtain the Stronger Connections Grant. Finally, Dr. Asmussen asked the board members to read the document and tell her if it is okay to proceed.

(The invoice was later approved online unanimously.)

IX. New Business

There was no new business discussed.

X. Public Comment

No public Comment was made.

XI. Adjournment

The board agreed to meet again on Tuesday, August 19, 2025, at 11:00 A.M. The board adjourned at 11: 25 PM.

New Dawn Charter Schools Board of Trustees

August 19, 2025

Board Minutes

Board Members present: Mr. Ronald Tabano, Chairperson, Mr. Jeffrey Casio, 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; Ms. Emily Predmore, Data Specialist.

Executive Meeting

The Executive Meeting was called to order at 11 a.m.

I. Real Estate

A discussion was held about the Queens building.

II. Legal Issues

A brief discussion was held to update the Board on pending litigation.

General Meeting

Mr. Tabano called the meeting to order at 11:15 a.m.

III. Resolution: August Agenda—Ronald Tabano

Mr. Tabano asked for motion to accept the August agenda.

Resolution: Ms. Urbati moved to accept the agenda.

Second: Mr. Baer seconded the motion.

Vote: Unanimous

IV. Resolution: July Minutes—Ronald Tabano

Mr. Tabano asked if there were changes to the minutes. Being none, he asked for a resolution to accept the July minutes.

Resolution: Ms. Urbati moved to accept the minutes.

Second: Mr. Casio seconded the motion.

Vote: Unanimous

V. Financials—Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Audit Update

Due to the ongoing audit, there are no financials for this month. However, since it is the first month of the new year, there were no outstanding budgeting concerns. Mr. Ramkissoon updated the Board on the audit.

The records for all students and employees have been reviewed. The auditors are currently reviewing the existing policies and procedures. In the next couple of weeks, we should have more information but as for now, the audit is going well and will be on schedule for submission on November 1, 2025.

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

a. Resolution: MI Write

Dr. Asmussen explained this was the program that students used to integrate their internship work with their classroom content. Students have used it successfully for two years.

Resolution: Ms. Urbati moved to accept MI Writes.

Second: Mr. Casio seconded the motion.

Vote: Unanimous

b. Resolution: NTN Contract

Dr. Asmussen discussed how this contract was not necessarily a given but once she analyzed the Regents results by specialty group (general ed, special ed, and ELL students) that it was clear that Algebra results were improving. Therefore, the curriculum staff at New Dawn would like to continue to work with NTN.

Resolution: Mr. Casio moved to accept the NTN contract.

Second: Mr. Baer seconded the motion.

Vote: Unanimous

c. Resolution: BARR Center Contract (voted over email)

Mr. Tabano stated for the record that this motion had been voted on earlier and that it was still agreed to. The motion to accept was unanimous.

d. Resolution: LEA Contract (voted over email)

Mr. Tabano stated for the record that this motion had been voted on earlier and that it was still agreed to. The motion to accept was unanimous.

e. Resolution: Cleaning Contract

A discussion was held about the pros and cons of hiring full-time staff for cleaning or if it was more cost-effective to go with a service. It was determined that while the costs might be similar,

the add burden of adding more staff and benefits outweighed the overhead for a cleaning company, while being slightly less expensive.

Resolution: Mr. Baer moved to accept the cleaning contract.

Second: Ms. Urbati seconded the motion.

Vote: Unanimous

VII. Staff Recruitment—Steve Ramkissoon

Benchmark 2: Teaching and Learning

Mr. Ramkissoon stated that interviewing is ongoing and that we have hired a Grants Manager. SPED Teachers, Global Teacher, Behavior Specialist, and Aspiring Teachers are still being interviewed although a few job offers will be going out this week.

IX. Student Recruitment—Steve Ramkissoon

Benchmark 6: Board Oversight & Governance

Benchmark 7: Organizational Capacity

a. Status of Current Recruitment

Mr. Ramkissoon stated that recruitment has been ongoing over the summer and that both schools are adding additional students. A full report will be presented at the September meeting.

X. School Updates

Regents started today and thus all school staff are busy administering the Regents so there are no school updates.

a. Regents Results and Attendance—Sara Asmussen

Dr. Asmussen reported that attendance is still low, and it will be the focus of both schools in the upcoming year. She reported on several interventions being put into place. The entire staff will be reviewing attendance, individual students will be identified for specific interventions through the BARR project. Staff will be reviewing attendance every week and students who are struggling will be identified.

Regents results, while still struggling in ELA and Algebra are much higher than expected. This year Brooklyn had an ELL percentage of 21%; Queens had a rate of 34% which did impact the ELA scores. The interesting point was that when students can take the other Regents in their native language, they score very high. This June on the ELA, 61.5% of all test takers were ELL students; in Brooklyn they made up 41.3%. Plans are in place to develop further interventions for these students, some of which have over 55 credits and are just trying to pass their ELA Regents.

Global, US History, and both Living Environment (Brooklyn) and Biology (both schools) were extremely high.

b. YMCA Update—Mr. Casio

Mr. Casio updated the Board on his meeting with the YMCA in an attempt to use their gym. They met on Friday and will continue working together to implement a basketball program in Queens.

c. CTE Permanent Program

Mr. Tabano congratulated the school on receiving their CTE permanent (for four years) certification in culinary arts.

XI. Facilities—Brian Baer

- a. Update on Kitchen work in Queens
- b. TCO versus COO
- c. Roof in Brooklyn

Mr. Baer reported that we are waiting on Barone for a formal bid(s) regarding the fire alarm in Queens. Work is substantially complete, small number of punch list items.

Brooklyn: outstanding fire alarm devices were installed and tested. FDNY this week and Dob in September for permanent

Shortened version of submission to convert mechanical to classroom. Intent is to ZRD-1 form to the DOB which should expediate the process. Roof paver project architects are finalizing documents on that.

XII. New Business

5 minutes

XIII. Public Comment

As Needed

XIV. Adjournment—11:45 Sept 16.

New Dawn Charter Schools Board of Trustees

September 16, 2025

11:00 a.m.: Board Meeting

**New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217**

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
547-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Brian Baer, Secretary, Mr. Jeffrey Casio, board member, Mr. Daniel Lewis, board member.

Board Members Absent: Ms. Katharine Urbati, Treasurer

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

Executive Meeting

I. Legal Issues

The various legal issues around the school were discussed.

General Meeting

II. Resolution: September 2025 Board meeting Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the September 2025 Board Meeting Agenda.

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

III. Resolution: August 2025 Board Minutes—Mr. Ronald Tabano

Mr. Tabano then asked the board members if there was a motion to accept and approve the August 2025 Board minutes.

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

a. Audit Update

The audit is proceeding and will be ready for the October meeting.

b. Financials

Mr. Ramkissoon reported to the board that only two (2) months have passed since the new fiscal year began, but both schools are on track financially. The Brooklyn school's target student enrollment number is three hundred fifty (350) students, and the school currently has three hundred (300) students enrolled. Notwithstanding those numbers, Mr. Ramkissoon stated that the Brooklyn school is still doing well. The school is continuing to draw funds from mental health and STOP grants. Mr. Ramkissoon further stated that the Brooklyn school is allocating anyone's salary that needs to be allocated and therefore the school is accruing liability. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school financials. There were no questions.

Mr. Ramkissoon then reported to the board members that the Queens' school student enrollment target number is three hundred-fifty (350) students and there are currently two hundred ninety-nine (299) students enrolled. Mr. Ramkissoon also stated that the Queens school is moving to meet its enrollment numbers and that it is in a good financial position. He further stated that he anticipates that the school will meet its enrollment numbers as it has in the past two (2) years.

Mr. Tabano thanked Mr. Ramkissoon and asked the board members if there were any questions pertaining to the financial report. There were no questions.

Mr. Tabano then asked the board members if there was a motion to accept and approve the August 2025 financials.

Motion: Mr. Brian Baer motioned to accept and approve the August 2025 financials.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the August 2025 financials.

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

Dr. Asmussen spoke about the costs for renewing SAM and Jupiter contracts. She informed the board that she believed both programs were beneficial to the schools and asked both school Principals for their input. Ms. Lobato stated that SAM helps track instructional time with teachers and helps identify teachers that need extra support. She also stated that SAM is a useful tool to track which teachers are being supported and how they are being supported. The program also helps to document that support. Ms. Lobato also stated that SAM helps to organize the instructional week as well. Ms. Lobato stated that a constant challenge faced is the scheduling of events throughout the year since many times unforeseen situations may cause a change of plan. Notwithstanding this challenge, Ms. Lobato stated that SAM is an effective way to organize the instructional day and helps to maintain accountability.

Mr. Bilal also agreed with Ms. Lobato and further commented that SAM helps to manage instructional time and for planning the instructional day. Mr. Bilal also stated that having a SAM coach allows you to get feedback and utilize time available more efficiently. Mr. Bilal further stated that the emphasis by SAM on using a calendar and the amount of time required to be spent in the classrooms helps to improve feedback given to teachers. The program also requires that meetings be recorded.

Dr. Asmussen also stated that task analysis tracking is extremely cumbersome and that SAM is an excellent tool to do this tracking and record it for future reference. Mr. Tabano then asked the board members if there was a resolution to continue with SAM.

a. Resolution: SAM

Motion: Mr. Jeffrey Casio motioned to accept and approve the continuation of the SAM contract.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the continuation of the SAM contract.

Dr. Asmussen stated that Jupiter is a must have. Dr. Asmussen also stated that the school has used it for several years now. Dr. Asmussen stated that Jupiter is the schools' information and student tracking system. Dr. Asmussen stated that it is not a perfect system, but it works. Dr. Asmussen also stated that she would like to stay with Jupiter even if the school adopts another program, especially since all the teachers utilize it. Dr. Asmussen also stated that Jupiter is extremely user-friendly. Finally, Dr. Asmussen assured the board that Jupiter is the program that she would like to keep because it is efficient and not expensive.

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

b. Resolution: Jupiter Ed

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

a. Brooklyn: Guidance Counselor

b. Queens: Behavior Specialist, Global Teacher, SPED

Mr. Ramkissoon confirmed that staff recruitment is going well. He stated that for NDCS Mr. Philip Weiden was hired as the new grants manager; for NDCHS Ms. Janae Brown was hired as an aspiring teacher and Mr. Dwayne Cook was hired as a SPED teacher. Dr. Asmussen commented that Mr. Cook is exceptionally good. Mr. Ramkissoon also stated that a new full-time internship and writing consultant was hired for both schools. Mr. Ramkissoon stated that he received acceptance from a new Global Studies teacher hired for the Queens school today. Mr. Hans accepted the offer. Mr. Ramkissoon re-emphasized that the hiring process is going very well and that there are not many positions that need to be filled.

Dr. Asmussen also commented that this year has one of the lowest staff turnover years ever.

**IX. Student Recruitment—Mr. Steve Ramkissoon
Benchmark 6: Board Oversight & Governance
Benchmark 7: Organizational Capacity**

a. Status of Current Recruitment

Mr. Ramkissoon spoke about student recruitment, and he informed the board members that student recruitment is going well. He confirmed that outreach continues to happen and that New Dawn continues to partner with other schools to keep the recruiting drive going.

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

X. School Updates

a. Brooklyn

Ms. Lobato also confirmed that new students are continuing to enroll. Many of these new enrollments are students that were attending New Dawn at one time, stopped attending, and are

now returning. Ms. Lobato also stated that staff are continuing to reach out to those students who are chronically absent. Some of those chronic absences are returning and other students are transferring to other programs that meet their needs. Ms. Lobato also stated that she and Ms. Flores are meeting with students that need extra guidance. Ms. Lobato also stated that staff and security personnel are focusing on enforcing dress codes that ban headwear like “Durags” that might be representative of gang affiliations.

Mr. Tabano stated that he believes that students are just starting to come out of the post-pandemic mentality and are returning to their pre-pandemic behaviors. Ms. Lobato and Dr. Asmussen agreed.

b. Queens

Mr. Bilal reported to the board members that the Queens School needs two (2) more SPED teachers and a behavioral specialist. Mr. Bilal also stated that every classroom now has a teacher assigned. Mr. Bilal also reported to the board that, recently, the school had squirrels and pigeons enter the building and a squirrel damaged the copy machine on the second floor by chewing on the copy machine’s wires. The squirrels and pigeons enter the building through windows that are left open or that are not fully closed. Mr. Bilal stated that he will address this issue with teachers and Mr. Obregon to fix the windows that are not closing properly. Mr. Bilal also stated that he is scheduling meetings with teachers for coaching and having them identify areas they want to improve. One of the topics of discussion with teachers will be discussion and questioning techniques. Mr. Bilal also stated that this week he will be conducting walk throughs and will be focusing on the classroom environment.

XI. Facilities—Mr. Brian Baer

a. Update on Kitchen work in Queens

Mr. Baer reported to the board that the school is still waiting for “as built” documentation for the kitchen project in Queens to finish that project. There is also the fire alarm issue that still must be resolved.

b. TCO versus COO

Mr. Baer reported to the board that one of the roof air exchange units failed to turn on during the last FDNY fire alarm inspection. Consequently, the FDNY did not give final approval of the building’s fire alarm. As a result, the fire alarm inspection was rescheduled for November 5, 2025. Mr. Baer stated that he will try to reschedule the inspection to an earlier date.

c. Roof in Brooklyn

Mr. Baer informed the board that the architects are finalizing the drawings, and those drawings should be available by the end of next week. Mr. Baer finally stated that there is still some narrative work that needs to be completed for the change of use of the fifth floor for the land use attorney. Dr. Asmussen stated that she will get that done soon.

Mr. Tabano asked the board members if they had any questions for Mr. Baer. There were no questions.

XII. New Business

No new business was discussed.

XIII. Public Comment

No public comment was made.

XIV. Adjournment

The next board of trustees meeting was scheduled for October 28, 2025, at 11:00 A.M. The board adjourned the meeting at 11:35 A.M.

New Dawn Charter Schools Board of Trustees

October 28, 2025

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: Brian Baer, Secretary, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member.

Board Members Absent: Ms. Katharine Urbati, Treasurer, Mr. Ronald Tabano, Chairperson

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

General Meeting

Mr. Brian Baer presided over the Board of Trustees meeting in the absence of Mr. Tabano and Ms. Urbati. In this capacity, Mr. Baer welcomed all and called the board meeting to order. Mr. Baer then asked if there was a motion to accept and approve the October 2025 Board of Trustees meeting agenda.

I. Resolution: October 2025 Agenda—Mr. Brian Baer

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

Motion Seconded: Mr. Daniel Lewis seconded the motion.

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

Mr. Baer then asked the board members if there was a motion to accept and approve the August 2025 Board minutes.

II. Resolution: September 2025 Minutes—Mr. Brain Baer

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

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve September 2025 Board of Trustees meeting minutes.

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

Mr. Ramkissoon reported to the board members that the Brooklyn school currently has more students enrolled than at this time last year. He also reported that the Brooklyn school was on track to meet its budget goals for the year. Mr. Ramkissoon asked if there were any questions pertaining to the Brooklyn school. There were no questions from the board members.

Mr. Ramkissoon continued in the report that the Queens school was also on track to meet its budget and financial objectives for the year. Mr. Ramkissoon also stated that although it is only the first quarter, the Queens school is also doing well. Mr. Ramkissoon then asked if the board members if there were any questions regarding the financials for the Queens school. There were no questions from the board members.

Mr. Brian Baer then asked the board members if there was a motion to approve and accept the September 2025 financials.

Motion: Mr. Jeffrey Casio motioned to accept and approve the September 2025 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the September 2025 financials.

Mr. Brian Baer asked Mr. Casio to comment on the results of the audit report meeting which Mr. Casio attended.

a. Audit Discussion

Mr. Casio reported to the board members that he attended the audit report meeting with the school's partners, Saxe Inc., and Accounting Solutions, Inc. Mr. Casio stated that there were many great points that were discussed in that meeting which support a very clean financial audit report for both schools. In short, both schools are meeting the necessary financial metrics. Mr. Casio also stated that there were no negative comments from the auditors pertaining to the audit. Mr. Casio also reminded the board members that Saxe Inc. is one of the most stringent auditors and is very detailed. Mr. Casio also stated that Saxe Inc. also provided valuable feedback regarding New Dawn's accounting company, Accounting Solutions, Inc., and complimented Mr. Bahl, head of Accounting Solutions Inc.

Mr. Brian Baer then asked the board members if there was a resolution to approve and accept the audit for submission.

b. Resolution: Approval of Audit for Submission

Motion: Mr. Jeffrey Casio motioned to accept and approve the audit for submission.

Motion Seconded: Mr. Dan Lewis seconded the motion.

Vote: The board voted unanimously to accept and approve the audit for submission.

IV. Contracts/Policies—Dr. Sara Asmussen

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

Dr. Asmussen informed the board members that there was an RFP created for the purchase and installation of a new security camera system in the Queens school since the current one needs to be replaced. Dr. Asmussen also mentioned that, in the meantime, there will be additional cameras installed in the new culinary kitchen in the Queens school. Mr. Obregon confirmed that the installation of the additional cameras and a new NVR, which will replace the one currently in use and which is faulty, will cost less than 5K. Dr. Asmussen also stated that the intercom system at the Queens school needs to be replaced and that she will inform the board when all the necessary requirements are in place including the funding.

VII. Staff Recruitment—Mr. Steve Ramkissoon

Benchmark 2: Teaching and Learning

a. Brooklyn: Aspiring Teacher, Guidance Counselor

We are still looking for an Aspiring Teacher and Guidance Counselor in Brooklyn, but we do have interviews lined up. An Art teacher has been hired.

b. Queens: Behavior Specialist, SPED, Aspiring Teacher

Mr. Ramkissoon stated we are looking for the four positions above (2 SPED). A Global History teacher has been hired. Due to the fact we have been unable to identify any SPED candidate a career fair will be held tomorrow and the focus will be on SPED teachers, especially for the Queens school.

IX. Student Recruitment—Mr. Steve Ramkissoon

Benchmark 6: Board Oversight & Governance

Benchmark 7: Organizational Capacity

a. Status of Current Recruitment

Due to a shift in demographics of the students who enrolled in the past year, enrollment is being closed down to reanalyze how we do recruitment because we are recruiting students who are too close to being on track to graduate—we must figure out a way to get back to servicing the most at-risk over aged and under-credited students. Dr. Asmussen also informed the board members that after doing an analysis based off ATS and Jupiter data, the schools are, on average, enrolling sophomores who are on track to be sophomores. Dr. Asmussen stated that this must stop until clear guidelines are established. Dr. Asmussen also stated that according to ATS, both schools have at least 350 students enrolled which means we are at census according to our charter. Dr. Asmussen further stated that a plan will have to be implemented on how to get back on track. Dr. Asmussen finally stated that New York City has an excellent template that specifies how much “at risk” a student is based on age credit accumulation and number of Regents passed. Dr. Asmussen stated that New Dawn will begin to use that template to start looking at which students will be enrolled in the future. She will reach out to CSO for approval.

X. Charter School Conference Update—Mr. Jeffrey Casio

Mr. Jeffrey Casio stated that he had the opportunity to spend some time with the NDCS team at the New York Charter School conference in Rochester. Mr. Casio stated that he had an opportunity to introduce the NDCS team to a few school leaders. Mr. Casio hosted an event at a restaurant called Tapas 177 and the NDCS team was introduced to a few of Mr. Casio’s clients that are tenured charter school leaders. Mr. Casio also stated that some of the themes at the conference included increasing enrollment and budgeting. Mr. Casio also stated that there were also conversations regarding fundraising. Mr. Casio also stated that he introduced Jose Obregon to a vendor that Mr. Casio met who is donating equipment to charter schools. Mr. Casio stated that recently, the vendor has donated approximately ninety (90) Chromebooks to three (3) different charter schools. The vendor specializes in procurement of tech equipment including Chromebooks and laptops. Mr. Casio stated that this vendor provides those types of products to charter schools. The vendor collects the tech equipment that the schools are disposing of, refurbishes it, and then donates those refurbished products to schools that are in need. Mr. Casio asked the vendor to keep NDCS in mind if there are Chromebooks, laptops, or iPads that they may have ready for donation. Mr. Casio stated that this is his third year attending this conference and he has obtained a much information. Finally, Mr. Casio stated that regarding funding, the schools need to make sure that enrollments are continuously increasing and meeting the required metrics, so that NDCS can continue to fund its programs.

XI. School Updates

a. Brooklyn

Mrs. Lobato informed the board members that the peer mediation program is starting in both schools. This is funded by grant monies and will help students who are in conflict. Training for this program will start the week before Thanksgiving. Students will be involved in the training, and they will be meditating with each other. Ms. Lobato also informed the board that the NYPD will begin a program at the school focusing on leadership. The training will begin in the first week of December 2025 in Brooklyn. Ms. Lobato also informed the board that she continues to

conduct department meetings and is working on strategies for Regents exams that all classes can use. Ms. Lobato also informed the board that several staff members will be attending various conferences between now and February 2026.

b. Queens

Mr. Baer informed the board members that he and Jose Obregon are in the process of gathering quotes for the fire alarm upgrade at the Queen's location. Jose Obregon confirmed that is the case and he may have two more vendors who are interested in the project. Mr. Obregon stated that he could not get fire alarm mechanical drawings for the system in place. Mr. Brian then stated that Erik Jester was able to get floor plan drawings that the fire alarm companies may be able to use.

XII. Facilities—Mr. Brian Baer

a. Update on Kitchen work in Queens

Mr. Obregon informed the board members that there are still some small items that need to be completed in the Queens kitchen. He will get with Barone management and Mr. Brian Baer to go over those items.

b. TCO versus COO

Mr. Baer informed the board members that this morning he received some unwelcome news including that the FDNY had moved the Fire Alarm inspection date from the 5th of November to the 17th of December and the TCO is expiring on the 22nd of December 2025. Mr. Baer stated that he is recommending that the school entertain a proposal from one of two FDNY Expeditors and try to get the final inspection done sometime in November 2025. Mr. Baer also stated that he can get the school a proposal and perhaps the board can vote on it via email to expedite the process. Mr. Baer reminded the board members that this is the final step required to get the permanent certificate of occupancy for the Brooklyn school. Mr. Obregon had a concern that he would be out of town if the FDNY rescheduled to an earlier date. Mr. Baer stated that he believed that Mr. Obregon's absence would not be a showstopper.

Dr. Asmussen asked how much the expeditor will cost and Mr. Baer replied that it would be under 5K. Dr. Asmussen stated that she felt it was worth paying the fee to move the process along before the New Year.

c. Roof in Brooklyn

Mr. Baer informed the board members that the repricing of the paver material is being conducted, and it should be available by this time next week. Discussions are being held with Eric Jester and the vendor about where the pavers will be stored. Mr. Baer stated that he is thinking of the courtyard area in the back of the back of the building.

XIII. New Business

No new business was discussed.

XIV. Public Comment

No public comment was made.

XV. Adjournment

The board members agreed to meet again on November 25, 2025, at 11:00 A.M. The meeting was adjourned at 11:38 A.M.

**New Dawn Charter Schools Board of Trustees
November 25, 2025
11:00 a.m.: Board Meeting**

**New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217**

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
547-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Brian Baer, Secretary, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member.

Board Members Absent: Ms. Katharine Urbati, Treasurer

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

Mr. Tabano welcomed all the board and staff members to the meeting. Mr. Tabano then asked the board members if there was a motion to accept and approve the November 2025 Board of Trustees Meeting Agenda.

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

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

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

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

Motion Seconded: Brian Baer seconded the motion.

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

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

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

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

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

a. Resolution: Monthly Financials

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

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

b. Resolution: 2024-2025 Incentives

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

c. Resolution: Moving funds

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

IV. Contracts/Policies—Dr. Sara Asmussen

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

a. SPED and Speech Therapist

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

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

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

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

b. Resolution: Material change of charter, staff titles

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

a. Brooklyn: Aspiring Teacher; Guidance Counselor

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

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

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

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

a. Update on Meetings to Reorganize Enrollment

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

b. Invoice: Queens 377 FTE; Brooklyn 337 FTE

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

a. COO update

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

b. Brooklyn Roof

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

c. Queens Kitchen

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

VIII. New Business

No new business was discussed.

IX. Public Comment

No public comment was made.

X. Adjournment

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

New Dawn Charter Schools Board of Trustees

December 16, 2025

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, Brian Baer, Secretary, Mr. Jeffrey Casio, board member, Mr. Daniel Lewis, board member.

Board Members Absent: Ms. Katharine Urbati, Treasurer

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoo, Director of Finance; Ms. Emily Predmore, Data Specialist; Ashish Abraham, Director of Student and Staff Recruiting; Ms. Nazli Flores, Director of Student Supports; Ms. Annick Aska, College and Career Manager; Mr. Philip Weiden, Grants Manager; and Ms. Dominique Fuentes, Director of HR.

NDCHS: Ms. Donna Lobato, Principal;

NDCHS II: Mr. Muhammad Bilal, Principal,

I. Introduction of new Director of HR (CHRO)

Dr. Asmussen greeted the board members and introduced the new Director of Human Resources (soon to change to Chief of Human Resources), Ms. Dominique Fuentes. Dr. Asmussen informed the board members that Ms. Fuentes has been working at New Dawn since last week. Ms. Fuentes stated that she is delighted to become part of the New Dawn family and that she is looking forward to working with the New Dawn Staff as well the New Dawn board members.

Mr. Tabano welcomed Ms. Fuentes on behalf of the New Dawn Board of Trustees.

Resolution: December 2025 Agenda—Mr. Ronald Tabano

Mr. Tabano asked the board members if there was a motion to accept and approve the December 2025 Board of Trustees meeting agenda for December 2025.

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

II. Resolution: November 2025 Minutes—Mr. Ronald Tabano

Mr. Tabano then asked the board members if there was a motion to accept and approve the November 2025 Board minutes.

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

III. Financials—Mr. Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Financials

Mr. Ramkissoon reported to the board members that as of this date, both schools are on track to meet their financial objectives. Mr. Ramkissoon reported that the Brooklyn school has two hundred ninety (290) students enrolled versus the three hundred ten (310) students that were projected. Ramkissoon also reported that despite the difference in actual enrollment and projected enrollment, the Brooklyn school continues to do well financially. Mr. Ramkissoon also stated that the Brooklyn school has a financial surplus although that may change as the year progresses. Notwithstanding any changes in that surplus, Mr. Ramkissoon informed the board members that he expects the school to continue to do well financially. Mr. Ramkissoon then informed the board members that Queens school is currently at two hundred eight-seven (287) students enrolled and that that enrollment number may change once the Queens school processes students for discharge. Mr. Ramkissoon also stated that despite any drop in enrollment, he still expects the Queens school to remain financially strong. He also mentioned that student recruitment is still at a pause but that once the student committee meets and Dr. Asmussen approves, recruiting will re-start once again. Mr. Ramkissoon confirmed that he sent a copy of the monthly financial report to all the board members and asked if there were any questions. There were no questions from the board members.

Mr. Tabano then asked the board members if there was a motion to accept and approve the November 2025 financials.

Motion: Mr. Brian Baer motioned to accept and approve the November 2025 financials.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2025 financials.

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

a. Resolution: DB Services

Dr. Asmussen explained to the board members what the DB services is about and why she is asking the board to approve it. Dr. Asmussen explained to the board members that there is a need for a separate way to collect data and that this new program will merge all the school data from the various platforms currently used. Dr. Asmussen also stated that the program will eliminate the need for manual input, which normally takes days to accomplish. Secondly, the program will decrease the possibility of human error. Dr. Asmussen also stated that the goal is to design a system, a platform, where all the existing system information is kept. This new program will also eliminate the need to train all staff members on how to use a new program. For example, all staff like the Jupiter program. The staff will continue to use Jupiter. Subsequently, DB services will be able to download information from Jupiter into a database. Dr. Asmussen further stated that DB services can be highly creative when it develops this new platform. It will be able to download all the information that is inputted into the other systems such as BOCES and ATS. Dr. Asmussen re-emphasized that this will minimize human error drastically and will allow the user to track data more efficiently. Dr. Asmussen also informed the board members that Ms. Emily Predmore and Mr. Ed Peterman have looked at several systems from four (4) different companies and that she believes that this is the best program that meets the school's needs.

Dr. Asmussen further explained that unlike the program PowerSchool, the DB Services program will not require the whole staff to be trained rather, just the two or three people that will be using it. Dr. Asmussen also stated that the advantage of DB services is it uses FileMaker, which is a database that is open source. Therefore, if the school leaves DB Services or the company ceases to exist, the school retains the data File Maker transfers. This is not the case with programs with the other programs that were looked at. If the school terminates a contract with a company that has proprietary ownership, the school will have to also give up the program. Whereas with File Maker and DB Services, the school will be able to do anything it wants with it. Dr. Asmussen further stated that the estimated cost for DB services is approximately \$13,780. Dr. Asmussen also stated that this total may increase, but not by a significant amount if the school requires any additional reports.

Dr. Asmussen recommended storing all data pertaining to DB Services on the cloud because otherwise the school will have to purchase a new server. Currently, the school has a dedicated server and there will not be sufficient room to store more information on that server. The cost for storage will be \$225 per month. There is also a license fee, which costs \$115. per user annually. Dr. Asmussen stated that there will be only three (3) users. Therefore, the total price will be under \$15,000.

Mr. Tabano then asked how long it will take to develop this database for the school. Dr. Asmussen stated that DB Services stated that it would take four (4) weeks, but she believes it

will be ready to be used by March or April 2026. Dr. Asmussen also stated that once the database is set up it will take a week or two to get familiar with it but it will be important for the schools' renewals. Mr. Tabano replied that this new program can simplify many things unlike PowerSchool and that it sounds like a good move. Dr. Asmussen also added that she spoke with school representatives from a school in Rhode Island and they confirmed that DB Services was easy to work with and they were very happy with the end product.

Mr. Tabano then asked the board member if there was a motion to accept and approve the contract offer from DB Services.

Motion: Mr. Brian Baer motioned to accept and approve the contract offer from DB Services.

Motion Seconded: Mr. Dan Lewis seconded the motion.

Vote: The board voted unanimously to accept and approve the contract offer from DB Services.

b. Friends of ND Lease

Dr. Asmussen explained to the board members that Friends of New Dawn is a vehicle by which facilities funding is managed and used to pay lease expenses at Queens school. Dr. Asmussen then asked the board for approval to proceed with the lease agreement for the Queens school with Barone Management. Mr. Tabano then asked the board members if there was a motion to accept and approve the Friends of New Dawn Lease agreement.

Motion: Mr. Brian Baer motioned to accept and approve the Friends of New Dawn Lease agreement.

Motion Seconded: Mr. Dan Lewis seconded the motion.

Vote: The board voted unanimously to accept and approve the Friends of New Dawn Lease agreement.

VII. HR & Staff Recruitment—Ms. Dominique Fuentes Benchmark 2: Teaching and Learning

a. Brooklyn: Aspiring

b. Queens: Behavior Specialist, SPED

c. Update on HR activities

Ms. Fuentes informed the board members that she is in the process of revamping the Indeed and LinkedIn NDCS pages to include the EOC statement language as well as the school's mission statement for branding purposes; she is also in the process of organizing a review of the school's job descriptions. Ms. Fuentes will also review the organization's best practices, put all pertinent documents into a library, draft and finalize the evaluation process, which will include the

Danielson Framework for teachers. There will be two separate evaluation templates which will address administration, support staff, and educators. Ms. Fuentes is in the process of initiating a full onboarding process for new staff and is working on standardizing this process. The next step will be to begin outreach for an employee assistance program.

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

a. Status of Current Recruitment: Closed

Mr. Abraham confirmed that student enrollment is paused at both schools, but he continues to work with the student recruitment committee to update the enrollment forms including the risk categories. Details such as student age, number of credits earned, and number of Regents passed, will be reviewed before new students are enrolled, with the goal being to enroll those who are older with fewer credits and Regents passed. Mr. Abraham confirmed that he is waiting for a new student enrollment start date from Dr. Asmussen which will be by the end of January 2026. Mr. Abraham also stated that when he receives permission from Dr. Asmussen to begin, he will begin the student enrollment process and will include parent coordinators at both schools.

b. Update on Committee Work

Mr. Abraham stated that New York City has developed risk categories. New Dawn in Brooklyn has seen a drop from 87% of their students being classified at-risk to a level of 65%. New Dawn in Queens only has an at-risk population of 57%. This is not good and not who New Dawn as a transfer school is mandated to serve. These include consideration of student age, number of credits, and the number of Regents a student has passed. Mr. Abraham stated that as an example, if there was a 16-year-old student who has 11 to 22 credits, technically that student would not be considered over-aged and under-credited. Whereas if there was a 16-year-old student with no credits earned, would be considered as over-aged and under-credited. Mr. Abraham stated that these are some of the factors that will be reviewed during the new student enrollment process. Having 35% and 43% of the students on track to graduate with their cohort group in four to five years has greatly increased the graduation rate, but this is not the group of students we should be serving. We need to readjust and get back to enrolling real transfer students.

Mr. Tabano stated that it is good that these new risk factors mandated by the state of New York are recognized and implemented in the schools recruiting plans. Mr. Tabano stated that the pause in student recruiting is well-timed so that both schools can adjust recruiting plans accordingly to meet these new requirements.

X. School Updates

a. Regents Results and Attendance—Dr. Sara Asmussen

Dr. Asmussen reported to the board that she was extremely happy and excited to report that Ms. Andrea Shingritis, Ms. Caritas Nzeyimana, who is now retired, Ms. Althea Dinnal, Mr. Fabrice

Alaiss, Mr. Marcus Fennel, Ms. Kashaya Adams, and Ms. Danielle Tennant all outperformed NY State with their student regents test results. Dr. Asmussen further stated that this is the first time that this has ever happened and that this news is inspirational for all. Mr. Tabano congratulated Dr. Asmussen. Dr. Asmussen also confirmed that these test results included the new Biology exam that was given during this Regents examination period and it demonstrated an 86% proficiency rate. Mr. Tabano stated that he was informed that the new Biology test is harder than the old Living Environment Regents which Dr. DiGaudio confirmed. Dr. DiGaudio further stated that there is a series of readings and students must analyze those readings. For example, one of the graphs on the test was a page long and students had to review and analyze it, answer questions, and provide written responses. Dr. DiGaudio stated that this involves several skills. Mr. Tabano asked if the Living Environment Regents were going to be terminated in June 2026 and Dr. DiGaudio confirmed that it was and that there will be a new ELA regents exam commencing in June 2026 as well.

b. Internship/Culinary—Ms. Nazli Flores

Ms. Flores informed the board that she will be going on maternity leave soon and will be out for the next few months. She also introduced Ms. Annick Aska as the new College and Career Manager for both schools. Ms. Aska was internship coordinator at the Brooklyn school and in her new role she will be overseeing the Internship and CTE programs at both schools. Ms. Aska greeted the board members and Mr. Tabano thanked her for taking on her new role and responsibilities.

c. Queens—Mr. Bilal

Dr. Asmussen confirmed that Mr. Bilal is still out on medical leave.

d. Brooklyn—Ms. Donna Lobato

Ms. Lobato reported to the board that the Brooklyn school has started peer mediation training. The school received a grant from New York State to fund this training. Ms. Lobato also stated that the timing for this training is perfect since the school is experiencing an increase in student conflicts. The training will take place over the course of approximately two (2) weeks. Students will be trained and will be involved in lower-level mediations. Dr. Lobato also informed the board that one student IEP was recently audited by CSC, which is normal at this time of the year.

Finally, Ms. Lobato informed the board members that upon returning from the upcoming break, Regents preparation will begin. Mr. Tabano thanked Ms. Lobato.

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

a. Update on Kitchen work in Queens

Mr. Brian Baer informed the board members that a fourth fire alarm vendor is coming to do a tour of the Queens school facility this week. Mr. Baer stated that he hopes the school does not need to spend even close to \$400,000 on a new fire alarm system. Mr. Baer also stated that based

on the installation that was done at the Brooklyn school a few years ago and current market pricing, installation costs should not be \$400K. Mr. Baer stated that he believes it should be about half of that projected cost and he expects when the vendor does come out to the Queens school the school will be able to get better pricing. Mr. Tabano asked Mr. Baer how long the fire alarm project will take to be completed once it is approved. Mr. Baer stated that he believes it will take four to five weeks to complete. Mr. Baer stated that Mr. Jose Obregon is confident that this vendor is looking to get better pricing by researching missing documentation at the DOB.

b. TCO versus COO

Mr. Brian Baer reported to the board members that efforts to get the final CCO are continuing and that there is good movement with FDNY. Various documents have been collected and submitted to FDNY. Mr. Baer stated that the school is now waiting for FDNY's final determination, and he is hoping to get that closed out. Mr. Baer stated that it will happen after the first of the year, but he is optimistic that this will get resolved soon.

c. Roof in Brooklyn

Mr. Baer informed the board members that he has submitted the revised pricing for the Roof project in Brooklyn and final documentation must be submitted once the final COO is obtained. The final COO is required to complete the student exercise area on the rooftop of the Brooklyn school.

Mr. Tabano asked the board members and staff present if there was any new business.

XII. New Business

Dr. Asmussen informed the board that Mr. Philip Weiden is NDCS's new grant manager and that he has been busy working on several grant opportunities in the last two weeks. Dr. Asmussen also mentioned that Mr. Weiden worked with Mr. Casio regarding the YMCA Grant. Mr. Tabano welcomed Mr. Weiden.

XIII. Public Comment

No public comment was made.

XIV. Adjournment

The Board of trustees agreed to meet again on January 27, 2026, at 11:00 A.M. The meeting was adjourned at 11:40 A.M.

**New Dawn Charter Schools Board of Trustees
January 27, 2026
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
347-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Brian Baer, Secretary, Mr. Jeffrey Casio, board member, Mr. Daniel Lewis, board member.

Board Members Absent: Ms. Katharine Urbati, Treasurer

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

Mr. Tabano welcomed all the board members to the meeting and then asked if there was a motion to accept the January 2026 Board of Trustees Meeting agenda.

I. Resolution: January 2026 Agenda—Mr. Ronald Tabano

Motion: Mr. Brian Baer motioned to accept and approve the January 2026 Board of Trustees meeting agenda.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

II. Resolution: December 2025 Minutes—Mr. Ronald Tabano

Mr. Tabano then asked the board members if there was a motion to accept and approve the December 2025 Board minutes.

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

Benchmark 5: Financial Management

Mr. Ramkissoo informed the board members that as in prior months, both schools continue to do well. Mr. Ramkissoo stated that the Brooklyn school was budgeted for three hundred ten (310) students and it is currently at three hundred thirty-six (336) students enrolled. Mr. Ramkissoo also stated that this number may change due to LTAs and new enrollments, but overall, the Brooklyn school is on track to meet its financial goal. Mr. Ramkissoo also stated that the Queens school has three hundred forty-seven students (347) enrolled versus the three hundred-fifty (350) that was projected for the school year. He further stated that student recruitment is paused for two (2) months but will resume in the coming month. Nevertheless, the Queens school is also on track to meet its financial objectives. Mr. Ramkissoo then asked the board members if there were any questions regarding the monthly financials. There were no questions.

Mr. Tabano then asked the board members if there was a motion to accept and approve the December 2025 financials.

a. Resolution: Monthly Financials

Motion: Mr. Jeffrey Casio motioned to accept and approve the December 2025 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the December 2025 financials.

Mr. Ramkissoo stated that he sent the 990 to all the board members prior to the meeting and asked if any of the board members had questions about the 990. There were no questions. Mr. Tabano then asked if there was a motion to accept and approve the 990 for submissions.

b. Resolution: 990

Motion: Mr. Jeffrey Casio motioned to accept and approve the 990 for submission.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the 990 for submission. financials.

Finally, Mr. Ramkissoo reminded the board members that he sent them a copy of the investment slide that Dr. Asmussen had presented and mentioned that the presentation went very well.

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

a. Speech Therapist

Dr. Asmussen informed the board members that there is a speech therapist onsite waiting to be interviewed. Dr. Asmussen also stated that Ms. Diane Ramjit was able to bring all the SPED hours up to fifty (50) minutes instead of the usual thirty (30) forty or (40) minutes aligning with our class periods. Dr. Asmussen also informed the board members that NDCHS Queens does not have a speech therapist yet. The Brooklyn school will provide insight on whether this will also work at NDCHS Queens.

b. Approved: change of staff titles, change in roles.

Dr. Asmussen informed the board members that a change of staff titles was implemented. The state did approve going to the C suite. Ms. Lobato and Ms. Crawley switched roles. Ms. Lobato is now going to manage SPED and counseling and Ms. Crawley is going to be the interim principal in NDCHS Brooklyn under the presumption that she will be moving to whatever new school opens as the principal. This will also give NDCHS Brooklyn approximately one year to hire someone as permanent principal. Dr. Asmussen asked if there were any questions. There were no questions.

Dr. Asmussen then brought to the attention of the board the need to approve the MOU with the YMCA in Jamaica, Queens. Mr. Tabano asked the board members if there was a resolution to accept and approve the MOU with the YMCA.

c. Resolution: YMCA MOU

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the MOU with the YMCA.

Dr. Asmussen also brought to the attention of the board the need to accept and approve the TIER Invoice for the charter school renewal. She also stated that Ms. Eapen continues to do an excellent job for the school in this area of expertise. Mr. Tabano concurred and asked the board members if there was a motion to accept and approve the TIER Invoice for the charter school renewal.

d. Resolution: TIER Invoice (charter renewal)

Motion: Mr. Brian Baer motioned to accept and approve the TIER Invoice for the charter school renewal.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the TIER Invoice for the charter school renewal.

Dr. Asmussen stated to the board members that the resolution regarding the conflict-of-interest agreement, which is to be signed by all board members resolution, must be accepted approved by the board members. Mr. Brian Baer remarked that he believed that the conflict-of-interest agreement was already signed by the board members at the beginning of the year. Mr. Casio concurred. Dr. Asmussen stated that she would double-check and so this and so this resolution was tabled until then.

e. Resolution: Conflict of Interest Tabled.

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

a. Brooklyn: Full!

Ms. Fuentes reported to the board that the Brooklyn school is now fully staffed.

b. Queens: Behavior Specialist, 1 SPED

Ms. Fuentes stated that there was an offer made to an aspiring teacher at the Queens school and an offer to a SPED teacher who started yesterday. Ms. Fuentes also stated that there is a possibility that a speech pathologist may also be hired at NDCS Queens. There are also two (2) other resumes which she is reviewing. Ms. Fuentes further informed the board members that New Dawn is partnering with the NYS Department of Labor. Representatives from the Department of Labor will be visiting on February 2, 2026, to do a site visit with the goal of helping the school draft a strategy component for staffing. Additionally, Ms. Fuentes stated that the school will continue to develop relationships with other schools to maintain a pipeline for any educational positions that may become available at New Dawn.

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

a. Enrollment Plan for February 2

Mr. Ramkissoo reported that there was not much to report in this area as enrollment numbers look positive for both schools. Mr. Ramkissoo stated that he is expecting a sizable number of new student recruits to start coming in soon.

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

a. COO updates.

Dr. Asmussen reported to the board members regarding an unexpected and significant water leak that occurred in the Brooklyn school over the weekend and specifically in the reception area. This water leak caused the ceiling to collapse and inundate the entire reception area. Dr. Asmussen also informed the board that the water that caused the ceiling in the reception area to collapse also triggered the fire alarm. The FDNY responded accordingly to the emergency and came into the building forcibly prying the front and back door. This forced entry resulted in damage to those doors. Also, the water flooded the area and caused the alarm panel to sound alert signals which still cannot be turned off signifying that the alarm panel might be damaged. Dr. Asmussen also reported to the board that the FDNY had to force their way into the sprinkler control room, which caused severe damage to that door. Only then was the FDNY able to turn off the flow of water. On a positive note, Dr. Asmussen stated that the fire alarm obviously worked as it should and notified FDNY, but now she believes that the damage will affect the school from getting a final COO. Mr. Baer asked what caused the leak and Dr. Asmussen stated that it may have been a broken water pipe bursting over the ceiling. Mr. Baer commented that it may also be a result of a broken roof water drainpipe.

Mr. Baer asked that Mr. Obregon take pictures of the damage and Dr. Asmussen confirmed that he will and that she also has video of the incident. Mr. Baer stated that this will be needed to file with the insurance company. Mr. Ramkissoon also confirmed that he would be filing a claim since the damages will exceed five thousand dollars. Mr. Baer stated that he believes that repair costs will be significantly more than five thousand dollars. Mr. Ramkissoon stated that he also believed that water may have come down from the roof since there is much snow on the rooftop and that water resulting from the melted snow may have seeped through the floors. Mr. Baer stated that he will get with Mr. Obregon and visit the school tomorrow to look at the damages and ascertain a cause for the incident.

b. Building Updates

Mr. Baer informed the board that he is waiting for the final proposal for the fire alarm in Queens. Mr. Baer stated that he has pressed the vendor to get the proposal to him by close of business today. Mr. Baer further stated that he realizes that everyone is anxious to get that that work started and done. Mr. Baer also informed the board that regarding the COO for the Brooklyn school, there is some paperwork that needs to be re-filed with the FDNY because the original engineer at CFS left the company. Unfortunately, it is going to cost the school money again to get this refiled, but that is the last component needed regarding the fire alarm system. Mr. Baer finally stated that he is expecting to get this paperwork resolved by the end of February so the school can finally obtain the COO and proceed with the filing.

Lastly, Mr. Baer stated that tomorrow he will visit the school and try to determine the cause of the aforementioned water damage. He stated that he believes that something else caused the water to leak other than the snow on the roof. Dr. Asmussen also confirmed that there was no water leak on any other floor above the reception area.

c. Queens Kitchen

Not discussed.

VIII. New Business

Dr. Asmussen informed the board members that she became aware recently that Ms. Katharine Urbati, board member, had recently passed away. Dr. Asmussen informed the board members that this was truly shocking and sad news and that she was still trying to gather the details of Ms. Urbati's passing. All the board members expressed their sadness regarding this unexpected news. Dr. Asmussen stated that she is still trying to reach out to Ms. Urbati's relatives and friends to try to get more information that she can share.

IX. Public Comment

No public comment was made.

X. Adjournment

The board members agreed to meet again on February 24, 2026. The meeting was adjourned at 11:36 A.M.

**New Dawn Charter Schools Board of Trustees
February 24, 2026**

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, Brian Baer, Secretary, Mr. Jeffrey Casio, ViceChair, Mr. Daniel Lewis, board member.

Board Members Absent:

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, CEO; Mr. Steve Ramkissoo, CFO; Mr. Jose Obregon, COO; and Ms. Emily Predmore, Data Specialist

I. Executive Session

Mr. Tabano welcomed all the board members to the meeting and then asked if there was a motion to accept the February 2026 Board of Trustees Meeting agenda.

II. Resolution: February 2026 Agenda—Mr. Ronald Tabano

Motion: Mr. Brian Baer motioned to accept and approve the February 2026 Board of Trustees meeting agenda.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

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

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

Mr. Ramkissoon informed the board members that the Brooklyn school surpassed the three hundred ten (310) student enrollment number that was projected. He also stated that the school has and has three hundred thirty-six (336) students enrolled and that student recruitment continues at the Brooklyn school. Mr. Ramkissoon further stated that he believes that the Brooklyn school will surpass the projected budget numbers. Mr. Ramkissoon also stated that SPED enrollment is higher than projected, increasing the budget. Mr. Ramkissoon stated that he saw nothing of concern affecting the Brooklyn school budget and asked if the board members had any questions regarding the Brooklyn school. There were no questions.

For the Queens school, Mr. Ramkissoon stated that there were three hundred forty-seven (347) students enrolled versus the three hundred fifty (350) students that were projected. He also stated that, as with the Brooklyn school, the number of SPED students enrolled is higher than forecasted. He stated that the Queens school is now above the budgeted numbers. Mr. Ramkissoon lastly stated that he saw no red flags concerning the Queens school and 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 January 2026 financials.

a. Resolution: Monthly Financials

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

Mr. Tabano confirmed with the board members if the Security contract was discussed during the Executive Session. All the board members confirmed that it was discussed. Mr. Tabano also asked if there was anything further that needed to be discussed concerning the security contract. All the board members confirmed that there was nothing further that needed to be discussed. Mr. Tabano then asked the board members if there was a motion to accept and approve the security contract.

b. Resolution: Security Contract

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

Mr. Obregon informed the board members that both schools have a need for additional Chromebooks since it is now at least three (3) to four (4) years since the last purchase of such devices. Mr. Obregon also stated that three (3) to four (4) years is the approximate life expectancy for these devices and that he obtained three (3) separate quotes from Dell, Inc. Staples Co, and Global Computer Co. for one hundred (100) devices of which fifty (50) will go to each school. Mr. Obregon confirmed that Global Computer, Co. has offered the best price and that he recommended going with Global Computer Inc.

Mr. Tabano then asked the board members if there was a resolution to accept and approve the purchase of one hundred Chromebooks from Global Computer Co. as Mr. Obregon had recommended.

a. Resolution: Chromebooks

Motion: Mr. Brian Baer motioned to accept and approve the purchase of one hundred Chromebooks from Global Computer Co.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the purchase of one hundred (one hundred) Chromebooks from Global Computer Co.

Mr. Brian Baer explained to the board members that when the kitchen renovation at the Queen's school was done, it required the rehabilitation of the entire fire alarm system for the building. Mr. Baer also stated that Barone Management obtained two (2) quotes for the installation of a new fire alarm system. Mr. Baer stated that the two quotes numbered in the three hundred thousand (300K) to three hundred-fifty (350K) dollar range. A third company, Linkage Alarm Co., was able to offer the same alarm system installed in the approximate two hundred thirty (230K) to two hundred fifty (250K) dollar range even if a new generator or a UPS system needed to be installed. Mr. Baer also stated that what is needed to begin this project is the completion of the design work so that FDNY can approve the installation. Mr. Baer further stated that subsequently, he was presenting to the board members, for their approval, the design work proposal.

Mr. Tabano asked Mr. Baer why Barone's quotes are so high compared to the Linkage quote. He replied that he could see no reason why they were so expensive. Mr. Tabano asked the board members if there were any questions for Mr. Baer. There were no questions. Mr. Baer then asked the board members if there was a motion to accept and approve the Queens Fire Alarm mapping proposal.

b. Resolution: Queens Fire Alarm mapping

Motion: Mr. Jeffrey Casio motioned to accept and approve the Queens Fire alarm mapping proposal.

Motion Seconded: Mr. Daniel Lewis seconded the motion.

Vote: The board voted to accept and approve the Queens Fire alarm mapping proposal.

Mr. Baer abstained from voting.

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

a. Brooklyn: Aspiring Teacher

Dr. Asmussen informed the board members that the newly hired aspiring teacher at the Brooklyn school unexpectedly resigned. Consequently, the school is looking for another candidate to fill that vacant position.

b. Queens: 1 SPED

Dr. Asmussen informed the board that the Queens school hired an excellent behavioral specialist. The new behavioral specialist is currently onboarding at the Brooklyn school this week and is working with Ms. Spragion to understand the expectations for the position. Dr. Asmussen further stated that there are two (2) SPED teacher positions open at the Queens school, but what is likely to happen is that one (1) SPED teacher and one (1) ELL teacher will be hired. Dr. Asmussen also informed the board that a new speech language pathologist has started in Brooklyn and that she is still looking for a speech language pathologist for Queens.

Mr. Tabano asked if there were any questions for Dr. Asmussen. There were no questions.

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

a. Queens Closed

Mr. Ramkissoo confirmed that the Queens school has met the enrollment numbers and that student recruiting is on pause.

b. Brooklyn Ongoing

Mr. Ramkissoo stated that recruiting in Brooklyn continues and that new enrollments will start in the summer or in September 2026.

Dr. Asmussen informed the board that there are several students waiting to be discharged, but the NYC DOE is not processing discharges. Dr. Asmussen also confirmed that neither school is billing for these students. Dr. Asmussen also informed the board that this is the first year since NDCHS opened, since the school has met its full numbers on BEDS Day. Dr. Asmussen further stated that this year, for the first time, NDCS almost achieved three hundred fifty (350) students at both schools. Dr. Asmussen further stated that the reason this is important is because it creates such a behavioral difference when teaching in a school that does not have a new student walking into classrooms every day. Dr. Asmussen explained that if everybody is enrolled by October, teachers do not have to play catch up with the November, December, and January enrollees. Dr. Asmussen further stated that this is the first year the school has been able to do this and that she has seen a significant behavioral change. Dr. Asmussen stated that there are fewer classroom disruptions having a stable student population. Going forward, the schools are going to try hard to make sure that they have as many kids as possible by BEDS Day going forward.

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

a. COO updates

Mr. Brian Baer reported that the new filing has changes which include the current engineer that is employed by CFS is now submitted to FDNY along with the as-builts. Mr. Baer also stated that there are still some challenges with the plumber to get the sign off on the new water service. Mr. Baer further stated that he and Mr. Obregon are trying to put pressure on them to make that all happen.

b. Brooklyn Roof

Mr. Baer stated that until the Brooklyn school gets the final COO, not much of anything can be done on the roof renovations. Nevertheless, Mr. Baer stated that everything is all queued up and ready to go as soon as the final COO is obtained.

c. Queens Kitchen

Mr. Baer stated that the fire alarm project that he spoke about previously is most important to finish that project.

VIII. New Business

a. Board Elections

Dr. Asmussen informed the board that she will get the board evaluation and her evaluation out to all the board members and that there will be board elections next month. Dr. Asmussen also stated that, unfortunately, the board will need another Treasurer.

b. Other Annual Activities

Dr. Asmussen informed the board members that she is going through all school policies and determining which ones need to be updated. She also informed the board members that there are some changes in the time off law for New York City. Therefore, Dr. Asmussen informed the board members that there is a need to update the personnel handbook. Considering this, Dr. Asmussen stated that she has decided to revise the whole handbook rather than just that one section, doing a full review to make sure that everything is aligned. Dr. Asmussen informed the board members that, as a result, they will be getting a lot of policies to read. Dr. Asmussen also stated that Mr. Obregon will be sending out various Docu-Sign notifications regarding the annual report.

Mr. Obregon then stated that he wanted to acknowledge Mr. Casio, who informed him of the Global Computer Sales company that was a cost saver compared to the other companies.

Dr. Asmussen also thanked Mr. Casio for the YMCA project that now enables Queens students to utilize the YMCA facilities near the school and engage in activities such as training on how to be a referee. There are approximately forty (40) to fifty (50) students who participate each week in these activities and other career training activities. Dr. Asmussen stated that the students love this opportunity and are enthusiastic about it.

IX. Public Comment

No public comment was made.

X. Adjournment

The board decided to meet again on Tuesday March 24, 2026, at 11:00 A.M. The board meeting was adjourned at 11:36 A.M.

New Dawn Charter Schools Board of Trustees

March 24, 2026

11:00 a.m.: Annual 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, Brian Baer, Secretary, Mr. Jeffrey Casio, board member, Mr. Daniel Lewis, board member.

Board Members Absent: None

Staff Members/ Visitors Present: NDCS: Dr. Sara Asmussen, CEO; Mr. Steve Ramkissoo, CFO; Ms. Emily Predmore, Data Specialist; Mr. Jose A. Obregon, COO; Dominique Fuentes, COHR. NDCHS: Ms. Janisha Crawley, Interim Principal. NDCHS II: Mr. Muhammad Bilal, Principal.

General Meeting

Mr. Tabano greeted all the attendees then asked the board members if there was a motion to accept and approve the March 2026 Board of Trustees meeting agenda.

I. Resolution: March 2026 Board Meeting Agenda—Mr. Ronald Tabano

Motion: Mr. Brian Baer motioned to accept and approve the March 2026 Board of Trustees meeting agenda.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

II. Resolution: February 2026 Minutes—Mr. Ronald Tabano

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

a. Monthly Financials

Mr. Ramkissoon reported that regarding the Brooklyn school, the school is above projected enrollment numbers and there is a net surplus which indicates that the school continues to do well. Mr. Ramkissoon further stated that the Queens school is in a similar financial posture and that the school has met its enrollment budgeted numbers of at least three hundred fifty (350) students and stated that the Queens school is on track to meet its financial objectives. He then 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 February 2026 financials.

Resolution: Approval of Financials

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

IV. Contracts/Policies—Ms. Dominique Fuentes
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. New 32 Hours Unpaid Time Policy

Ms. Fuentes presented a required policy update related to the New York City earned safe and sick time, which was effective February 22 of this year. Ms. Fuentes stated that this is a compliance update with very minimal impact on school operations or financial resources. Ms. Fuentes also stated that this new policy does require the school to formalize and align current policy with payroll tracking and employee communication regarding the changes that this policy brings. The law now requires employers to provide an additional thirty-two (32) hours of unpaid sick time leave for employees and this additional time is available immediately upon hire and at the end of each calendar year. Ms. Fuentes emphasized that this is separate from the existing paid leave policy enacted under New York City Law and is also separate from the current prenatal law. Ms. Fuentes asked the board members if there were any questions regarding this new

requirement. Ms. Fuentes then asked the board members if there were any questions regarding this new law. There were no questions.

Ms. Fuentes then stated that New Dawn Charter schools is well positioned to implement this new requirement. Ms. Fuentes explained to the board members that the school currently provides unpaid leave to its employees. However, Ms. Fuentes explained, the current policy does not explicitly define the new thirty-two (32) hours of unpaid leave entitlement. Subsequently, Ms. Fuentes recommended three (3) key changes to the employee handbook that will define and outline those additional thirty-two (32) hours of unpaid leave. Ms. Fuentes also recommended that the finance department establish a new payroll code. Ms. Fuentes stated that this new payroll code will help differentiate what is categorized as current unpaid leave and what is categorized as the new protected unpaid leave under NYC law.

b. Total Fire Protection—Dr. Sara Asmussen

Dr. Asmussen briefed the board members that the school renewed its contract with Total Fire Protection Company. TFP is a company that inspects, services, and documents compliance of fire control devices such as smoke detectors, the sprinkler system, fire extinguishers, and the kitchen Ansul System as required by NYC law. Dr. Asmussen further stated that Mr. Brian Baer and Mr. Jose Obregon reviewed the contract before it was renewed.

Mr. Tabano acknowledged that he did receive a copy of the contract and all the board members received it as well. Mr. Tabano asked if there were any questions from the board members. There were no questions.

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

a. Brooklyn: Aspiring Teacher

Ms. Fuentes confirmed that there is a job posting for an aspiring teacher at the Brooklyn school.

b. Queens: SPED

Ms. Fuentes also confirmed that there is a SPED teacher, Speech Therapist, and guidance counselor position posted for the Queens school.

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

a. Status of Current Recruitment

Mr. Ramkissoon reported to the board members that student recruiting has halted at the Queens school since there are now three hundred fifty (350) students enrolled at that location. He also stated that now there is a student waiting list for future and potential student enrollments.

Mr. Ramkissoon also reported that the Brooklyn school is just fifteen (15) students short of meeting the three hundred-fifty (350) student enrollment goal. Mr. Ramkissoon also informed the board members that Mr. Abraham is continuing to reach out to other schools for potential student recruits, and that Ms. Fields has enrollment appointments scheduled for today. Finally, Mr. Ramkissoon stated that student recruitment is going very well at both schools.

Dr. Asmussen commented to the board members that this is the first year on BEDS Day that New Dawn is within 10/15% of the targeted three hundred fifty (350) student enrollment in fifteen (15) years. Dr. Asmussen further stated that this was excellent, and hopefully, this is an indication of how well the recruitment of students goes when the focus is on such. Dr. Asmussen stated that the school will continue with this effort. Dr. Asmussen also stated to the board members that it is interesting to note that when the school is not adding three (3) new kids every day to classes, the student behaviors are completely different. There is a consistent, stable culture, and it is noticeably different.

VII. School Updates

a. Brooklyn—Ms. Janisha Crawley

Ms. Crawley informed the board members that a C week plan was created along with a C week re-engagement plan. Ms. Crawley also stated that students are now able to stack their early bird credits so they can leave at least one day 30 minutes early instead of the usual 15 minutes early on any given day. Ms. Crawley stated that students are excited about this. Additionally, Dr. Asmussen approved a new retention plan, and it will be implemented soon. Ms. Crawley further stated that April 14, 2026, is Open School Night and parent/teacher conferences. Ms. Crawley also confirmed that teachers and students are aware that the last day of this quarter is April 1, 2026. Additionally, teachers will continue to reach out to parents and students.

Finally, Ms. Crawley also informed the board members that she and Ms. Ramjit will be attending the BARR Conference from April 21 to April 24, 2026. Ms. Crawley also stated that she and Ms. Ramjit will be making a presentation on teacher and student cohorts and how they should align.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal confirmed that all teachers received their observations and he will be finishing post observations with all the teachers by Monday. He will continue to conduct walk-throughs and informal engagements. Mr. Bilal stated that he will be conducting an engagement PD on Wednesday. Mr. Bilal also stated that he will be providing feedback and monitoring, in collaboration with Dr. DiGaudio, scope and sequence. He stated that he will be making sure the math and ELA teachers are following the curriculum since this is where the most growth is needed when it comes to student outcomes on the Regents. Mr. Bilal also informed the board that suspensions are down by 40% from where they were this time last year and he is striving to get them down even further.

VIII. Facilities—Mr. Brian Baer

a. Update on Kitchen work in Queens

Mr. Brain Baer informed the board members that the Queens fire alarm is still in progress. The designer came to the site last week to do a walk-through. Subsequently, the design drawings for the new fire alarm system at Queens is in progress. Mr. Baer also reminded the board members that the pricing for the new fire alarm system is significantly lower than earlier quotes, both of which were priced at over 350K. The current quote and, even on the high side, with a generator or an uninterrupted power supply, will cost between 250K and 290K. Therefore, there are significant savings. Mr. Baer also stated that now there is a design component that must be completed and then get approved by FDNY.

Mr. Obregon mentioned to Mr. Baer that he will get with Mr. Giancarlo De Lellis from Barone Management about a few small punch list items that still need to be addressed in the Queens kitchen.

b. COO update

Mr. Baer informed the board members that FDNY indicated that the ACP 21 asbestos control permit needs to be updated and stated that he is contacting the previous vendor to get a new submission created. Mr. Baer also stated that the temporary certificate of occupancy has been renewed and hopefully the final COO can be obtained sooner than later. He believes that FDNY has slowed the process by demanding numerous requirements, but he believes that the school is getting closer to finalizing the matter. Mr. Baer stated that, in short, it just comes down to paperwork. He also stated that “As built” have been updated and uploaded to the portal. All that is needed now is to get the ACP 21 created, signed off, and submitted.

c. Roof in Brooklyn: on hold until COO

Mr. Baer informed the board members that Brooklyn roof project is in a holding pattern until the COO is finalized. He would like to have an offline conversation with Dr. Asmussen and Mr. Ramkissoon about what needs to get done on the grant funding for the roof project.

Mr. Tabano asked if there were any questions regarding Mr. Baer’s report. There were no questions.

IX. Board Elections—Mr. Ronald Tabano

Mr. Tabano informed the board members that board members are due for election/re-election. He asked the board members if they all agreed to be re-elected to the New Dawn Charter School Board of Trustees. All board members agreed that they would like to be re-elected. Mr. Tabano then asked if there was a resolution to re-elect all the current board members to the NDCS Board of Trustees.

a. Election of Board Members

Resolution: Board Members

Motion: Mr. Jeffrey Casio motioned to re-elect all current board members to the NDCS Board of Trustees.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the re-election of all current board members to the NDCS Board of Trustees.

b. Discussion about strategies to identify new members.

Mr. Tabano stated to the board members that there is a need for additional Board members and especially since Ms. Urbati was no longer present. Mr. Tabano suggested that the board recruit someone with an accounting/business background and someone who may be a lawyer or who can provide legal advice. Dr. Asmussen stated that Mr. Casio provided her with a resume who might be a suitable candidate for board member. Dr. Amussen also stated that Mr. Baer and Mr. Casio recommended recruiting someone from Newburgh, NY. as a board member.

Dr. Asmussen stated that the CSO NYSED informed her that the ND board needed to add at least two (2) more board members since right now it is out of compliance. New Dawm will comply with board membership requirements as soon as someone is identified. Mr. Tabano then re-stated that the two (2) new board members should be familiar with accounting and a lawyer. Mr. Baer stated that he knew people who were attorneys and asked Dr. Asmussen to send him a job description for the board membership positions so he could start the process of recruiting these new individuals.

X. Evaluations

a. Open School (Board evaluation) and McKinsey & CEO evaluation)

Mr. Tabano reminded the Board that self-evaluation and the evaluation of the CEO need to be completed and suggested this be done in a special meeting following the regular board meeting in April. It was agreed that Mr. Obregon will send out the zoom invite prior to the meeting and then give control to a member of the Board.

Mr. Dan Lewis asked Mr. Ramkissoon why the facility operation and maintenance cost is so much higher at the Queens school than in Brooklyn school. Mr. Lewis also stated that the expenses are almost five (5) times higher at the Queens School. Mr. Ramkissoon replied that rent expenditures were included in that expenditure category as opposed to the Brooklyn school which has mortgage expenses but not rent expenditures.

XI. New Business

There was no new business discussed.

Nt

XII. Public Comment

There was no Public Comment.

XIII. Adjournment

The meeting was adjourned at 11:42 A.M and the next board meeting was scheduled for April 28, 2026, at 11:00 A.M. This will be followed by a special session for the purpose of evaluating the Board and the CEO.

New Dawn Charter Schools Board of Trustees

April 28, 2026

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, Brian Baer, Secretary, Mr. Jeffrey Casio, Vice Chair, Mr. Daniel Lewis, board member.

Board Members Absent:

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

General Meeting

Mr. Tabano greeted all the attendees then asked the board members if there was a motion to accept and approve the April 2026 Board of Trustees meeting agenda.

I. Resolution: April Agenda—Ronald Tabano

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

II. Resolution: March 2026 Board Minutes—Mr. Ronald Tabano

Motion: Mr. Brian Baer motioned to accept and approve the March 2026 Board of Trustees minutes.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

a. Monthly Financials

Mr. Ramkissoon reported to the board that currently the Brooklyn school has three hundred ten (310) students enrolled versus the three hundred-fifty (350) student enrollment goal. He also reported that the school remains on track to meet its yearly financial objectives. Mr. Ramkissoon further reported that the Queens school has met its three hundred fifty (350) student enrollment goal and is also on track to meet its financial objectives. Mr. Ramkissoon then concluded his financial report by stating that he saw no red flags in either school financially. He then asked if there were any questions. There were no questions.

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

Resolution: Approval of Financials

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

Motion Seconded: Mr. Dan Lewis seconded the motion.

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

b. SAX Audit Contract

Mr. Ramkissoon informed the board member that SAX Auditing company would like to start the annual audit early this year. Mr. Ramkissoon also stated that, normally, they would submit their proposal so they can start the Audit in July. However, this year they submitted their engagement letter earlier. Mr. Ramkissoon also stated that the cost of the audit has gone up by only one thousand (1K) dollars which is reasonable. Therefore, Mr. Ramkissoon recommended to the board that it accept the audit proposal. Mr. Tabano then stated that the school is familiar with SAX and he supports using them again. Mr. Tabano then asked the board members if there was a motion to accept the SAX audit contract for New Dawn this fiscal year.

Resolution: SAX

Motion: Mr. Brian Baer motioned to accept and approve the SAX audit contract for New Dawn Charter School this fiscal year.

Motion Seconded: Mr. Dan Lewis seconded the motion.

Vote: The board voted unanimously to accept and approve SAX audit contract for New Dawn Charter School this fiscal year.

IV. Contracts/Policies—Various
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 5: Financial Management
Benchmark 6: Board Oversight & Governance

a. IXL Measurement Contract—Dr. Lisa DiGaudio

Dr. DiGaudio explained to the board members that IXL is the tool that schools use to do pre-testing for reading and math. Dr. DiGaudio stated that both schools will utilize the program, and licensing fees remain reasonable without any out of the ordinary costs. Finally, Dr. DiGaudio recommended to the board that it approves renewal of the IXL measurement contract.

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

Resolution: IXL

Motion: Mr. Dan Lewis has motioned to accept and approve the renewal of the IXL Measurement contract.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

b. Chalk Contract—Dr. Lisa DiGaudio

The Chalk contract was not received, therefore, the board tabled voting on this item.

c. TIER LTW Contract—Dr. Sara Asmussen

Dr. Asmussen explained to the board members the stipulations that the Learning to Work Grant required. Dr. Asmussen explained that the grant application is due the last week in May and that the only way to meet the deadline with our current work load is to hire a consultant. Dr. Asmussen stated that the consultant that she is recommending has agreed to put in writing that if for some reason the consultants do not submit the grant, New Dawn will be reimbursed for all payments made to date. Mr. Tabano asked, who is the CMO for the grant and Dr. Asmussen confirmed that it will be New Dawn Charter Schools.

Mr. Tabano then asked the board members if there was a motion to accept and approve the TIER LTW Contract.

Resolution: TIER

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

Motion Seconded: Mr. Dan Lewis seconded the motion.

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

d. CCTV Contract—Mr. Jose Obregon

Mr. Obregon informed the board members that there is a need to install two (2) additional CCTV cameras on the rooftop landing in Stairwell A and B at the Brooklyn school. Mr. Obregon also stated that, lately, students have been venturing to the roof landing and are hiding there. To prevent this from happening, there is a need to have cameras installed that will alert staff when someone travels up to the roof without permission. Additionally, Mr. Obregon informed the board that the camera in the reception area in the main lobby that was damaged by the water leak

incident needs to be replaced. Mutual Security, the security company that the school currently contracts, will do the installation.

Mr. Tabano asked the board members if there was a motion to accept and approve the Mutual Security Co, CCTV contract.

Resolution: CCTV Contract

Motion: Mr. Brian Baer motioned to accept and approve the Mutual Security Co, CCTV contract.

Motion Seconded: Mr. Jeff Casio seconded the motion.

Vote: The board voted unanimously to accept and approve the Mutual Security Co, CCTV contract.

V. Proposed Board Member

a. Susan Tenner—Mr. Ron Tabano

Mr. Tabano asked the board members if they all received Ms. Susan Tenner's resume, who is being considered as a new board member for the New Dawn Charter Schools board of trustees. All the board members confirmed that they did receive Ms. Tenner's resume. All board members agreed that she was an exceptional candidate for board member.

Mr. Tabano then asked if there was a motion to accept and approve Ms. Susan Tenner as a New Dawn Charter Schools board of trustees member.

Motion: Mr. Brian Baer motioned to accept and approve Ms. Tenner as a New Dawn Charter Schools board of trustees member.

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

Vote: The board unanimously declared that 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 Susan Tenner as a member to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by NYSED. The resolution approving Susan Tenner is adopted upon NYSED's approval.

b. Potential Newburgh Board Member—Dr. Sara Asmussen

Dr. Asmussen reported to the board that Ms. Nyddia Lugo is back from sabbatical leave, and that she has identified a retired teacher who is from Newburgh, NY who is interested in becoming an NDCS Board member.

VI. Newburgh Update—Various

Dr. Asmussen also stated that there seems to be a growing interest from people that live in the Newburgh area to become board members and that she would inform the board of any new events or developments regarding Newburgh as they become available.

VII. Renewal NDCHS Update

Dr. Asmussen informed the board members that two benchmarks were already completed. Dr. Asmussen also stated that when Mr. Paolo Giovine from NYSED came to conduct an onsite visit, it went very well. Dr. Asmussen stated that the renewal process will be completed by August 2026.

VIII. Staff Recruitment—Ms. Dominique Fuentes

Benchmark 2: Teaching and Learning

Ms. Fuentes informed the board that, regarding Newburgh, tomorrow morning she will have a recruitment meeting with the executive director at SUNY orange at Newburg, NY. Ms. Fuentes also stated that this will be a great partnership and she is looking forward to that meeting. Regarding staffing and recruiting, Ms. Fuentes confirmed that there is still a need for two (2) SPED teachers and a counselor. Ms. Fuentes stated that she is still in the process to fill those vacant positions.

a. Update on JD/Evaluation Process

Ms. Fuentes stated that New Dawn is in the final stage of rolling out the JD/Evaluation process program. The target date is the end of quarter two, or early Quarter Three, for the performance evaluation program to be implemented across both campuses. Ms. Fuentes then asked if there were any questions. There were no questions.

VII. Student Recruitment

Benchmark 6: Board Oversight & Governance

Benchmark 7: Organizational Capacity

a. Closed

VIII. School Updates

a. Brooklyn—Ms. Janisha Crawley

Ms. Crawley informed the board members that ELA field testing will commence in May 2026 and the speaking portions for NYESLAT are still ongoing. Also, that portion of the NYESLAT is scheduled to be completed by the end of this week for most of the students. Ms. Crawley reported that the BARR Conference went well where she made a presentation at the conference where she talked about what programs are implemented at New Dawn Charter School. Ms. Crawley also stated that there were approximately twenty-seven (27) attendees who reached out to her asking how New Dawn conducts its programs. Ms. Crawley stated that post observations are completed and that projections will be done by the end of this week. Finally, Ms. Crawley asked if there were any questions for her. There were no questions.

b. Queens—Mr. Muhammad Bilal

Mr. Bilal informed the board that he is doing projection meetings now and that he should be done next week. Mr. Bilal further stated that he and teachers are striving to identify students who are in Regents classes and whether they are likely to pass their Regents exam so they can help those students who will need extra help. Mr. Bilal stated that NDCHS II is conducting NYSESLAT testing and should be complete next week. Mr. Bilal also stated he just finished the

scheduling of proctors for the Regents exams and is making sure all the students are placed in classrooms with their proper accommodation. Finally, Mr. Bilal stated that he is creating the schedule for year-end evaluations that will start in late May 2026 for the teachers. Mr. Bilal asked if there were any questions. There were no questions.

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

a. Update on Kitchen work in Queens

Mr. Baer stated that the fire alarm design has been approved by New Dawn and by the property owner. That design is being submitted to FDNY and NYC DOB for their approval and it is expected to be approved, conservatively, by the middle to the end of May 2026. Work is projected to start in June 2026.

b. COO update

Mr. Baer informed the board that the Brooklyn school is drawing closer to getting its final COO. Mr. Baer further stated that all the fire department components have been completed and updated and approved on the portal. Mr. Baer also stated that what is needed now is a final inspection of the fire alarm by FDNY. Also, Mr. Baer stated that the Master plumber still must complete the documentation necessary to resolve the water meter violation that is still outstanding. Mr. Baer stated that he and Mr. Obregon are pressing the plumber to get this accomplished ASAP. Mr. Baer asked if there were any questions. There were no questions.

c. Roof in Brooklyn: on hold until COO

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

Dr. Asmussen informed the board that it is a requirement to have one hundred eighty (180) school days scheduled, but right now there are only one hundred seventy-nine (179) scheduled. Dr. Asmussen asked the board to allow her to have the staff vote on which days they will be off. Dr. Asmussen also stated that her preference is to come back two days earlier than the DOE calendar which allows one hundred eight-one (181) school days. This will also allow the school more flexibility when it comes to letting staff leave a day early for Christmas break and do away with the extra day in June that the DOE has scheduled.

Mr. Tabano asked the board members if they agreed to let Dr. Asmussen take a staff vote on which days they would like to have off. The board members agreed that this was a clever idea.

XI. New Business

No new business was discussed.

XII. Public Comment

There was no public comment.

XIII. Adjournment

The board adjourned at 11:38 A.M. and went into executive session. The next meeting was scheduled for May 26, 2026, at 11:00 A.M.

Executive Session

Present: All Board members and Dr. Asmussen

An update on a current lawsuit was discussed. The case had gone through a mediator and a resolution was reached. All Board members had been given the outcome earlier.

The Board voted to accept the resolution and close the case.

New Dawn Charter Schools Board of Trustees

May 26, 2026

Board Meeting Minutes

**New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217**

**New Dawn Charter High School II
89-25 161st Street
Jamaica, NY 11432
547-505-9101**

Board Members present: Mr. Ronald Tabano, Chairperson, Brian Baer, Secretary, Mr. Jeffrey Casio, Vice-Chair, Mr. Daniel Lewis, board member, Ms. Susan Tenner, board member.

Board Members Absent: None

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

General Meeting

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

I. Welcome New Board Member!

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

II. Resolution: May Agenda—Ronald Tabano

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

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

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

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

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

IV. Financials—Mr. Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Resolution: Monthly Financials

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

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

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

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

Motion Seconded: Mr. Dan Lewis seconded the motion.

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

b. Resolution: Approval of 2026-2027 Financials

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

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

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

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

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

V. Contracts/Policies—Various

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 5: Financial Management

Benchmark 6: Board Oversight & Governance

a. Power School Chalk Contract—Dr. Lisa DiGaudio

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

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

Resolution: Chalk Contract

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

b. Special Counsel Retainer—Dr. Sara Asmussen

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

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

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

Resolution: Retainer

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

c. Jupiter Invoice Contract—Dr. Sara Asmussen

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

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

Resolution: Jupiter

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

d. Jack Jaffa Contract—Mr. Jose Obregon

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

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

Resolution: Jack Jaffa

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

e. MSP Contract – Mr. Jose Obregon

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

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

Resolution: MSP Contract

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

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

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

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

Resolution: Discipline Policy and Code of Conduct

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

Motion Seconded: Mr. Brian Baer seconded the motion.

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

VI. Newburgh Update—Various

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

VII. Renewal NDCHS Update

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

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

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

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

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

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

- a. **Closed**

X. School Updates

a. Brooklyn—Ms. Janisha Crawley

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

b. Queens—Ms. Muhammad Bilal

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

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

a. Update on Kitchen work in Queens

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

b. COO update

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

c. Roof in Brooklyn: on hold until COO

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

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

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

Motion Seconded: Mr. Jeffrey Casio seconded the motion.

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

XIII. New Business

None

XIV. Public Comment

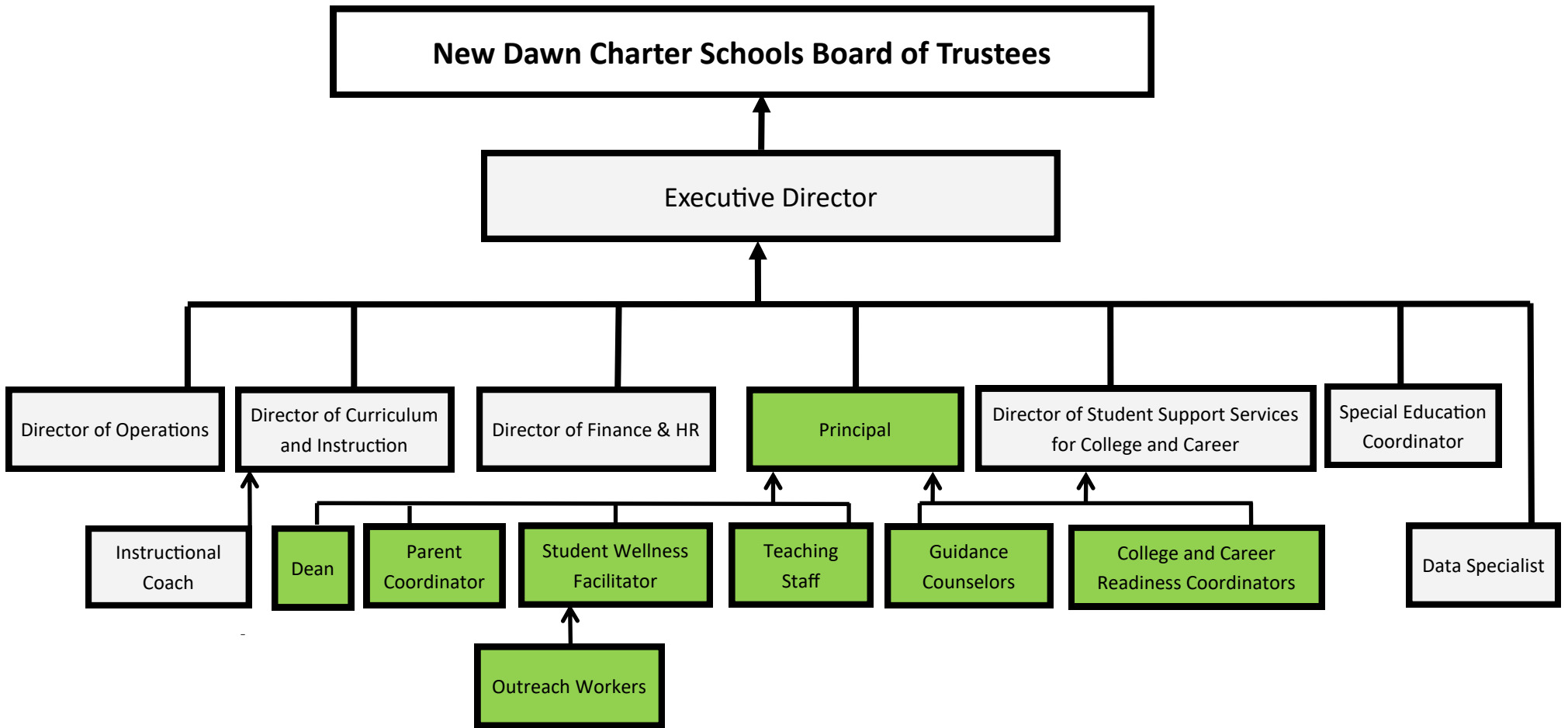
None

XV. Adjournment

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

Executive Committee

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



2026-2027 New Dawn Charter Schools Calendar

September 2026				16 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
	1—Vacation	2—Vacation	3—Vacation	4—Vacation
7—Labor Day Holiday	8—First Day; All Report	9	10	11
A & B Week 14	15	16	17	18
21—Yom Kippur Holiday	A Week 22	23	24	25
B Week 28	29	30		

October 2026				21 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week			1	2
A Week 5	6	7	8	9
B Week 12— Indigenous People Day Holiday	13	14	15	16
A Week 19	20	21	22	23
B Week 26	27	28	29	30

November 2026				18 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 2	3—Remote Instructional Day	4	5	8
B Week 9	10	11—Veteran's Day Holiday	12	13
A Week 16	17	18	19	20
B Week 23	24	25	26—Thanksgiving Holiday	27—Thanksgiving Holiday
A Week 30				

December 2026				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week	1	2	3	4
B Week 7	8	9	10	11
A Week 14	15	16	17	18
B Week 21	22	23— School Closed Vacation	24— School Closed Vacation	25—Christmas Holiday
28— School Closed Vacation	29— School Closed Vacation	30—School Closed Vacation	30—School Closed Vacation	

January 2027				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
				1—New Year's Holiday
A Week 4	5	6	7	8—Last Day for Papers
B Week 11	12	13	14	15
A & B Weeks 18— MLK Day Holiday	19	20	21	22
A & B Weeks 25	26—Regents	27—Regents	28—Regents	29—Regents

February 2027				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 1—PD Day	2—New Semester	3	4	5
B Week 8	9	10	11	12
15—President's Day Holiday	16—Mid Winter Break Vacation	17—Mid Winter Break Vacation	18—Mid Winter Break Vacation	19—Mid Winter Break Vacation
A Week 22	23	24	25	26

March 2027				21 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 1	2	3	4	5
A Week 8	9—Eid al-Fi Holiday	10	11	12
B Week 15	16	17	18	19
A Week 22	23	24	25	26—Good Friday Holiday
B Week 29	30	31		

April 2027				15 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—Spring Break Vacation	23—Spring Break Vacation
26—Spring Break Vacation	27—Spring Break Vacation	28—Spring Break Vacation	29—Spring Break Vacation	30—Spring Break Vacation

May 2027				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 3	4	5	6	7
A Week 10	11	12	13	14
17—Eid al-Adha Holiday	B Week 18	19	20	21
B Week 24	25	26	27	28
B Week 31— Memorial Day Hol.				

June 2027				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
	A Week 1	2	3	4
A & B Week 7	8—Clerical Day; Students Remote	9	10—Chancellor's Day; Students Remote	11
A & B Week 14	15—Regents	16—Regents	17—Regents	18—Regents
A & B Week 21—Regents	22—Regents	23—Regents	24—Regents	25—Regents Last Day of School
28—Vacation	29—Vacation	30--Vacation		

Summer Semester

July 2027				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
			1—Vacation	2—Vacation
5—4 th of July Holiday	6—First Day of Summer School	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
August 2024				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17—Regents	18—Regents	19	20—Last Day of School
23—Vacation	24—Vacation	25—Vacation	26—Vacation	27—Vacation
30—Vacation	31—Vacation			

There are 180 days of school between September 2025-June 2026 and an additional 34 days of summer semester for a total of 214 school days.

School days = 214

Vacation days = 33

Holidays = 15

2025-2026 New Dawn Charter Schools Calendar

September 2025				18 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
1—Labor Day Holiday	2—Vacation	3— All Report 1 st Day of School	4	5
A & B Week 8	9	10	11	12
A & B Week 15	16	17	18	19
A Week 22	23—Rosh Hashanah Holiday	24—Rosh Hashanah Holiday	25	26
B Week 29	30			

October 2025				20 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week		1	2—Yom Kippur Holiday	3
A Week 6	7	8	9	10
B Week 13— Indigenous People Day Holiday	14	15	16	17
A Week 20—Diwali Holiday	21	22	23	24
B Week 27	28	29	30	31

November 2025				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 3	4—Remote Instructional Day	5	6	7
B Week 10	11—Veteran's Day Holiday	12	13	14
A Week 17	18	19	20	21
B Week 24	25	26	27—Thanksgiving Holiday	28—Thanksgiving Holiday

December 2025				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 1	2	3	4	5
B Week 8	9	10	11	12
A Week 15	16	17	18	19
B Week 22	23	24— School Closed Vacation	25—Christmas Holiday	26— School Closed Vacation
29— School Closed Vacation	30— School Closed Vacation	31—School Closed Vacation		

January 2026				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
			1—New Year's Holiday	2—School Closed Vacation
A Week 5	6	7	8	9—Last Day for Papers
A & B Weeks 12	13	14	15	16
A & B Weeks 19— MLK Day Holiday	20—Regents	21—Regents	22—Regents	23—Regents
A Week 26—Staff PD; Students Remote	27—New Semester	28	29	30

February 2026				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 2	3	4	5	6
A Week 9	10	11	12	13
16—President's Day Holiday	17—Mid Winter Break Vacation	18—Mid Winter Break Vacation	19—Mid Winter Break Vacation	20—Mid Winter Break Vacation
B Week 23	24	25	26	27

March 2026				21 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—Eid al-Fitr Holiday
B Week 23	24	25	26	27
A Week 30	31			

April 2026				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week		1	2—Passover Holiday	3—Good Friday Holiday
6—Spring Break Vacation	7—Spring Break Vacation	8—Spring Break Vacation	9—Spring Break Vacation	10—Spring Break Vacation
B Week 13	14	15	16	17
A Week 20	21	22	23	24
B Week 27	28	29	30	

May 2026				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week				1
A Week 4	5	6	7	8
B Week 11	12	13	14	15
A Week 18	19	20	21	22
B Week 25— Memorial Day Hol.	26	27—Eid al-Adha Holiday	28	29

June 2026				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A & B Week 1	2	3	4—Chancellor's Day; Students Remote	5—Clerical Day; Students Remote
A & B Week 8	9—New ELA Regent	10—Last Day for Internship Papers	11	12
A & B Week 15	16	17—Regents	18—Regents	19—Juneteenth
A & B Week 22—Regents	23—Regents	24—Regents	25—Regents	26—Regents Last Day of School

Summer Semester

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

There are 180 days of school between September 2025-June 2026 and an additional 34 days of summer semester for a total of 214 school days.

School days = 214

Vacation days = 25

Holidays = 20

DEPARTMENT OF HOUSING AND BUILDINGS

BOROUGH OF **Queens**, CITY OF NEW YORKNo. **Q****39025**Date **2/26/47**

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C-26-181.0 to C-26-187.0 inclusive Administrative Code 21.3.1. to 21.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ ~~altered~~ ~~existing~~ building premises located at**89-17 161 St. ES. 152'8. 89 Ave.**Block **9760** Lot **31-36**

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.Y.C. Alt. No. **1321/45**Construction classification **Fireproof**Occupancy classification **Public Bldg.**Height **3** stories **37** feetDate of completion **6/20/46**Located in **Bos.** Use District.Area **11** Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	On gr.	1	1	2	Boiler room & storage
Bas.	On gr.		790	790	Auditorium & Cafeteria
	stairs 100'				
	slabs 75'				
Gallery	lobby 100'	100	100		Gallery & Lockers
	stairs 100'				
	lockers 75'				
1	stairs 100'	575	575		School
	corr. 100'				
	rooms 60'				
2	do.	575	575		School
3	do.	560	560		School

John J. Kelleher

Borough Superintendent.

**NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL
BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT**

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the directionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachment into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Housing and Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.