

Application: New Dawn Charter High School II

Sara Asmussen - sasmussen@ndchsbrooklyn.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed Nov 1 2022

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 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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

NEW DAWN CHARTER HIGH SCHOOL II 800000090257

a1. Popular School Name

New Dawn Queens

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #27 - QUEENS

e. DATE OF INITIAL CHARTER

6/2018

f. DATE FIRST OPENED FOR INSTRUCTION

9/2019

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Mission Statement: New Dawn Charter High School II is to provide over-aged 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.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	1. Curriculum and Instruction includes the following components: a) Literacy-Rich Education Program; b) Full Inclusion Special Needs Program; c) Intensive 9th Grade Intervention Program; and d) Balanced Instruction Integrated into the Workshop Model. This key design element of curriculum and instruction aligns with our mission to provide a NYSED standards aligned education for struggling students. It supports the Act by providing at-risk students an opportunity to learn and achieve success. It also affords parents another option when options are limited or nonexistent due to age and credit accumulation of the student.
KDE 2	2. Social Emotional Learning/Support (Positive Behavior Interventions & Supports) includes the following elements: a) Daily Advisories for Social-Emotional Needs; b) Mentoring Program; c) Progressive Discipline Policy; and f) Implementation of the PBIS Framework. This key

	<p>design element of social/emotional learning addresses our mission goals by impacting the ability of students to control their behavior to maximize learning, positively maintain their internships in the community, and to successfully apply and attend college. It supports the Act by providing opportunities for the most at-risk students to become successful.</p>
KDE 3	<p>3. College and Career Readiness includes: a) Internship Program (IP) working in the community; and b) College/Career Bridges Program. College and Career Readiness further supports our mission goals by addressing this key design element of our program, the Act by providing at-risk students with high educational expectations, and offering a choice not available in the community prior to ND II.</p>
KDE 4	<p>4. School Improvement Engine (SIE) is integral to monitoring our accountability goals. The SIE's prescriptive model allows stakeholders to identify a problem, construct a remedy, evaluate the implementation and results, and then start the process over again. By engaging in this process, New Dawn II will monitor all areas of the school. This supports our mission goals by ensuring that we are appropriately aligned and achieving our goals. It supports the Act by focusing on constant attention to outcomes and developing the most meaningful assessments.</p>
KDE 5	<p>5. Professional Development (PD) includes: a) Regularly Embedded PD; b) Digitalized Curriculum & 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 Community (PLC) Coaching, & Peer Review; g) Access to Other Schools for Shared Support; and h) Facilitative Leadership Opportunities. This key element provides our staff with continuous, professional growth so they can be the most effective teachers, mentors, and support staff, to uphold our mission goals. It meets</p>

	the criteria for the Act by creating opportunities staff to become the student for stronger instruction.
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.ndchsqueens.org

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

340

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

400

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	9, 10, 11
---------------	-----------

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

NEW DAWN CHARTER HIGH SCHOOL II 800000090257

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming 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, Jamiaca, Queens 11432	347-947-2580	NYC CSD 27	9-12	9-12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Zach Flory	Principal	347-947-2202		zflory@ndchsq.ueens.org
Operational Leader	Sara Asmussen	Executive Director	347-505-9102		sasmussen@ndchsbrooklyn.org
Compliance Contact	Emily Predmore	Data Specialist	347-505-9208		epredmore@ndchsqueens.org
Complaint Contact	Sara Asmussen	ED	347-505-9102		sasmussen@ndchsbrooklyn.org
DASA Coordinator	Phil Pressoir	Dean	347-947-2302		ppressoir@ndcshqueens.org
Phone Contact for After Hours Emergencies	Jose Obregon	Director of Operations	347-505-9101		jobregon@ndchsbrooklyn.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

m1d. 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, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[Cof O 89-17 161st Street.pdf](#)

Filename: Cof O 89-17 161st Street.pdf **Size:** 280.1 kB

Site 1 Fire Inspection Report

[89-25 161 st 22.pdf](#)

Filename: 89-25 161 st 22.pdf **Size:** 189.9 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

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

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

p. Our 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 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Dora M. Anderson".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Ronald Juliano".

Date

Jul 19 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2022

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

NEW DAWN CHARTER HIGH SCHOOL II 800000090257

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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 ELA Common Core Regents Exam	Not Met	Professional Development, using data for instruction, and other supports will be implemented to get students up to the performance Goal. We have hired an instructional coach for the year as well. 70.8% of the students were proficient; missing the goal by 4.2%.
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	NYSED Algebra Common Core Regents Exam	Not Met	Professional Development, using data for instruction, and other supports will be implemented to get students up to the performance Goal. We have hired an instructional coach for the year as well and will continue with our embedded PD for math through NTN. 56.5% of the

	IEP) by August.			students were proficient; missing the goal by 18.5%. Math will definitely be a target area for the coming year.
Academic Goal 3	(Benchmark 1) Regents Goal #1: Each year 75% of the students who take the NYSED Living Environment Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Living Environment Regents Exam	Met	
Academic Goal 4	(Benchmark 1) Regents Goal #1: 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	US History Regents was cancelled for this year.
	(Benchmark 1) Regents Goal #1: Each year 75% of the students who take the NYSED Global History &			Professional Development, using data for instruction, and other supports will be implemented to get students up to

Academic Goal 5	Geography Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Global History & Regents Exam	Not Met	the performance Goal. We have hired an instructional coach for the year as well. 66.7% of the students were proficient; missing the goal by 8.3%.
Academic Goal 6	(Benchmark 1) Regents Goal #6: In totality, of all the students who take Regents Exams during the year, 75% of the students will pass.	NYSED Regents Exams	Not Met	The interventions discussed above will be implemented.
Academic Goal 7	(Benchmark 1) Comparison Goal #1: Each year New Dawn results on the DOE School Quality Snapshot for Transfer Schools will indicate that New Dawn achieves a fair or higher on all measures.	NYC DOE School Quality Snapshot for Transfer Schools	Unable to Assess	Due to the pandemic the city has not been generating these reports. Data for this report was due the second week of September and if they do release the report prior to November, we will include it.
Academic Goal 8	(Benchmark 1): Graduation Goal #1: At least 55% of the 9th grade cohort will graduate by Year 6	School & NYC Records	Unable to Assess	NDCHS II does not have a graduating class yet.
Academic Goal 9	(Benchmark 1) Graduation Goal #2: At least 55% of students will graduate by the end of their 6th	School & NYC Records	Unable to Assess	NDCHS II does not have a graduating class yet and is just entering Year 4 of operation.

	year at New Dawn.			
Academic Goal 10	(Benchmark 1) Graduation Goal #3: At least 65% of students who are identified as having 33 credits in Sept. will graduate by Aug.	School & NYC Records	Unable to Assess	NDCHS II does not have a graduating class yet.

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 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
	(Benchmark 2) Teaching & Learning Goal #1: All teachers will be evaluated over			

Org Goal 1	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 NYC DOE Survey will be satisfied with the school and the quality of the school.	NYC DOE School Survey	Unable to Assess	Survey results have not yet been released.
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 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 meet or exceed annual budget targets each fiscal year resulting in a balanced budget.	Unaudited and Audited Financial Statements	Met	
Financial Goal 2	(Benchmark 4) Financial Goal #2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion	Data budgets are submitted to NYSED and the NDCS Board of Trustees for approval.	Met	
Financial Goal 3	(Benchmark 5) Financial Goal #3: The external financial audit conducted every year will result in no major findings.	Auditors recommendation letter.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[Fin Stmts 6-30-2022 FINAL](#)

Filename: Fin Stmts 6 30 2022 FINAL LFIU21R.pdf Size: 571.7 kB

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Nov 1 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[NDCHS - FY 2021-22 Audited Financial Report](#)

Filename: NDCHS FY 2021 22 Audited Financ 2S5fqlz.xlsx Size: 84.1 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an

explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

[Escrow Statement NDCHSII](#)

Filename: Escrow Statement NDCHSII.pdf **Size:** 71.2 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Steve Ramkissoo	sramkissoo@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, Schall & Ashenfarb			3

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Accounting Solutions	Digant Bahl	42 West 38th Street, 7th Floor, New York, NY 10018			3

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 1 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

[NDCHSII Budget - FY23](#)

Filename: NDCHSII Budget FY23.pdf **Size:** 359.4 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Nov 8 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). 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 completing the form for trustees who left the board**

during the reporting year.

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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

R Tabano 2022 Financial Disclosure

Filename: R Tabano 2022 Financial Disclosure.pdf **Size:** 163.2 kB

2021-22-Brian Baer ar-current-former-trustee-financial-disclosure-form (

Filename: 2021 22 Brian Baer ar current form Y0pfpc6.pdf **Size:** 318.8 kB

Jane Sun-2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: Jane Sun 2021 22 ar current former KLePHCC.pdf **Size:** 454.5 kB

NDCS 2022 Annual Disclosure K Urbati

Filename: NDCS 2022 Annual Disclosure K Urbati.pdf **Size:** 1.8 MB

J Carrington Disclosure Signed 2022

Filename: J Carrington Disclosure Signed 202 waxp1Td.pdf **Size:** 79.3 kB

Entry 7 BOT Membership Table

Completed Nov 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT 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.

NEW DAWN CHARTER HIGH SCHOOL II 800000090257

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Ronald Tabano		Chair	Executive, Finance, Audit	Yes	10	7/1/2021	6/30/2022	11
2	Katharine Urbati		Treasurer	Executive, Finance, Audit	Yes	4	7/1/2021	6/30/2022	11
3	Jane Sun		Vice Chair	Executive	Yes	5	7/1/2021	6/30/2022	12
4	Brian Baer		Secretary	Executive	Yes	2	7/1/2021	6/30/2022	12
5	Johnathan Carrington		Trustee/Member	None	Yes	3	7/1/2021	6/30/2022	5 or less
6									
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	5
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

0

Total number of Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

5

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

1

Thank you.

Entry 8 Board Meeting Minutes

Completed Nov 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

February 2022 Board Minutes

Filename: February 2022 Board Minutes sVzPrnE.pdf **Size:** 161.7 kB

January 2022 Board minutes

Filename: January 2022 Board minutes.pdf **Size:** 122.4 kB

December 2021 Board Minutes

Filename: December 2021 Board Minutes WHoC1Fw.pdf **Size:** 127.1 kB

August 2021 Board Minutes

Filename: August 2021 Board Minutes.pdf **Size:** 190.8 kB

April 2022 Board Minutes

Filename: April 2022 Board Minutes xTlwPMf.pdf **Size:** 436.3 kB

July 2021 Board Minutes

Filename: July 2021 Board Minutes.pdf **Size:** 180.8 kB

[March 2022 Board Minutes](#)

Filename: March 2022 Board Minutes.pdf **Size:** 174.9 kB

[May 2022 Board Minutes](#)

Filename: May 2022 Board Minutes.pdf **Size:** 181.4 kB

[June 2022 Board Minutes](#)

Filename: June 2022 Board Minutes Z6L9mEy.pdf **Size:** 402.0 kB

[November 2021 Board Minutes](#)

Filename: November 2021 Board Minutes lvdFpGI.pdf **Size:** 174.1 kB

[October 2021 Board Minutes](#)

Filename: October 2021 Board Minutes cRVtCLf.pdf **Size:** 202.5 kB

[September 2021 Minutes](#)

Filename: September 2021 Minutes.pdf **Size:** 227.5 kB

Entry 9 Enrollment & Retention

Completed Nov 1 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	ED students are generally overrepresented in transfer school populations.	

Economically Disadvantaged	<p>This year, our Economically Disadvantaged population was at 83%. Our ED population has always been high because of the nature of our program. According to the NYSED Enrollment & Retention Calculator, we should have an ED population of 79.3% and we have 83%.</p>	<p>We will continue with our 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.</p>
English Language Learners	<p>We continued our work with contacts in the community that work with groups that reach out to immigrant groups. Jamaica has a large number of people new to the country. This has been successful this year, we established connections prior to the pandemic and we have kept these lines open even though there was little movement over the last year. According to the NYSED Enrollment & Retention Calculator, we should have an ELL population of 11.2% and 14% of our population was identified as ELL.</p>	<p>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.</p>
Students with Disabilities	<p>As with ED populations, transfer schools tend to have more SWD than surrounding district schools. This is a strong area for us and we will continue to work with CSE and other organizations in the community (including district schools) to recruit IEP students. According to the NYSED Enrollment & Retention Calculator, we should have an SWD population of 14.4%. 36% of our population was identified as ELL.</p>	<p>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.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>Return to school was hard after the pandemic. Many of our students had taken jobs during remote learning and were not going to leave these positions once we went back to brick and mortar schooling. Because of this, we hired an Outreach Team to work at both New Dawn schools and actively be in the community 4 days a week looking for missing students 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. He works closely with the Outreach Team. Counselors worked with students on the phone and on Zoom to address their needs. Working closely with the Outreach Team, we set up an outreach committee to oversee strategies to identify those students who needed home visits. Our retention rate should be 90.3%. We will have final numbers by November once students return to school.</p>	<p>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 Attendance and Engagement counselor will continue to track students for truancy and will work with the Parent Coordinator as well as Dean of Schools to work with all students. At this point we expect all students to be in school.</p>
English Language Learners	<p>We have been working with legal services to support our efforts to retain our ELL students, as well as engaging in our normal outreach efforts. We have bilingual staff who speak the language of every parent of every ELL student. Our retention rate should be 87%. We will have</p>	<p>We will continue to work with CSE, as well as other legal services to retain our students. Additionally, we have hired an ELL teacher who will push into all classes with ELL students. We will continue with the consortium of Title III schools and have regular PD on supporting ELL</p>

	final numbers by November when students return to school.	students in the classrooms. All lesson plans have ELL strategies integrated into them.
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 students to transition to the school culture and climate without punitive measures which ultimately drive students out of school. Our retention rate should be 88.2%. We will have final numbers by November when students return to school.	We will continue with our efforts as described. We will continue to provide students with services on their IEPs and will continue to built on our efforts, as this has proven to be successful.

Entry 10 - Teacher and Administrator Attrition

Completed Nov 1 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Nov 1 2022

Instructions

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	2.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	1
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	3.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	7

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	12

Thank you.



Entry 12 Organization Chart

Completed Nov 1 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

NDCHS II Org Chart

Filename: NDCHS II Org Chart CSiVURU.pdf **Size:** 177.4 kB

Entry 13 School Calendar

Completed Nov 1 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

School Calendar 2022 2023

Filename: School Calendar 2022 2023.pdf **Size:** 187.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Nov 1 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: New Dawn Charter High School II

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.ndchsqueens.org/parents_and_families
2. Board meeting notices, agendas and documents	https://www.ndchs.org/20212022_board_meeting_minutes_and_agendas
3. New York State School Report Card	https://www.ndchsqueens.org/parents_and_families
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.ndchsqueens.org/parents_and_families
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.ndchsqueens.org/parents_and_families
6. Authorizer-approved FOIL Policy	https://www.ndchs.org/public_reporting_and_policies
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.ndchs.org/public_reporting_and_policies

Thank you.





IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

NEW DAWN CHARTER SCHOOLS

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2022

NEW DAWN CHARTER SCHOOLS

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Independent Auditors' Report

To the Board of Trustees of
New Dawn Charter Schools

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users on the basis of these financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

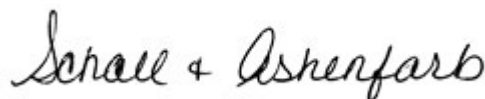
We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 22, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Financial Position by Location and Schedule of Revenue and Expenses by Location on pages 17-18 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2022, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2022

NEW DAWN CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2022
(With comparative totals at June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21*</u>
Assets		
Cash and cash equivalents	\$9,257,129	\$6,687,357
Government grant receivable - per pupil funding (Note 3)	267,564	84,074
Government grant receivable - NYC rental assistance (Note 3)	35,982	5,200
Government grants receivable - other	413,217	271,941
Program service income and other receivable	125,248	85,608
Prepaid expenses	340,676	293,636
Fixed assets, net (Note 4)	24,894,752	25,659,552
Restricted cash - bond proceeds (Note 5)	685,844	686,011
Restricted investments - bond proceeds (Notes 5 and 6)	1,433,189	1,455,225
Operating lease right-of-use asset (Note 7)	26,562,404	27,044,754
Security deposit	171,300	171,300
Restricted cash - escrow account (Note 8)	150,020	150,009
	<u>\$64,337,325</u>	<u>\$62,594,667</u>
Total assets		
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$667,949	\$517,767
Government grant advance	16,622	0
Bond interest payable	371,619	376,784
Bonds payable, net (Note 5)	19,352,781	19,635,512
Operating lease liability (Note 7)	29,430,960	29,187,852
	<u>49,839,931</u>	<u>49,717,915</u>
Total liabilities		
Net assets - without donor restrictions	<u>14,497,394</u>	<u>12,876,752</u>
	<u>\$64,337,325</u>	<u>\$62,594,667</u>
Total liabilities and net assets		

* Reclassified for comparative purposes

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

NEW DAWN CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21*</u>
Without donor restrictions:		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	\$8,109,291	\$7,043,333
Students with special education services	2,640,217	2,263,626
Subtotal public school district revenue	10,749,508	9,306,959
New York City rental assistance (Note 3)	1,136,955	827,110
Government grant - Paycheck		
Protection Program (Note 9)	0	646,915
Other government grants	1,007,568	504,553
Program service income	537,087	436,667
Contributions	11,703	6,508
Other income	122,200	34,614
Investment return (Note 6)	(12,841)	23,875
	<u>13,552,180</u>	<u>11,787,201</u>
 Expenses:		
Program services:		
Regular education	5,048,369	4,784,130
Special education	5,294,302	4,692,360
Total program services	10,342,671	9,476,490
Supporting services - management and general	1,588,867	1,502,434
	<u>11,931,538</u>	<u>10,978,924</u>
 Change in net assets	1,620,642	808,277
 Net assets - beginning of year	<u>12,876,752</u>	<u>12,068,475</u>
 Net assets - end of year	<u><u>\$14,497,394</u></u>	<u><u>\$12,876,752</u></u>

* Reclassified for comparative purposes

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

NEW DAWN CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

(With comparative totals for the year ended June 30, 2021)

	Program Services			Supporting Services		
	Regular Education	Special Education	Total Program Services	Management and General	Total Expenses 6/30/22	Total Expenses 6/30/21
Wages	\$2,045,839	\$2,163,020	\$4,208,859	\$486,811	\$4,695,670	\$4,211,739
Employee benefits and payroll taxes	511,605	540,908	1,052,513	121,737	1,174,250	1,104,721
Total personnel costs	2,557,444	2,703,928	5,261,372	608,548	5,869,920	5,316,460
Professional fees	242,397	242,104	484,501	400,747	885,248	605,627
Professional development	28,504	26,526	55,030	4,587	59,617	93,362
Student and staff recruitment			0	52,745	52,745	36,704
Curriculum and classroom expenses	60,935	40,582	101,517		101,517	38,867
Supplies and materials	28,386	30,012	58,398	6,754	65,152	57,242
Student transportation and food services	4,071	2,712	6,783		6,783	100
Occupancy and facility costs	1,008,944	1,066,733	2,075,677	240,080	2,315,757	2,343,717
Travel and conferences	11,797	12,472	24,269	2,807	27,076	13,770
Postage and shipping	1,533	1,620	3,153	365	3,518	2,082
Insurance	53,613	56,684	110,297	12,757	123,054	103,109
Information technology	11,977	12,664	24,641	2,850	27,491	36,428
Non-capitalized furniture and equipment	12,174	12,872	25,046	2,897	27,943	60,557
Repairs and maintenance	144,743	153,033	297,776	34,442	332,218	274,657
Depreciation	379,127	400,842	779,969	90,214	870,183	808,811
Bad debt expense			0		0	6,055
Bond interest expense	502,112	530,871	1,032,983	119,478	1,152,461	1,167,461
Other	612	647	1,259	9,596	10,855	13,915
Total other than personnel costs	2,490,925	2,590,374	5,081,299	980,319	6,061,618	5,662,464
Total expenses	\$5,048,369	\$5,294,302	\$10,342,671	\$1,588,867	\$11,931,538	\$10,978,924

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

NEW DAWN CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21*</u>
Cash flows from operating activities:		
Change in net assets	\$1,620,642	\$808,277
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net realized and unrealized loss on investments	34,462	8,741
Depreciation	870,183	808,811
Amortization of bond acquisition costs and discount	27,271	27,271
Payments towards operating lease	725,458	1,030,045
Changes in assets and liabilities:		
Government grant receivable - per pupil funding	(183,490)	39,612
Government grant receivable - NYC rental assistance	(30,782)	(5,200)
Government grants receivable - other	(141,276)	68,266
Program service income and other receivable	(39,640)	177,692
Prepaid expenses	(47,040)	(146,538)
Security deposit	0	203,700
Accounts payable and accrued expenses	150,182	(67,650)
Government grant advances	16,622	0
Paycheck Protection Program loan	0	(646,915)
Total adjustments	<u>1,381,950</u>	<u>1,497,835</u>
Net cash provided by operating activities	<u>3,002,592</u>	<u>2,306,112</u>
Cash flows from investing activities:		
Purchase of investments (including reinvested dividends)	(12,426)	(16,416)
Purchase of furniture, equipment, and leasehold improvements	(91,000)	(460,345)
Capitalized cost of purchasing a building and related construction	(14,383)	(1,939,838)
Net cash used for investing activities	<u>(117,809)</u>	<u>(2,416,599)</u>
Cash flows from financing activities:		
Repayment of principal	(310,002)	(196,666)
Increase in accrued bond interest	(5,165)	(103,251)
Net cash used for financing activities	<u>(315,167)</u>	<u>(299,917)</u>
Net increase/(decrease) in cash, cash equivalents and restricted cash	2,569,616	(410,404)
Cash, cash equivalents and restricted cash - beginning of year	<u>7,523,377</u>	<u>7,933,781</u>
Cash, cash equivalents and restricted cash - end of year	<u><u>\$10,092,993</u></u>	<u><u>\$7,523,377</u></u>
Cash, cash equivalents and restricted cash:		
Cash and cash equivalents	\$9,257,129	\$6,687,357
Restricted cash - bond proceeds	685,844	686,011
Restricted cash - escrow account	150,020	150,009
Total cash, cash equivalents and restricted cash	<u><u>\$10,092,993</u></u>	<u><u>\$7,523,377</u></u>
Supplemental disclosures:		
Interest paid	<u>\$1,130,230</u>	<u>\$1,145,106</u>
Taxes paid	<u>\$0</u>	<u>\$0</u>

* Reclassified for comparative purposes

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

**NEW DAWN CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Note 1 - Organization and Nature of Activities

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

New Dawn Charter High School I (“New Dawn I”), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York. The School provides over-aged and under-credited students 15-21 years of age the opportunity to return to school and obtain a high school diploma through a rigorous New York State Education Department (“NYSED”) standards-based education program. On September 13, 2011, the School was granted a provisional charter for a term up to and including June 30, 2017. In May 2017, the Board of Regents voted to award the School a full five-year charter renewal from July 1, 2017 through June 30, 2022. This charter was renewed for an additional five years by vote of the Board of Regents in June 2022. The new charter will expire June 30, 2027.

New Dawn Charter Schools was formerly known as New Dawn Charter High School. In June 2018, the Board of Regents voted to approve and issue a charter to New Dawn Charter High School II (“New Dawn II”) that expires on June 30, 2023. New Dawn II is located in Queens, New York and developed to replicate the learning experience of New Dawn I. New Dawn II opened in the Fall of 2019. At that time, the School’s name was changed to New Dawn Charter Schools.

The School has the following programs:

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

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

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

Note 2 - Significant Accounting Policies

a. Basis of Accounting

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

b. Basis of Presentation

The School reports information regarding their financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* – represent those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Donor restricted contributions, the requirements of which are met in the year of donation, are reported as net assets without donor restrictions. There were no net assets with donor restrictions at June 30, 2022 or June 30, 2021.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction.

When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return or release from obligations and are recognized as income once conditions have been substantially met. Conditional pledges that have not been recognized amounted to \$1,365,000 at June 30, 2022. The pledges are conditional upon achieving certain performance goals and incurring qualifying expenditures.

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

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2022 and 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollectable. Conditional contributions are recognized as income when the conditions have been substantially met.

The School also follows the requirements of FASB ASC 958-606 for recognizing revenue from contracts with customers. The School receives fees in exchange for certain staff that provide counseling services to other schools. This is classified as program service income and recognized as revenue at the point in time that the services are provided, and the performance obligation is met. Management fees that have been earned but not paid at year end are recognized as income and a related receivable.

d. Cash and Cash Equivalents

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

e. Investments

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

f. Concentration of Credit Risk

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

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

g. Capitalization Policy

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

Building and building improvements – *35 to 40 years*

Land – *Not depreciated*

Furniture and equipment – *3 to 5 years*

h. Functional Allocation of Expenses

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

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

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

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

i. Advertising Costs

Advertising costs are expensed as incurred.

j. Management Estimates

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

k. Contingencies

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

In the normal course of business, the School is involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. Consequently, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2022 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financial statements of the School.

l. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2019 and later are subject to examination by applicable taxing authorities.

Note 3 - Government Grant Receivable – Per Pupil Funding

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

	<u>6/30/22</u>	<u>6/30/21</u>
Beginning receivable	\$84,074	\$123,686
Funding based on allowable FTE's	10,749,508	9,306,959
Adjustment per final DOE reconciliation	0	(6,055)
Advances received	<u>(10,566,018)</u>	<u>(9,340,516)</u>
Ending receivable	<u>\$267,564</u>	<u>\$84,074</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs. During the years ended June 30, 2022 and 2021, the amount of rent subsidy recognized for New Dawn II's space was \$1,136,955 and \$827,110, respectively, based on the per pupil cap. There was a receivable balance of \$35,982 and \$5,200 as of June 30, 2022 and 2021, respectively.

Note 4 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/22</u>	<u>6/30/21</u>
Building and building improvements	\$23,795,641	\$23,781,258
Land	2,000,000	2,000,000
Furniture and equipment	<u>1,240,099</u>	<u>1,149,099</u>
	27,035,740	26,930,357
Less: accumulated depreciation	<u>(2,140,988)</u>	<u>(1,270,805)</u>
Total fixed assets, net	<u>\$24,894,752</u>	<u>\$25,659,552</u>

Note 5 - Bonds Payable

On February 1, 2019, the School entered into a loan agreement with Build NYC Resource Corporation ("Build NYC") for the purpose of funding the acquisition, renovation, and equipping of New Dawn I's school building in Brooklyn, New York. In connection with this loan agreement, in March 2019, Build NYC issued \$20,685,000 of Revenue Bonds, Series 2019 and loaned the proceeds of the issuance to the School.

The bonds consist of the following:

\$5,260,000 - 5.00% Series 2019 Term Bond due February 1, 2033
 \$3,865,000 - 5.625% Series 2019 Term Bond due February 1, 2039
 \$11,560,000 - 5.75% Series 2019 Term Bond due February 1, 2049

While the bonds are not the debt of the School, the loan agreement the School has with Build NYC requires the School to make payments equal to the principal and interest of the bonds. Interest accrues on a monthly basis at coupon rates between 5% and 5.75% and is payable on an annual basis. Interest expense for the year ended June 30, 2022 and 2021 was \$1,125,190 and \$1,140,190, respectively.

The loan agreement is secured by the building and land that the proceeds were used to acquire. Per the terms of the agreement, the School is required to meet certain reporting and insurance covenants. As of June 30, 2022, management believes the School is in compliance with all covenants.

The bonds were issued with a discount of \$14,954 and issuance costs of \$803,165, which are amortized as interest expense over the life of the bonds. Amortization expense included in bond interest expense was \$27,271 for the years ended June 30, 2022 and 2021.

Minimum principal payments on the bonds are as follows:

Year ending:	June 30, 2023	\$325,000
	June 30, 2024	345,000
	June 30, 2025	360,000
	June 30, 2026	380,000
	June 30, 2027	400,000
	Thereafter	<u>18,269,999</u>
Total		20,079,999
Less: unamortized bond discount		(13,293)
Less: unamortized bond issuance costs		<u>(713,925)</u>
Total bonds payable, net		<u>\$19,352,781</u>

Bond proceeds are held in cash and investment accounts as follows:

Restricted cash	\$685,844
Restricted investments (See Note 6)	<u>1,433,189</u>
Total restricted cash and investments – bond proceeds	<u>\$2,119,033</u>

These accounts are restricted for the following purposes per the terms of the bond agreement:

Building costs	\$205,891
Debt service and contingency reserve funds	1,433,189
Bond interest payments	<u>479,953</u>
Total restricted cash and investments – bond proceeds	<u>\$2,119,033</u>

Note 6 - Investments and Fair Value Measurements

Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data.

The fair value hierarchy is categorized into three levels based on the inputs as follows:

- Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.
- Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.
- Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

Investments at June 30, 2022 and 2021 consist of corporate bonds, which are considered level 2 securities. Level 2 securities are valued using observable market inputs for securities that are similar to those owned. These methods produce a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in different fair value measurements.

Investment return consists of the following:

	<u>6/30/22</u>	<u>6/30/21</u>
Net realized and unrealized loss	(\$34,462)	(\$8,741)
Interest income	<u>21,621</u>	<u>32,616</u>
Total investment return	<u>(\$12,841)</u>	<u>\$23,875</u>

Note 7 - Operating Lease Right-of-Use Asset and Operating Lease Liability

The School leases a building in Queens, NY for New Dawn II. This lease came into effect for the 2019-2020 school year and will expire on July 31, 2052. The School determined that this is an operating lease under FASB ASC Topic 842. The School is required to recognize a lease asset for the right-of-use of the space and a lease liability for payments due under the lease.

As of June 30, 2022, the weighted-average remaining lease term for the operating lease is 30 years. The School does not have access to the rate implicit in the lease, so the School utilizes the incremental borrowing rate as the discount rate. The weighted average discount rate associated with the lease is 5.75%.

The lease agreement includes rental payments based on the School's per pupil funding and enrollment with a minimum rent floor for each year. The School makes separate payments to the lessor based on the property taxes assessed on the property. The School elected the practical expedient not to separate lease and non-lease components for this lease. The School recognized variable rent expense of \$2,228,816 associated with the lease for the year ended June 30, 2022.

The future payments due under the operating lease are as follows:

Year ending:	June 30, 2023	\$1,583,704
	June 30, 2024	1,658,090
	June 30, 2025	1,695,397
	June 30, 2026	1,733,543
	June 30, 2027	1,772,528
	Thereafter	<u>60,207,076</u>
		68,650,338
	Less: Present value discount	<u>(39,219,378)</u>
Total lease liability at June 30, 2022		<u>\$29,430,960</u>

Note 8 - Restricted Cash - Escrow

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 9 - Paycheck Protection Program Loan

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration ("SBA") through the Paycheck Protection Program. Terms of the loan indicated that if certain conditions were met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that were not less than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. The conditions for forgiveness on this loan were met during the year ended June 30, 2021, and the full amount was forgiven and recognized as revenue during fiscal year 2021.

Note 10 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 89% and 86% of the School's total public support and revenue was received from the NYCDOE for the years ended June 30, 2022 and 2021, respectively. If the NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

Note 11 - Retirement Plan

The School has a retirement plan under IRS Section 403(b). Employees are eligible to participate if they serve 1,000 hours for the year. All eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts and, after 1 year of service, receive an employer base contribution equal to 50% of the salary reduction contributions made by the employee for the calendar year, not to exceed 3% of the employee's salary. In addition, the School can decide to give a discretionary based contribution. The School contributed \$74,000 and \$70,000 to the 403(b) plan during the years ended June 30, 2022 and 2021, respectively.

The following vesting periods apply:

<u>Period</u>	<u>Vesting Percentage</u>
Less than 2 years	0%
2 years	20%
3 years	40%
4 years	60%
5 years	80%
6 years or more	100%

Note 12 - Availability and Liquidity

The following reflects the School's financial assets at June 30, 2022 that are available to meet cash needs for general expenditures within one year:

Financial assets at year-end:

Cash and cash equivalents	\$9,257,129
Government grant receivable – per pupil funding	267,564
Government grant receivable – NYC rental assistance	35,982
Government grants receivable – other	413,217
Program service income and other receivable	<u>125,248</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$10,099,140</u>

There were no external or internal limits on these financial assets. The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, the school operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

Note 13 - Subsequent Events

Subsequent events have been evaluated through October 17, 2022, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

Note 14 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of the financial statements, many of the travel restrictions and stay at home orders have been lifted; however, supply chains remain impacted. Management continues to monitor the outbreak; however, as of the date of these financial statements, the potential impact cannot be quantified.

NEW DAWN CHARTER SCHOOLS
SCHEDULE OF FINANCIAL POSITION BY LOCATION
AT JUNE 30, 2022

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
Assets			
Cash and cash equivalents	\$5,205,853	\$4,051,276	\$9,257,129
Government grant receivable - per pupil funding	117,604	149,960	267,564
Government grant receivable - NYC rental assistance		35,982	35,982
Government grants receivable - other	258,088	155,129	413,217
Program service income and other receivable	90,098	35,150	125,248
Prepaid expenses	133,147	207,529	340,676
Fixed assets, net	24,767,714	127,038	24,894,752
Restricted cash - bond proceeds	685,844		685,844
Restricted investments - bond proceeds	1,433,189		1,433,189
Operating lease right-of-use asset		26,562,404	26,562,404
Security deposit	21,300	150,000	171,300
Restricted cash - escrow account	100,000	50,020	150,020
Interschool receivable/(payable) balance	576,165	(576,165)	0
Total assets	<u>\$33,389,002</u>	<u>\$30,948,323</u>	<u>\$64,337,325</u>
Liabilities and Net Assets			
Liabilities:			
Accounts payable and accrued expenses	\$360,583	\$307,366	\$667,949
Government grant advance		\$16,622	\$16,622
Bond interest payable	371,619		371,619
Bonds payable, net	19,352,781		19,352,781
Operating lease liability		29,430,960	29,430,960
Total liabilities	<u>20,084,983</u>	<u>29,754,948</u>	<u>49,839,931</u>
Net assets - without donor restrictions	<u>13,304,019</u>	<u>1,193,375</u>	<u>14,497,394</u>
Total liabilities and net assets	<u>\$33,389,002</u>	<u>\$30,948,323</u>	<u>\$64,337,325</u>

NEW DAWN CHARTER SCHOOLS
SCHEDULE OF REVENUE AND EXPENSES BY LOCATION
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
Public support and revenue:			
Public school district revenue:			
Resident student enrollment	\$4,328,959	\$3,780,332	\$8,109,291
Students with special education services	1,413,299	1,226,918	2,640,217
Subtotal public school district revenue	5,742,258	5,007,250	10,749,508
New York City rental assistance		1,136,955	1,136,955
Other government grants	638,065	369,503	1,007,568
Program service income	537,087		537,087
Contributions	10,668	1,035	11,703
Other income		122,200	122,200
Investment return	(12,853)	12	(12,841)
Total public support and revenue	<u>6,915,225</u>	<u>6,636,955</u>	<u>13,552,180</u>
Expenses:			
Wages	2,847,260	1,848,410	4,695,670
Employee benefits and payroll taxes	671,934	502,316	1,174,250
Professional fees	453,953	431,295	885,248
Professional development	31,143	28,474	59,617
Student and staff recruitment	45,056	7,689	52,745
Curriculum and classroom expenses	77,525	23,992	101,517
Supplies and materials	44,340	20,812	65,152
Student transportation and food services	5,651	1,132	6,783
Occupancy and facility costs	86,941	2,228,816	2,315,757
Travel and conferences	19,591	7,485	27,076
Postage and shipping	2,490	1,028	3,518
Insurance	88,617	34,437	123,054
Information technology	21,431	6,060	27,491
Non-capitalized furniture and equipment	21,639	6,304	27,943
Repairs and maintenance	191,723	140,495	332,218
Depreciation	808,138	62,045	870,183
Bond interest expense	1,152,461		1,152,461
Other	10,705	150	10,855
Total expenses	<u>6,580,598</u>	<u>5,350,940</u>	<u>11,931,538</u>
Change in net assets	334,627	1,286,015	1,620,642
Net assets - beginning	<u>12,969,392</u>	<u>(92,640)</u>	<u>12,876,752</u>
Net assets - ending	<u><u>\$13,304,019</u></u>	<u><u>\$1,193,375</u></u>	<u><u>\$14,497,394</u></u>

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
New Dawn Charter Schools

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 17, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

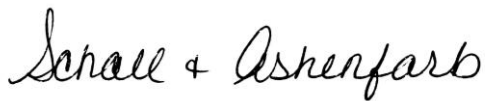
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Schall & Ashenfarb". The script is cursive and fluid.

Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2022

**NEW DAWN CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2022**

Current Year:

None

Prior Year:

None – There were no findings in the prior year.



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

September 01, 2022 through September 30, 2022

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: [Chase.com](https://www.chase.com)
Service Center: **1-800-242-7338**
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679

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NEW DAWN CHARTER HIGH SCHOOL II
242 HOYT ST
BROOKLYN NY 11217

SAVINGS SUMMARY

Chase Business Premier Savings

	INSTANCES	AMOUNT
Beginning Balance		\$50,022.07
Deposits and Additions	2	50,000.89
Ending Balance	2	\$100,022.96
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$0.89
Interest Paid Year-to-Date		\$7.45

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$50,022.07
09/28	Online Transfer From Chk ...8331 Transaction#: [REDACTED]	50,000.00	100,022.07
09/30	Interest Payment	0.89	100,022.96
	Ending Balance		\$100,022.96

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.



September 01, 2022 through September 30, 2022

Account Number: **000003856150132**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

New Dawn Charter High School II

PROJECTED BUDGET FOR 2022-2023				Assumptions
July 1, 2022 to June 30, 2023				DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will				
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL	
Total Revenue	4,872,696	3,613,747	8,486,444	
Total Expenses	4,474,453	2,885,999	7,360,452	
Net Income	398,243	727,748	1,125,991	
Actual Student Enrollment	210	140	-	
Total Paid Student Enrollment	210	140	350	
PROGRAM SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL	
REVENUE				
REVENUES FROM STATE SOURCES				
Per Pupil Revenue	CY Per Pupil Rate			
District of Location				
CSD 15: New Dawn Charter High School	\$17,633	-	-	
School District 3 (Enter Name)		-	-	
School District 4 (Enter Name)		-	-	
School District 5 (Enter Name)		-	-	
	3,702,930	2,468,620	6,171,550	
Special Education Revenue	-	217,800	217,800	\$10,890 per the conservatively estimated 20 students receiving 20-59% services
Grants				
Stimulus				
Other	105,000	70,000	175,000	ESSER & CCR (Conservative at \$500 per pupil)
Other State Revenue	-	-	-	
TOTAL REVENUE FROM STATE SOURCES	3,807,930	2,756,420	6,564,350	
REVENUE FROM FEDERAL FUNDING				
IDEA Special Needs	-	179,200	179,200	\$1,280 per student
Title I	43,575	-	43,575	Assumes 83% poverty rate at \$150 per pupil
Title Funding - Other	4,000	-	4,000	Title II Staff Development, based on prior year
School Food Service (Free Lunch)	-	-	-	
Grants				
Charter School Program (CSP) Planning & Implementation	-	-	-	
Other	-	-	-	
Other Federal Revenue	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	47,575	179,200	226,775	
LOCAL and OTHER REVENUE				
Contributions and Donations, Fundraising	-	-	-	
Erate Reimbursement	17,400	11,600	29,000	E-Rate Reimbursement
Interest Income, Earnings on Investments,	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	
Food Service (Income from meals)	-	-	-	
Text Book	-	-	-	
Other Local Revenue	999,791	666,527	1,666,319	Facilities Funding
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	1,017,191	678,127	1,695,319	

New Dawn Charter High School II

PROJECTED BUDGET FOR 2022-2023					Assumptions
July 1, 2022 to June 30, 2023					DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will					
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL		
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Net Income	398,243	727,748	1,125,991		
Actual Student Enrollment	210	140	-		
Total Paid Student Enrollment	210	140	350		
PROGRAM SERVICES					
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL		
TOTAL REVENUE	4,872,696	3,613,747	8,486,444		
EXPENSES					List exact titles and staff FTE"s (Full time equivilalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS	Positions				
TOTAL ADMINISTRATIVE STAFF	8	573,434	382,289	955,724	
INSTRUCTIONAL PERSONNEL COSTS					
TOTAL INSTRUCTIONAL	28	1,218,302	812,202	2,030,504	
NON-INSTRUCTIONAL PERSONNEL COSTS					
TOTAL NON-INSTRUCTIONAL	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS	37	1,791,737	1,194,491	2,986,228	
PAYROLL TAXES AND BENEFITS					
Payroll Taxes		179,174	119,449	298,623	Assumes a 10% payroll tax costs
Fringe / Employee Benefits		362,513	225,008	587,521	Assumes and 18% benefit rate +\$40,000 in bonuses + \$10,000 for College for AT
Retirement / Pension		125,422	83,614	209,036	Assumes a 7% of total salaried employees will participate in pension which is at 6% rate of
TOTAL PAYROLL TAXES AND BENEFITS		667,108	428,072	1,095,180	
TOTAL PERSONNEL SERVICE COSTS		2,458,844	1,622,563	4,081,407	
CONTRACTED SERVICES					
Accounting / Audit		60,000	40,000	100,000	Acct. \$75K, Audit \$25K
Legal		70,000	30,000	100,000	Legal fees for lease negotiations & Condo
Management Company Fee		-	-	-	
Nurse Services		-	-	-	
Food Service / School Lunch		750	250	1,000	Based on prior years
Payroll Services		10,000	4,000	14,000	Paylocity costs
Special Ed Services		-	-	-	
Titlement Services (i.e. Title I)		-	-	-	
Other Purchased / Professional / Consulting		51,000	34,000	85,000	Estimate at \$85K
TOTAL CONTRACTED SERVICES		191,750	108,250	300,000	
SCHOOL OPERATIONS					
Board Expenses		600	-	600	Estimated at \$50 a month
Classroom / Teaching Supplies & Materials		48,000	32,000	80,000	Prior years \$50K as of Q3 FY22, factor new grade
Special Ed Supplies & Materials		-	10,000	10,000	Factor additional grade

New Dawn Charter High School II

PROJECTED BUDGET FOR 2022-2023				Assumptions
July 1, 2022 to June 30, 2023				DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will				
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL	
Total Revenue	4,872,696	3,613,747	8,486,444	
Total Expenses	4,474,453	2,885,999	7,360,452	
Net Income	398,243	727,748	1,125,991	
Actual Student Enrollment	210	140	-	
Total Paid Student Enrollment	210	140	350	
PROGRAM SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL	
Textbooks / Workbooks	25,000	10,000	35,000	Based on replacement and New Grade, Prior year \$16K as of Q3
Supplies & Materials other	18,000	12,000	30,000	Prior year, plus additional grade factor in.
Equipment / Furniture	7,920	5,280	13,200	New Hires Desk and Chairs, Similar to prior year
Telephone	4,800	3,200	8,000	Phone, Printers, PCs, Etc. for new Hires
Technology	61,452	40,968	102,420	Monthly Phone, Internet cost, in addition to New Hires PCs, Printers, etc...
Student Testing & Assessment	10,500	4,500	15,000	Previous year \$5K, kept for Costs for Scantron, PerfPlus
Field Trips	15,750	10,500	26,250	Various field trips: Annual \$75/student (Transportation included)
Transportation (student)	-	-	-	
Student Services - other	5,250	3,500	8,750	Rentals: basketball, food, celebrations, Trip, (Annual \$25/pupil)
Office Expense	25,200	16,800	42,000	Estimated at \$3.5K a month for supplies, postage, etc., adj. for additional grade
Staff Development	32,850	21,900	54,750	Estimate at \$1500 per headcount
Staff Recruitment	18,000	12,000	30,000	Multiple postings for new grade (Est. for LinkedIn and fingerprinting)
Student Recruitment / Marketing	15,000	10,000	25,000	Supplies, Brochures and mailings
School Meals / Lunch	-	-	-	
Travel (Staff)	26,280	17,520	43,800	Conferences, travel, lodging, fees (\$100/Mth per employee)
Fundraising	1,500	750	2,250	Estimate
Other	-	-	-	
TOTAL SCHOOL OPERATIONS	316,102	210,918	527,020	
FACILITY OPERATION & MAINTENANCE				
Insurance	61,035	40,690	101,725	FY22 actuals with 15% assumption increase for FY22
Janitorial	128,573	128,573	257,146	Labor and Supplies
Building and Land Rent / Lease	999,791	666,527	1,666,319	Annual rental per agreement per student enrollment
Repairs & Maintenance	10,800	10,800	21,600	Annual and one time repairs
Equipment / Furniture	7,920	7,920	15,840	New hires Desk, Chairs, tables, etc..
Security	131,038	87,358	218,396	Avg. of \$4K per week
Utilities	3,600	2,400	6,000	Placeholder, utilities included?
TOTAL FACILITY OPERATION & MAINTENANCE	1,342,756	944,269	2,287,025	
DEPRECIATION & AMORTIZATION	65,000		65,000	Non Cashflow Item
LOAN REPAYMENT	-	-	-	N/A
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	100,000	-	100,000	\$75K previously paid, capped at \$100K, entered for reporting purposes
TOTAL EXPENSES	4,474,453	2,885,999	7,360,452	
NET INCOME	398,243	727,748	1,125,991	

New Dawn Charter High School II

PROJECTED BUDGET FOR 2022-2023				Assumptions
July 1, 2022 to June 30, 2023				DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will				
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Actual Student Enrollment	210	140	-	
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PROGRAM SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION		
CSD 15: New Dawn Charter High School	210	140		
CSD 15: New Dawn Charter High School				
School District 3 (Enter Name)				
School District 4 (Enter Name)				
School District 5 (Enter Name)				
TOTAL ENROLLMENT	210	140		
REVENUE PER PUPIL	23,203	25,812		
EXPENSES PER PUPIL	21,307	20,614		

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

Trustee Name:

RONALD TABANO

Name of Charter School Education Corporation:

NEW DAWN CHARTER 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.

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

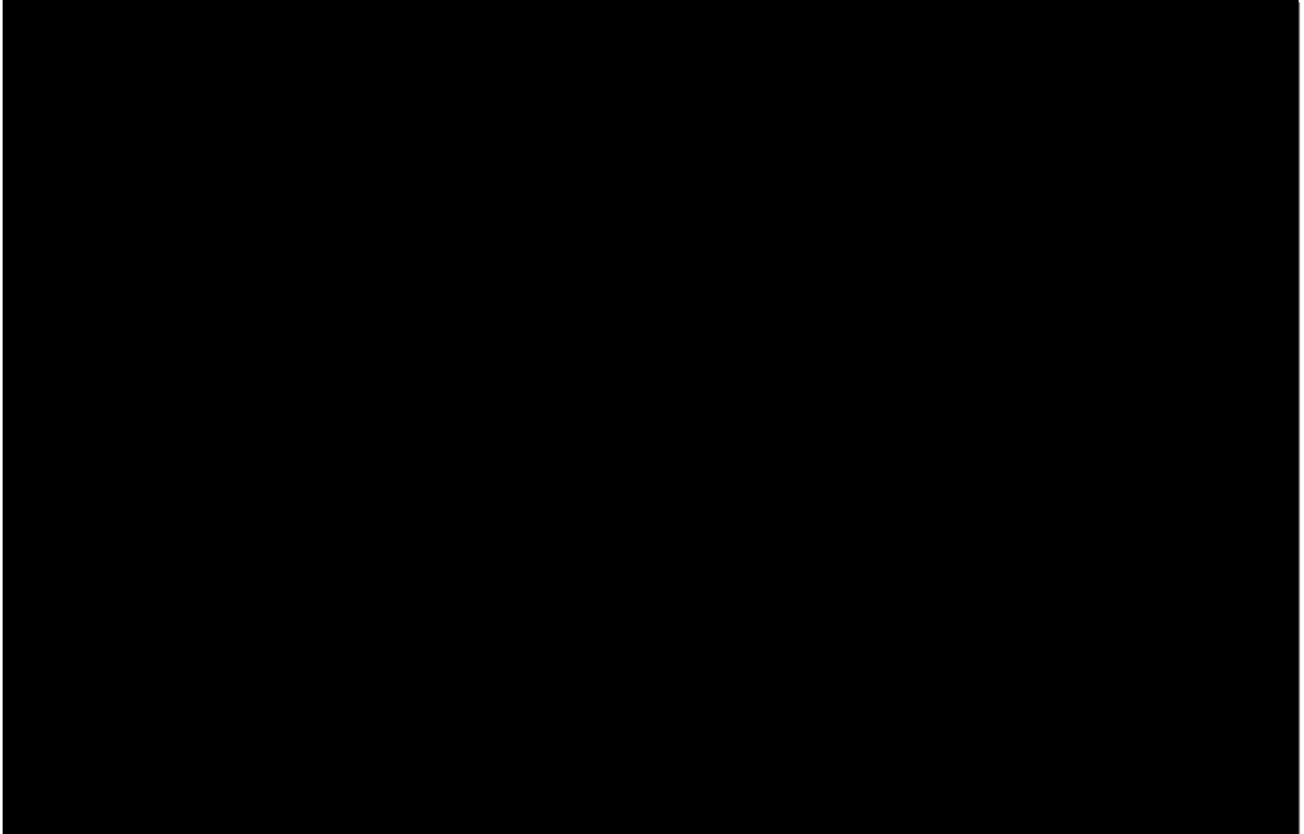
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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.



<u>Ronald Tabano</u>	<u>6/15/22</u>
Signature	Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Brian Baer

Name of Charter School Education Corporation:

New Dawn Charter Schools, Inc.

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

Board of Trustees 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**

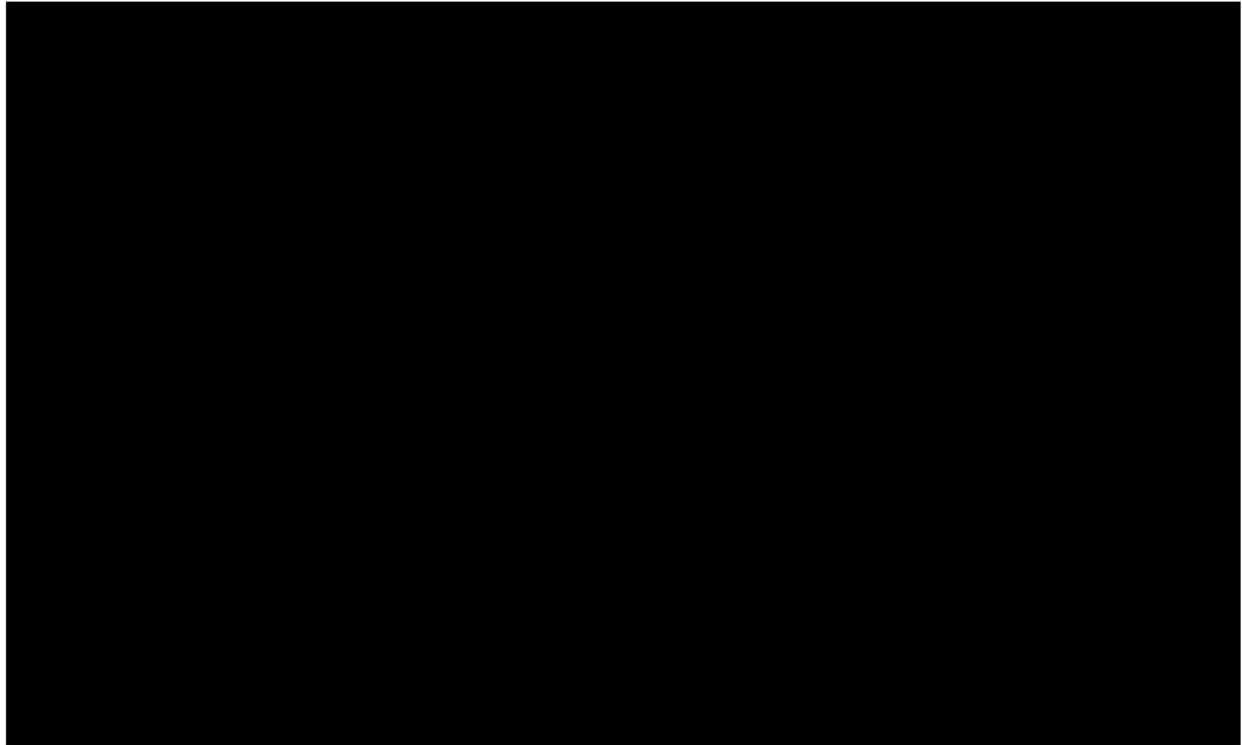
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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
The Elevated Studio, Inc.	Owner representation during construction activities	\$10,852.00	Brian Baer	Conflict of Interest agreement, and owner/owner representative agreement.

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.



Brian Baer

Digitally signed by Brian Baer
Date: 2022.07.27 11:56:10
-04'00'

2022.July 27

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Jane Sun

Name of Charter School Education Corporation:

New Dawn Charter High Schools

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

vice_chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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J. An Sun

06/15/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

KATHARINE URBATI

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.).

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **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

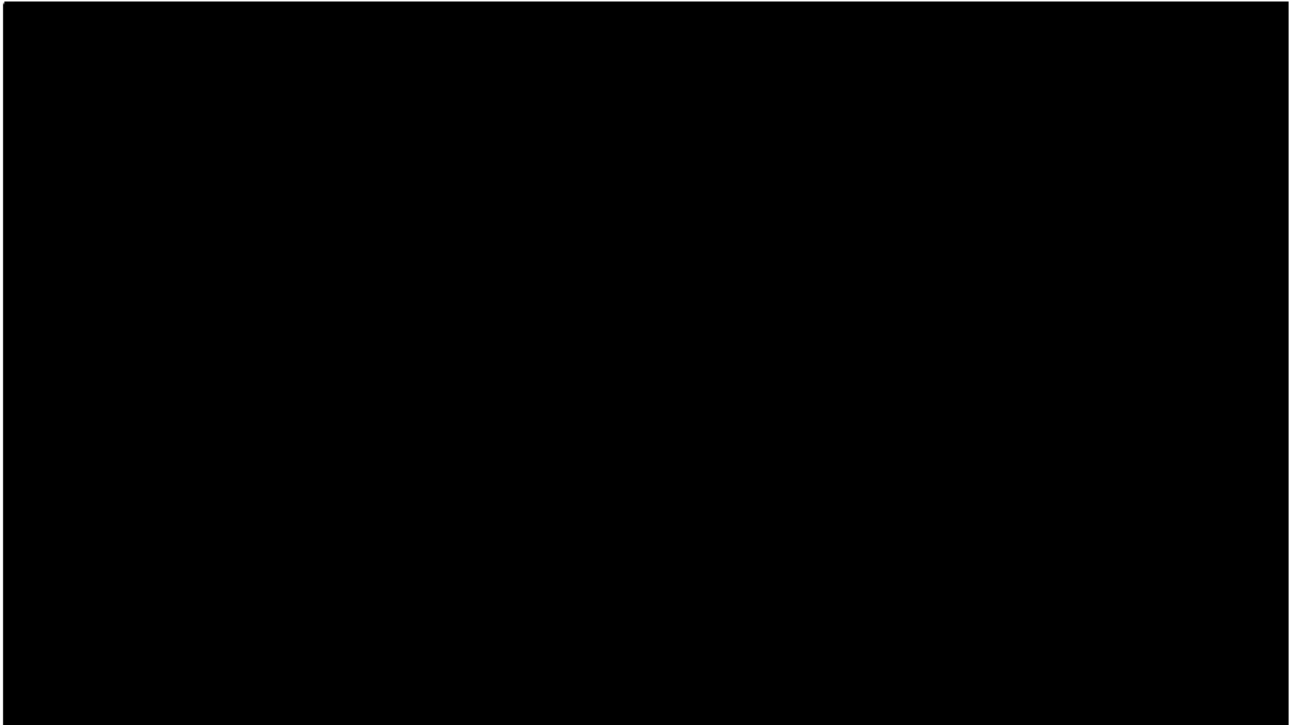
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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

-

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Signature

7/28/22

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Jonathan Carrington

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.).

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**

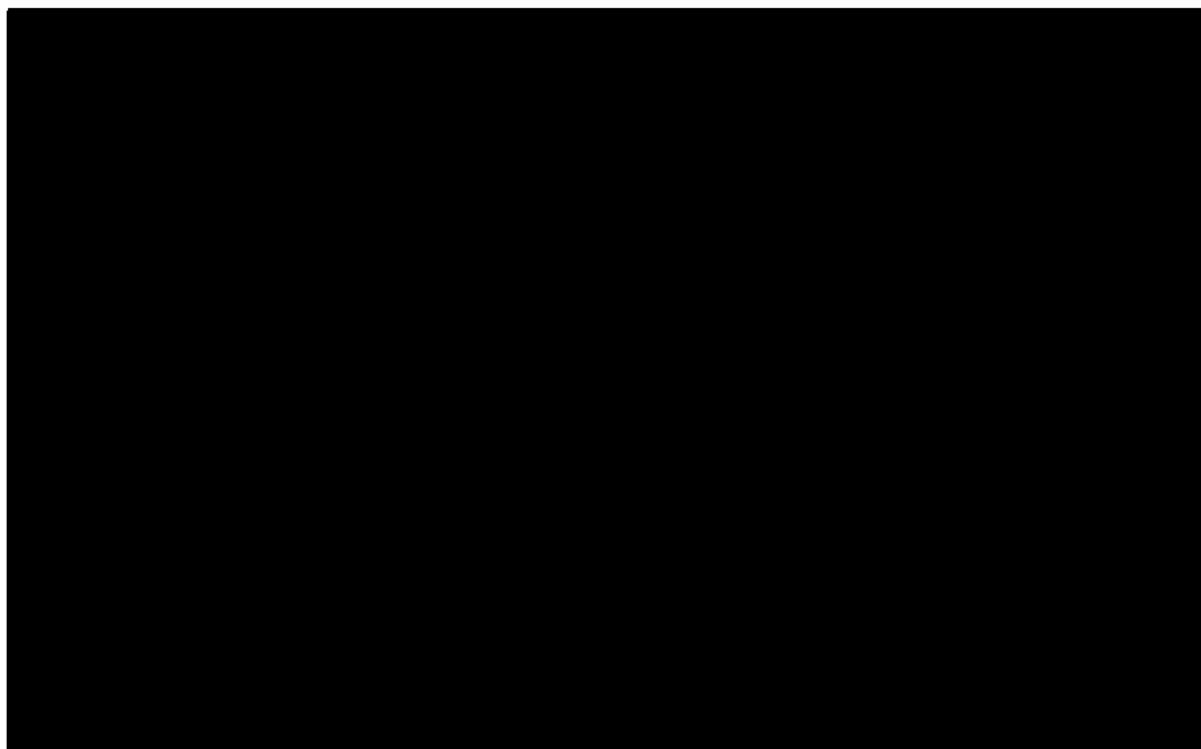
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

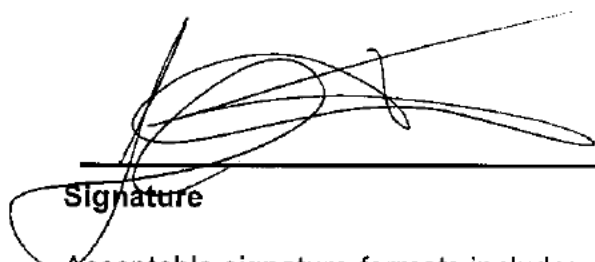
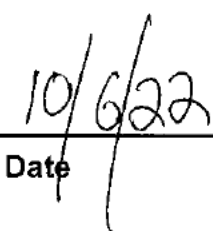
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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.



Signature Date

Acceptable signature formats include:

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

last revised 04/2022

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

February 2022 Board Meeting Minutes

New Dawn Charter Schools Board of Trustees

**Tuesday, February 22, 2022
11:00 a.m.**

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

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

Tel. 347-505-9101

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

Board Members Absent: Jonathon Carrington, Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS

I. Agenda

Resolution: February 2022 Agenda

Mr. Tabano asked the board members if there was a motion to accept and approve the February 2022 agenda.

Motion: Mr. Brian Baer motioned to accept and approve the February 2022, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2022 agenda.

II. Minutes

Resolution: January 2022 board minutes

Mr. Tabano asked if there was a motion to accept and approve the January 2022 board minutes.

Motion: Ms. Jane Sun motioned to accept and approve the January 2022, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian seconded the motion.

Vote: The board voted unanimously to accept and approve the January 2022, Board of Trustees meeting minutes.

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

a. Resolution: Monthly Financials

Ms. Urbati informed the board that the financials look good. Mr. Tabano asked if there was any issue with the financial report that needed to be discussed. Ms. Urbati confirmed that there was not. Mr. Tabano then asked the board members if there was a resolution to accept the February 2022 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 2022 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2022 monthly financials.

IV. Hiring, Recruitment, and School Updates
Benchmark 7: Organizational Capacity

a. Staff Hiring— Dr. Sara Asmussen

Dr. Asmussen reported to the board that the new PE teacher will start next Monday in the Brooklyn school to replace Mr. Asher who was moved into the Dean's position. Dr. Asmussen also stated that the Brooklyn school still needs a science teacher. The school is also looking for a Global History teacher. Ms. Nydia Lugo, who is a certified social studies teacher, is temporarily filling in that position while a new teacher is hired. The Queens school is looking for an ELA and SPED teacher. Dr. Asmussen further stated that staffing is improving in both schools and the schools are getting more candidates applying for open positions.

b. Student Recruitment—Dr. Sara Asmussen

Dr. Asmussen informed the board that student recruitment is getting much better. However, at the Queens school, both the parent coordinator and office assistant resigned. In the meantime, Dr. Asmussen will assign Mr. Mike Wolf to work at the Queens school to handle student recruitment. There is a new parent coordinator already hired and she will work with Ms. Kim Fields in Brooklyn to get properly trained and then will go out to Queens with Ms. Kim to get officially started. Ms. Fields is also hosting guidance counselors with students at the Brooklyn school. By next week, Dr. Asmussen anticipates that a recruiting film will be completed for NDCS. Additionally, intakes are increasing at both schools. Dr. Asmussen also reported that the outreach team is bringing some students back, however many students are just not returning. Dr. Asmussen also stated that new students recruited are good attenders, which is a positive.

Mr. Tabano stated that he is having a similar experience at his schools with some students deciding not to attend but new recruits being very good attenders. Dr. Asmussen also remarked that she believes that the school will continue to do well. Mr. Tabano believes that the Bridge program is a good idea in the future at his school as well.

Dr. Asmussen reported on the new Bridges to College & Careers program which has seventeen (17) students in Brooklyn and eight (8) students in Queens. Dr. Asmussen also reported that Mr. Scott Millikan has officially started in the Brooklyn school and he has launched the Bridges program. Subsequently, students are coming back to school to set up their postgraduate careers. An announcement was made to parents about the Bridges program and was met with great enthusiasm. Dr. Asmussen stated that Scott and Olivia Robinson (Queens), who is currently on maternity leave, have the Bridge program set up in in groups. There are the students that are going to college or technical school; who want to take civil service exams or want to go into the military, or want a job. Finally, there is a fourth group of students who do not know what they want to do. The goal is to get that fourth group into one of the other three groups and then have focused classes with those three groups to make sure that all students will have a career plan upon graduation.

c. School Updates—Dr. Sara Asmussen

Dr. Asmussen reported that overall things are going well in both schools. As far as positive COVID test results, both schools had no one test positive for the first time this week. Dr. Asmussen stated that she believes that the situation is improving. Mr. Tabano asked what the school's position will be if the State lifts the mask mandate. Dr. Asmussen replied that she will make it an option for anyone who chooses to wear a face mask. Mr. Tabano agreed that it should be left up to the individual's discretion.

V. Facilities— Mr. Jose Obregon, Director of Operations and Student Services
Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon informed the board that he received three (3) bids for the installation of the security system in Queens. The security system being installed includes access control for doors, access control for the elevator in Queens, and exit doors alarmed to notify security or staff if anyone has left the building or if an intruder enters the building. One of the bids is from Mutual Security which installed the security system in Brooklyn. The monthly fee will be approximately \$167. per month or approximately \$2K per year. Mutual Security is proposing a ten (10) year contract commensurate with the one in Brooklyn. Stanley is the other security company which is offering installation at \$38K with a quarterly fee of \$61.62 and the contract will be in effect until the time the school decides to cancel the contract. The third company bidding for the job is Coverington Security systems which is asking for \$62,000 with no monthly fee. Coverington will monitor the system as long the school desires as until the school gives them notice to terminate their service. All three companies use a cloud base data system to operate and monitor their security system.

Mr. Brian Baer suggested that to maintain simplicity of having one vendor for both schools, Mr. Obregon should go back and try to negotiate a 3–5-year term that will expire simultaneously with the Brooklyn school security contract. Mr. Baer suggested that at the time of expiration, the school can decide whether it wants to continue with Mutual Security or look elsewhere. Mr. Tabano stated that he believed that to be a good idea. Mr. Obregon stated that he would go back to Mutual Security and try to renegotiate the length of the contract. Mr. Brian Baer also stated that we should use this as leverage to get the handicap ramp completed at the Brooklyn school. Mr. Baer also stated that he will be available to assist with pushing that along. Finally, for the Queens school, Barone was notified that the window AC/heating units are not working properly. When the temperature drops below a certain temperature, they become ineffective. This was confirmed by one of Barone's electricians that was sent to the school to troubleshoot the units that were not working properly.

For the Brooklyn school, Mr. Obregon reported that Mr. Ed Cinni had the solenoid installed in the mechanical room on the rooftop. This was the last requirement needed to get a final C of O. Additionally, Mr. Ed Cinni sent a contractor to look at the water leak coming from the mechanical room on the rooftop. The technician determined that the leak was coming through a gap between the door leading to the HVAC system and the landing where the door is installed. Mr. Cinni stated that he will have someone come to make the necessary adjustments.

Mr. Tabano asked if the school was going to hold Benchmark responsible to fix the leak. Mr. Obregon stated that we would and to also to fix the floor in the mechanical room

that was damaged because of the water leak. Mr. Brian Baer cautioned that they should fix the leak first before the floor. Mr. Obregon acknowledged this.

Mr. Tabano then asked where the school was with Barone. Dr. Asmussen replied that she would discuss this at the executive meeting.

b. Resolution: Security bids at Queens

Pending renegotiation of contract term with Mutual security.

VI. Grants & Reports— Dr. Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen informed the board that both schools were approved for the ESSER grant. Therefore, the paver project can go forward at the Brooklyn school. Regarding the mechanical room on the rooftop to be authorized as classroom space, Dr. Asmussen stated that the school will need to get a land use attorney.

b. Consolidated Application updates

Dr. Asmussen reported to the board that all consolidated applications are approved.

c. Capital Funding and RESO

Dr. Asmussen reported that the Brooklyn school received 500K from the Brooklyn Borough President, Eric Adams. Therefore, the school will not be applying for the RESO grant. Queens will be applying for the RESO grant. Since the school does not own the Queens building, the school will not be able to apply for Capital funding.

Dr. Asmussen also informed the board that DYCD is looking to award the Queens school \$82K as opening funds. However, they want the school's insurance broker to sign off on an insurance form for year 2019.

VII. New Board Platform – Dr. Sara Asmussen

Dr. Asmussen informed the board that next month the board will be trained on how to use this new platform. The new platform will eliminate the need to send multiple emails regarding board business. Instead, all documents will be posted on the new platform for board members to check. This will include board minutes, bids, finance reports, the board bylaws, and all our policies and procedures and such.

Mr. Tabano asked what the platform was called and Dr. Asmussen replied that it was called Board Effects. Mr. Tabano also asked what the cost for the platform was and Dr.

Asmussen replied that it was 5K. Mr. Tabano remarked that it sounds like a good initiative.

VIII. Public Comment

No Public Comment was made.

IX. New Business

Mr. Tabano asked if there was any new business to be discussed. There was no new business.

X. Adjournment

Mr. Tabano asked if there was a motion to adjourn the February 2022 Board of Trustee meeting.

Motion: Mr. Brian Baer motioned to adjourn the February 2022 Board of Trustee meeting.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to adjourn the February 2022 Board of Trustee meeting at 11:30 A.M.

XI. Executive Session

Real estate issues were discussed.

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

Agenda
New Dawn Charter Schools Board of Trustees

January 2022 Meeting

Tuesday, January 25, 2022
11:00 a.m.

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, Ms. Jane Sun, Vice Chair, Mr. Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer

Board Members Absent: Jonathon Carrington, Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS

I. Agenda

Resolution: January 2022 Agenda

Motion: Mr. Brian Baer motioned to accept and approve the January 2022, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the January 2022 agenda.

II. Minutes

Resolution: December 2021 Minutes

Mr. Tabano asked if there was a motion to accept the December 2021 Board minutes.

Motion: Ms. Jane Sun motioned to accept and approve the December 2021, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian seconded the motion.

Vote: The board voted unanimously to accept and approve the December 2021, Board of Trustees meeting minutes.

III. Financials— Mr. Steve Ramkissoon, Director of Finance & HR, NDCS
Benchmark 4: Financial Condition
Benchmark 5: Financial Management

Mr. Steve Ramkissoon reported that as of December 31, 2021, the Brooklyn school is still at a positive income level. Although student enrollment is at 243 enrolled and not at optimum enrollment numbers, the school is still at approximately 345K positive in revenue. To address student enrollment, recruiting postcards were mailed out and recruiting and outreach efforts are being escalated.

For the Queens school, Mr. Ramkissoon reported that the school is at 223 students enrolled. During the next several weeks, it is expected that approximately fifteen (15) students will be discharged. However, Mr. Ramkissoon reported that the school has a positive operating income, and the school is on track to meet its financial goals. Mr. Ramkissoon also reported that both schools are seeking to hire new staff. Additionally, he informed the board that Dr. Asmussen is working on grants that may bolster the school's revenue. Mr. Ramkissoon reported that although both schools are short of enrollment goals, financially both schools are on track to meet financial objectives. Finally, he asked if anyone had any questions on any of the schools.

Mr. Tabano then asked the board members if there was a resolution to accept and approve the December 2021 financial report.

a. Resolution: Monthly Financials

Motion: Ms. Jane Sun motioned to accept and approve the December 2021 financial report.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the December 2021 financial report.

b. Investors Meeting

Mr. Ramkissoon reported that that the school met all benchmarks that are required for the bond. He also reported that the investors were satisfied with the overall performance of the school.

Mr. Tabano complimented both Dr. Asmussen and Mr. Ramkissoon for the great job of presenting the information to the investors. Mr. Tabano also stated that during the

presentation, there were not many questions asked by the investors and the answers to the questions posed were right on target. Also, Mr. Tabano remarked that the fact that there were not many questions is an indicative of how well the presentation was delivered. Mr. Tabano remarked that he believes that the investors feel confident that what the school is doing is correct and that the school is moving in the right direction. Mr. Tabano complimented both Dr. Asmussen and Mr. Ramkissoon for a job well done.

IV. Hiring and Recruitment

Benchmark 7: Organizational Capacity

a. Staff Hiring—Dr. Sara Asmussen

Dr. Asmussen reported to the board that she feels that people are starting again to look for employment. Dr. Asmussen further stated that the Queens school has two job offers pending for a math and sped teacher position. No response is received yet from the two candidates offered the positions. In the Brooklyn school, the guidance counselor candidate will start on Monday. Ms. Olivia Roberts, who just went out on maternity leave, will continue as the guidance counselor in Queens when she returns. The Guidance Counselors are developing a new program call Bridges to Careers. This will be new initiative this year and it will begin a week from this coming Wednesday. These students will be in this bridge class with Scott and Olivia. The class will be completely individualized to every student, and they will leave with a career plan. It will include options that will include looking at the trades at vocational schools at colleges or just working on their resume and getting a job. Dr. Asmussen stated that this is the first step in the school CTE process.

b. Student Recruitment—Dr. Sara Asmussen

In terms of student recruitment, Dr. Asmussen reported that this year has been a challenge. Since the start of the year, Queens has recruited 33 students and Brooklyn 64 students. However, as a result of graduation in Brooklyn and the processing of LTAs in Queens, these gains were nullified. The Queens school needs to add approximately sixty-four (64) new students to meet enrollment goals. Recently, the office aide in Queens resigned. Subsequently, the school is looking for someone who has the organizational ability to handle student recruitment as part of their job description. The new office assistant will be trained by the Brooklyn school staff that includes Ms. Kim Fields and Ms. Nazli Askin. Ms. Fields is starting a new initiative where she is inviting counselors to the Brooklyn school with parents of potential new students. This is part of reaching out to feeder schools. Also, Dr. Asmussen mentioned that Ms. Erica Fabiano will be coming off maternity leave and will start working remotely until September 2022 and she is key to Queens recruitment.

Ms. Jane Sun asked if it is possible to make a video of the Brooklyn school to send to feeder schools. Dr. Asmussen confirmed that it is possible, and the target date is

February to have a video available. Dr. Asmussen also informed the board that the Brooklyn Borough President has made the STEM grant available to the school. That grant was placed on hold because of the pandemic. The Brooklyn school was awarded approximately 500K. The Queens school will apply for the grant through the Queens borough president's office. Mr. Tabano asked if there was any stipulation for applying for this grant. Dr. Asmussen said that there was not. Dr. Asmussen also stated that Jose Obregon and Mary-Grace Tomecki are going to reach out personally to the Queens borough president in order to get information about the grant for Queens.

V. Facilities—Jose Obregon
Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon informed the board that for the Queens school he secured a contractor to complete the caging for the stairwells that lead to the rooftop. Barone has the job bid for this project. Additionally, there are three (3) bids in for the security system in Queens. Mr. Obregon will go over the bids with Dr. Asmussen and Mr. Ramkissoo. By next board meeting, Mr. Obregon will have a recommendation to the board for those security systems. Additionally, there are several windows in the Queens building that still need repair and adjustments. Several of these windows do not close properly. Barone has stated that replacement windows are on order and will be installed when they arrive. The heating/AC units at the Queens school were re-programmed to start heating before the school day starts. It still must be determined if this will keep the building warm throughout the day. As of recently, the heating/AC units are not functioning as they should.

Mr. Obregon reported to the board that Mr. Brian Baer and Mr. Ed Cinni visited the Brooklyn school to determine the cause of the leak coming from the roof top electrical room. There is a possibility that water is entering through a seam on the wall near the HVAC housing area. Both agreed that they will get a contractor to look at possible resolutions to the problem. Additionally, the handicap ramp door that leads to the back yard still needs to be fixed. Mr. Obregon also informed the board that the school signed a Fire Alarm maintenance contract that will include periodic inspections of the fire alarm system and maintenance when needed. Finally, the monthly sprinkler system inspection was conducted at the Brooklyn school with no issues to report.

Mr. Tabano asked if Barone completed the fencing of the backyard area in Queens satisfactorily. Mr. Obregon indicated that they still need to cage off the AC system in the yard to prevent damage. Otherwise, the backyard is fine. Mr. Obregon also reported that the lighting was successfully upgraded in the backyard area.

Mr. Tabano asked Mr. Brian Baer, what is the timeline for getting the roof repaired in Brooklyn. Mr. Baer responded that Mr. Ed Cinni is going to reach out to the roofing and wall installer early this week and get them onsite towards the beginning of next week.

Mr. Tabano further asked, who is liable for the leak on the roof. Mr. Baer responded that he needs to go through the drawings to determine if it was a design issue or construction issue. Mr. Baer also stated that he suspects that it is a construction/installation issue.

Mr. Obregon verified with Mr. Brian Baer that Mr. Ed Cinni was also going to also send someone to look at and repair the epoxy flooring on the roof top electrical housing area. Mr. Baer concurred with Mr. Obregon.

VI. Public Comment

No public comment was made.

VII. New Business

Dr. Asmussen informed the board that Ms. Nazli Askin will be teaching Turkish at the Queens school next semester. Concurrently, Ms. Askin will be able to help the Queens school with office management and their data collection.

VIII. Adjournment

The next board meeting was scheduled for February 22, 2022, at 11:00 AM.

The meeting adjourned at 11:30 AM.

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

New Dawn Charter Schools Board of Trustees

December 2021 Meeting

**Tuesday, December 21, 2021
11:00 a.m.**

**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, Ms. Jane Sun, Board Member, Mr. Brian Baer, Board member, Ms. Katharine Urbati, Treasurer
Board Members Absent: Mr. Jonathon Carrington, Board Member

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations and Student Support, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Ms. Nazli Askin, Data Specialist, NDCS, Dr. Lisa DiGaudio, Director of Curriculum, and Instruction, NDCS

I. Agenda

Resolution: December 2021 Agenda

Motion: Ms. Jane Sun motioned to accept and approve the December 2021, Board of Trustees meeting agenda.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2021 agenda

II. Minutes

Resolution: November 2021 Minutes

Motion: Ms. Jane Sun motioned to accept and approve the November 2021, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2021, Board of Trustees meeting minutes.

III. Financials—Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Resolution: Monthly Financials

Mr. Ramkissoon reported to the board that in Brooklyn, due to declining student enrollment, the projected revenue was down to approximately 290K. However, Mr. Ramkissoon also pointed out that depreciation and amortization costs totaling over 337K were factored in the monthly budget, thereby, affecting the total revenue. If not for those costs, the school would have approximately 47K in positive revenue. Since this expense is not a reoccurring expense, it should not be cause for concern. On a positive note, aside from the depreciation and amortization costs, monthly expenses were below projected numbers. Additionally, the school still has staff vacancies that need to be filled and this contributes to decreased monthly expenditures. Mr. Ramkissoon reported that aside from this month's financial report, the Brooklyn school is still on track to meet its financial projections and is still doing well.

Mr. Ramkissoon reported that the Queens school has 223 students enrolled vs. the 300 projected. Consequently, since the school is only at 74% of the projected student enrollment, it directly affects the projected revenue. Notwithstanding the lower revenue than projected revenue, school expenses remain low at 36% of the projected. Mr. Ramkissoon also stated that he is carefully re-negotiating service contracts to cut down on expenditures. The Queens school also has staff vacancies that is offsetting revenue deficits. Mr. Ramkissoon also commented that despite the lower than projected revenue, both schools were still doing well overall.

Ms. Jane Sun commented that she did not see any federal grant monies accounted for in the monthly budget. Mr. Ramkissoon informed her that those funds were not received yet.

Ms. Katharine Urbati also commented that she did not see anything in the monthly report that was not expected and thanked Steve and the school for maintaining a disciplined budget.

Motion: Ms. Katharine Urbati motioned to accept and approve the December 2021 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board members voted unanimously to accept and approve the August 2021 monthly financials

IV. Hiring and Recruitment
Benchmark 7: Organizational Capacity

a. Staff Hiring—Ms. Donna Lobato – Principal, NDCHS Brooklyn

Ms. Lobato reported that the Queens school is still looking for a math and SPED teacher. At the end of January 2022, there will be two (2) additional positions that will need to be filled which is the ELA teacher position and an office assistant position. The Brooklyn school has a science teacher and guidance counselor position still open. Ms. Lobato also reported that NDCHS is still actively recruiting for these positions and the goal is to get them filled as soon as possible.

b. Student Recruitment—Steve Ramkissoon, Director of Finance and HR

Mr. Ramkissoon reported that the student recruitment team is reaching out to all leads to bring students in. Additionally, he reported that he received a quote from Vanguard and the cost will be approximately 28K. The company will mail out approximately 42K postcards to potential new students.

V. Facilities—Jose Obregon, Director of Operations and Student Services

Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon reported that there were two (2) personnel changes on the security guard team in Queens. Work in the building that needs to be completed includes a bathroom commode in the 3rd floor women's bathroom which is leaking, and water is coming through the ceiling from a different source. Mr. Flory confirmed that Barone did fix the leaky commode and patched the ceiling. However, Mr. Flory thinks that the problem maybe persistent since the water leakage maybe coming from an upper floor or the roof. Mr. Flory also confirmed the lights on the B stairwell still need to be fixed. Mr. Obregon also commented that the bathrooms in general need to be upgraded including installation of new commodes and bathroom stalls. Also, an elevator control key was acquired recently to shut down or limit the use of the elevator. Security bids for the schools are still in progress. One bid was already received, and two bids are still pending.

For the Brooklyn school, Mr. Obregon confirmed that Mr. Ed Cinni and Mr. Brian Baer will be at the school to look at the leak coming from the equipment/mechanical control room on the rooftop. Mr. Tabano asked Mr. Obregon who were the three companies bidding for the security contract at Queens. Mr. Obregon replied that it was Axios, Mutual, and Stanley.

VI. Grants & Reports - Dr. Sara Asmussen, Executive Director, NDCS

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen reported that the ESSER grant was rejected for the Queens school and that she is still waiting for the Brooklyn school decision.

b. Consolidated Application updates

Dr. Asmussen confirmed that the consolidated applications for both schools were finally accepted.

VII. School Reports & Hiring

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn—Ms. Donna Lobato, Principal NDCHS Brooklyn

Ms. Lobato reported that several staff members were out this month, however the staff has done well to provide excellent coverage. Some students have opted to stay home, and some are coming physically to school. JUNO Pods are being used for virtual classes. Staff is being tested continuously. Mr. Tabano asked if zoom classes are still effective and Ms. Lobato replied that they are effective and that students are participating and engaged. Chromebooks are being distributed as necessary to support virtual learning. Ms. Lobato also informed the board that there is a possibility for getting per pupil funding for those students aged 21 and over due to new COVID accommodations. She stated that she will inform the board of the requirements as she gets more information. Dr. Asmussen also mentioned to the board that the school is working on COVID-19 onsite testing for the staff.

b. Queens— Mr. Zach Flory, Principal NDCHS Queens

Mr. Flory informed the board that there are some staff that have called out sick, but there are no reports of any positive cases yet. Onsite testing for students is happening but with limited student participation. Three students have called out and self-reported positive. The school is currently in hybrid mode. There are no issues with instruction currently.

c. Internship Program— Mr. Jose Obregon,
Director of Operations and Student Services

Mr. Obregon reported that attendance has dropped in the past two weeks in both schools. However, there is a lot of positive energy in Queens and in Brooklyn. Students have asked when worksites will be made available again and seem anxious to go to a job site. Otherwise, there is nothing negative to report.

VIII. Enrollment—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

a. Enrollment Numbers to Date

Ms. Askin reported that in Brooklyn, there were six new additions to enrollment and two transfers placing the school at 264 students enrolled. Student Immunization rate is at 97%, SPED is at 43%, ELL is at 11%, and Free and reduced lunch is at 82%. There are no major changes in gender or ethnicity percentages.

In the Queens school, enrollment rate is at 239 students enrolled. There were 14 new students added to the enrollment numbers this month. SPED is at 36%, ELL at 14%, free and reduced lunch at 84%, and immunizations at 98%. The Queens school had no major changes in gender or ethnicity percentages.

IX. Public Comment.

There was no public comment to be reported.

X. New Business

Dr. Asmussen asked for an Executive session after the board meeting concluded. Mr. Tabano agreed. The next board meeting is scheduled for January 25 2022, at 11:00.

XI. Adjournment

The meeting was adjourned at 11:33 A.M.

Please note that due to the expiration of the Executive Order from the Governor allowing virtual meetings, we will no longer be able to offer access to individuals through Zoom. However, we will have the meeting set up in three different schools, in three different boroughs, to increase access. If you wish to attend, you must wear a mask and must be cleared through our COVID-19 protocols. ¹

**Minutes
New Dawn Charter Schools Board of Trustees**

August Meeting

**Tuesday, August 17, 2021
11:00 a.m.**

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

**New Dawn Charter High School II
89-25 161st Street
Queens, NY 11432**

**JVL Wildcat Academy Charter School
17 Battery Place
New York, NY 10004**

347-505-9101

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Vice Chair, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Secretary
Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Dr. Lisa DiGaudio, Curriculum Specialist, NDCS; Ms. Nazli Askin, Data Specialist, NDCS.

I. Minutes

Resolution: July 2021 Minutes

Motion: Mr. Brian Baer motioned to approve the July 2021, Board of Trustees meeting minutes.

¹ Since this meeting Governor Hochul has reinstated the original Executive Order. Going forward all meetings will be accessible by Zoom. The login information will be on the schools' website at www.ndchs.org.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the July 2021, Board of Trustees meeting minutes.

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

a. Audit update

Mr. Ramkissoon reported that the auditors visited Queens and Brooklyn to review student and HR files. He also stated that from his brief conversation with the auditors, they indicated that all files reviewed looked good that they did not see anything significant that would impact the audit. Mr. Ramkissoon also stated that he provided them with the New York State 45. Further, once NDCS completes reconciliation, there will be a better picture of students and invoicing. Nevertheless, so far, everything looks good. Dr. Asmussen also stated that reconciliation has been resubmitted, but it's not been approved.

Mr. Ramkissoon reported that the school had its Hartford audit for our wages. Mr. Ramkissoon stated that he believes that all went well. He spoke with the auditor and she confirmed that the school should be getting back \$1,000-\$2,000. Last year the school also got back some money.

b. “Friends Of” update

Mr. Ramkissoon reported that Barone Management has agreed to pay all legal fees associated with “Friends Of” which totals approximately \$50,000 to \$60,000 in expenses. Barone management also agreed to add CPI to our security. Therefore, each year they will increase that amount. Barone will also donate \$25,000 each year to “Friends Of”, which will help the school fundraising program.

c. GKV update

Mr. Ramkissoon stated that the school has a signed document of agreement. He asked Mr. Brian Baer how long it will take to finalize the certificate of occupancy (C of O) so the school can close out the bond. Mr. Brian Baer stated that he spoke with Mr. Joe Barbagallo from GKV and he is waiting on an updated matrix from Mr. Bruno from Metropolis, which he's expecting to get today. Mr. Baer also stated that sometime in the next 24 hours he will have a better sense of what the schedule is like, and Mr. Baer will notify everyone by email. Mr. Tabano asked Mr. Baer what his time estimate is. Mr. Baer stated that he believes that the school can get all the documentation done in two to three weeks. However, the challenge will be getting the DOB and FDNY to process and approve because of all the COVID obstacles. Mr. Tabano asked if it is possible that

this can drag into September. Mr. Baer responded that he is hoping that it does not. However, it is entirely possible that it could extend into September but not because of the school, but because of the city. Ramkissoon asked Mr. Brian Baer if the school can get a temporary certificate of occupancy. Mr. Baer stated he has also asked GKV the question and they are looking into that as well. Mr. Tabano asked Mr. Ramkissoon if he had anything else and Mr. Ramkissoon indicated that he did not with the exception that lawyers are finalizing details pertaining to “Friends Of”, and, hopefully, this matter will be wrapped up soon. Mr. Tabano thanked Mr. Ramkissoon for his good work.

III. HR (Hiring)— Ms. Nazli Askin – Data Specialist

Benchmark 7: Organizational Capacity

Ms. Askin reported that since last board meeting, Queens hired an art, a science, and a math teacher. The Queens school is still interviewing for the social studies teacher position. Also, Queens received a resignation from one of its math teachers last week. Therefore, Queens will be hiring a replacement for that position as well. Ms. Askin reported that Mr. Zach Flory is observing demos and conducting interviews. For the Brooklyn school, Ms. Askin reported that an aspiring teacher and an English teacher have been hired since the last board meeting. Recently, there was an offer letter sent to a potential Global Studies teacher candidate. Ms. Askin further reported that the Brooklyn school is searching for two community outreach workers. There is an interview for one of those positions scheduled for today. Mr. Tabano asked Ms. Askin that if she came across a good candidate for a math teacher position that New Dawn was not going to use to please forward his application to him.

IV. Facilities—Jose Obregon

Benchmark 6: Board Oversight & Governance

Mr. Obregon reported that for the Brooklyn school, the broken second entry door still needed to be fixed. Additionally, there is a furniture delivery scheduled for Brooklyn at the end of the month. This includes the extra cafeteria tables that were ordered. Also, a maintenance visit was requested to the fire alarm company since there is a trouble signal constantly appearing on the fire alarm control panel. Mr. Obregon indicated that he suspects that one of the pull stations outside in the back yard triggers the trouble signal when it rains. For the Queens school, there is also a furniture delivery scheduled for the end of the month. There will be a delay in the delivery of six (6) of the thirteen (13) teacher desks that were ordered. There will also be a delay on the work that we requested from Barone at the Queen school. Mr. Obregon stated that Barone is having difficulty getting contractors out to the school. However, Barone has stated that they are confident that they will be able to schedule the work by September.

V. Grants & Reports— Dr. Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. ESSER and CCR grants updates

Dr. Asmussen asked the board to consider that request for an extension be submitted until September 30, 2021. This will give the school time to get the actual costs of what is needed. Additionally, Dr. Asmussen stated that she was sure that architectural drawings will be asked for. The extension will be helpful since it is due on August 31, 2021.

Junade, from the school accounting firm, has worked with several schools that have requested an extension and they were granted such within 24 hours to extending until September 30, 2021. Mr. Tabano then asked the board members if there was a motion to request an extension for submitting the ESSER grant at the end of September 2021 instead the end of August 2021.

Motion: Mr. Brian Baer motioned to approve asking for an extension for the submission of the ESSER grant to the end of September 2021 instead at the end of August 2021.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve asking for an extension for the submission of the ESSER grant to the end of September 2021 instead at the end of August 2021.

b. Consolidated Application

Dr. Asmussen reported that it will be submitted within a week. Ms. Askin confirmed that it will be submitted by the end of the week. Mr. Tabano asked when it was due and Dr. Asmussen confirmed that it was due August 31, 2021.

c. Annual Report

Dr. Asmussen reported that both annual reports were submitted.

d. Desk Audits

Dr. Asmussen also reported that the NYSED CSO desk audits for both schools were submitted. She also confirmed that she sent the board members copies of the desk audits. She also stated that she made sure that everything was consistent between the annual report, the desk audit, and the renewal. While a vote was held and approved to submit the charter renewal, there was an actual letter than had to be submitted to the State with the renewal. While everyone saw the letter and approved it prior to the August meeting and prior to the charter renewal submission, Dr. Asmussen asked for a formal board vote to submit a letter to the State asking for a Charter renewal. Mr. Tabano then asked the board members if there was a motion to submit a letter to the State seeking a charter renewal.

e. Resolution: Charter Renewal

Motion: Ms. Katharine Urbati motioned to approve the submission of a letter to the State asking for a charter renewal.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve the submission of a letter to the State asking for a charter renewal.

VI. COVID-19 Plan for Return to School

Benchmark 6: Board Oversight & Governance

a. Reopening Plan—Dr. Sara Asmussen

Dr Asmussen stated that she will rewrite the reopening plan. She informed the board that she will get the plan to the board members before school starts on September 8, 2021. She informed the board that they will have to vote on it. The plan will not include hybrid learning but instead having school fulltime in person. Dr. Asmussen also stated that this could change based on conditions in the community. Mr. Tabano asked if the school is going to have a six- or three-foot distancing rule. Dr. Asmussen confirmed that it will be a three-foot distancing requirement.

b. Vaccination Plan— Mr. Zach Flory, Principal NDCHS II

Mr. Flory reported to the board that he met with Dr. Asmussen and Ms. Lobato regarding the vaccination policy for staff for next year. The policy would be that vaccinations are not going to be required for employment at New Dawn Charter Schools (this could be changed by the city or state at any time), but staff is expected to report in person and will be expected to get a weekly PCR test completed and submitted by each Monday of each work week. However, the testing requirement can be waived if a staff discloses proof of vaccination to the New Dawn administration. For those that are not vaccinated or do not wish to disclose, they will need to report the first day of each week with a negative PCR result and they will need to obtain that test on their own time. Subsequently, the recommendation will be that non-vaccinated staff go on either Wednesday or Thursday to get a PCR done. This will give them ample time to take the test, get a result, and come in on Monday with the result. Failure to get tested will result in a staff not being allowed in the building and they would need to use sick or personal time until they are able to obtain that result.

Mr. Tabano stated that he is mandating this requirement in his school because he has union employees. He further stated that this policy is vetted and perfectly legal. Dr. Asmussen asked Mr. Tabano what the DOE was mandating for on site testing and if that included both staff and students. Mr. Tabano confirmed that it was only for students. Dr. Asmussen stated, that she wanted to get involved in that and asked Mr. Tabano to keep her posted about any changing requirements. Mr. Ramkissoon asked

what he was doing with contractors as far as providing proof of vaccination. Mr. Tabano stated that at this time, visitors required temperature checks and the completion of a COVID screening form or proof of vaccination. It was also agreed that Mr. Obregon would talk to all security and custodial personnel at both schools to inform them of the new COVID policy. Dr. Asmussen asked if a board vote was required to accept the new COVID policy for staff members. Mr. Tabano stated that it would be a good idea to get an official board vote on the new staff vaccination and testing policy.

Motion: Ms. Jane Sun motioned to accept the new vaccination/PCR test policy which includes that all staff members that are not vaccinated, or do not wish to disclose vaccination status, against COVID-19 must present a valid PCR test on Monday, the beginning of the work week. The PCR test will be conducted on the employee's time and not during scheduled work time. Failure to present a valid PCR test on Mondays will mean not being allowed to come into school grounds until such a test is conducted.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept the new vaccination/PCR test policy which includes that all staff members that are not vaccinated against COVID-19 must present a valid PCR test on Monday, the beginning of the work week. The PCR test will be conducted on the employee's time and not during scheduled work time. Failure to present a valid PCR test on Mondays will mean not being allowed to come into school grounds until such a test is conducted.

VII. School Reports

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn— Ms. Donna Lobato, Principal, NDCHS

Ms. Lobato reported that summer school is over. There was a total of 77 students enrolled in summer school. There were twenty-six graduates, three of whom had transferred from Queens. Currently, transcripts are being updated and once that is done, students can come in and get their diplomas. Ms. Lobato also stated that she is preparing PD schedules. There will be a few joint PDS scheduled between Brooklyn and Queens. Ms. Lobato is anticipating that new staff will accept the new COVID-19 policies and if not, she will have a backup plan. The school is getting ready for the fall semester.

b. Queens— Mr. Zach Flory, Principal NDCHS II

Mr. Flory reported, that during summer school, there were 69 students that participated. Most students earned at least one credit and several students earned three credits especially in Regents courses. Therefore, they will be eligible for the Regents waiver. A math teacher that resigned to go into the consulting field. Therefore, the school is looking for a math teacher and two social studies teachers. There was a candidate who

did a decent demo lesson so the next step is to ask him for his references. Mr. Flory also mentioned that there will be furniture coming into the building so he will be at the building the next coming weeks to set up classrooms and get them ready. Mr. Flory stated that considering the size of the school building, it appears that most teachers will be able to have their own classrooms even with the additional staff. He believes space will not be an issue and everyone will be spread out. Additionally, there will not be too much changing of teachers and staff in between classes for next year which is positive. Mr. Flory also stated that office spaces are large as well. Therefore, even with the additional staff, staff should be able to adhere to required social distances.

c. Outreach Team—Sara Asmussen

Dr. Asmussen confirmed what Ms. Askin reported that the school will be seeking personnel to fill the outreach team positions.

VIII. Curriculum Updates— Dr. Lisa DiGaudio, Curriculum Specialist

Benchmark 2: Teaching and Learning

Dr. DiGaudio reported that she is auditing every course and cleaning up a lot of resources. Additionally, she reported that the schools will be adding some courses to our roster. Korean will be taught at the Queens school in the fall. Additionally, Dr. DiGaudio is adjusting the physics course that is not Regents based. She also mentioned to Ms. Lobato that she will send her a draft since the ART course needs to be adjusted as well. Dr. DiGaudio also indicated that she will be working to get all the new staff on board and ready for the training in September. This will include everything that they will be teaching. Finally, Dr. DiGaudio stated that she believes both schools are in good shape.

IX. Student Performance—Dr. Sara Asmussen

Benchmark 1: Student Performance

Dr. Asmussen reminded the board that the State has indicated in the past that New Dawn board does not look at graduation rates. Which of course is not true but forecasting graduation rates based on the 9th grade cohort is useless for New Dawn due to the age of the students. Therefore, Dr. Asmussen reiterated that what she did in our CAP plan was set the goal that 75% of all students who were seniors in September regardless of what cohort they were in or how many years they'd been in high school, would graduate by the following August. If this group has 33 or more credits by September, then 75% of them would graduate by August. Dr. Asmussen stated that by June 2021, New Dawn Brooklyn had 62.8% and with the potential graduates as of this summer, this will push New Dawn over 75% and the school will have met our graduation goal. Mr. Tabano stated that this is an acceptable goal. Dr. Asmussen also

stated that the State has implemented some of the strategies that were developed during the A Game grant for renewal.

X. Charter Renewal Update— Dr. Sara Asmussen

Dr. Asmussen reported that the renewal was submitted on August 15. Dr. Asmussen also stated that the renewal was very well done, and she has sent everyone a copy. The report is in the State's template. If any of the links to the narratives do not work, Dr. Asmussen stated that she will send the narrative separately. Mr. Tabano asked Dr. Asmussen if the State had indicated when they may come to the school and Dr. Asmussen replied that they have not. Dr. Asmussen also stated that she wants it to be documented that the school has submitted a request for seven charter revisions. These include, for example, revision of the grievance policy. Four of the requests for revisions were submitted in December 2020, and the school is still waiting for approval, including approval of the 2021 Student Handbook. Dr. Asmussen stated that the 2121-22 is also still waiting approval and this revision includes Dr. DiGaudio's position, the Director of Curriculum and Instruction. Dr. Asmussen informed the board that she has made a very strong argument that our students cannot wait for the State for a year to approve something and that the board had recognized that it is in the strategic plan that is really needed to get our scope and sequence and curriculum aligned between the two schools, particularly with remote instruction. Therefore, we move forward with the position, although it is just proposed.

XI. New Business

Dr. Asmussen stated that she is going to add a section called public comment. Since the school has such an open Board Meeting, anybody can comment. Therefore, there will be a new section called public comment. The next board meeting is scheduled for September 28, 2021 at 11 AM.

XII. Adjournment

The board meeting was adjourned at 11:40 AM.

**New Dawn Charter Schools Board of Trustees
April Meeting
Wednesday, April 27, 2022
11:00 a.m.**

**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

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, New York 11217
Zoom Meeting

Date: Wednesday, April 27, 2022

Time: 11:00 AM

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Dr. Lisa DiGaudio, Curriculum Specialist, NDCS; Ms. Nazli Askin, Data Specialist, NDCS; Ms. Emily Predmore, Remote Learning Specialist NDCS; and Ms. Amy Scheiderman, Board Effects

I. Agenda

Mr. Tabano asked the board members if there was a resolution to accept and approve the April 2022 Board of Trustees meeting agenda.

Resolution: April 2022 Agenda

Motion: Mr. Brian Baer motioned to accept and approve the April 2022 Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the April 2022 Board of Trustees meeting agenda.

II. Minutes

Resolution: March 2022 Minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the March 2022 Board of Trustees meeting minutes.

Motion: Mr. Brian Baer motioned to accept and approve the March 2022, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the March 2022, Board of Trustees meeting minutes.

III. Board Effect Training—Board Effects & Emily Predmore Benchmark 6: Board Oversight & Governance

Ms. Emily Predmore and Ms. Amy Scheiderman, Implementation Specialist from Board Effects, presented the board members with a demo on the platform's capabilities. The presentation included accessing meeting information, reviewing, and annotating meeting books, and additional resources including next steps. Ms. Amy Scheiderman stated that Dr. Asmussen will distribute login credentials and guides after the demo. Board members will access Board Effects through a web platform or through a mobile device app. Board Effects can be accessed through any current browser or smartphone. Ms. Amy Scheiderman then reviewed the program platform and all the information tabs including the homepage, the library tab, the directory, messaging, and approval tab. Ms. Scheiderman also informed the board about the Board Effect Support contact information should any help be need with the program. Board members will be able to access any board related materials on this platform including board agendas, board minutes, contract bids, finance reports, student performance reports, etc. Ms. Amy Scheiderman also briefed the board on the downloadable app that can be used on any told the board members smartphone. She spoke about the navigational tool bars on the app as well.

Mr. Brian Baer asked Ms. Scheiderman if events be exported out into a Google or an Outlook calendar. Ms. Scheiderman confirmed that they can be and demonstrated how this can be done. Ms. Sun asked if the school website can be accessed through the board effect platform. Ms. Scheiderman responded that it cannot. However, a link to the board website can be added on the board effect platform. Ms. Urbati asked, if notes are exclusively for the person making the notes. Also in regard notes, can notes be made on items that require approval and will everyone be able to see those notes. Ms. Scheiderman stated that notes would not be visible to all but only to the admin personnel. Ms. Scheiderman concluded her presentation and informed the board members that she is available anytime if any other questions should arise.

Dr. Asmussen formally introduced Ms. Emily Predmore as the remote learning specialist and the person who will be the lead in managing the Board Effects platform for the school. Dr. Asmussen stated that this program will reduce the number of emails sent regarding board business and will streamline communication among board members.

IV. Financials—Steve Ramkissoon

Benchmark 4: Financial Condition**Benchmark 5: Financial Management****Resolution: Monthly Financials**

Mr. Ramkissoon reminded the board members that the schools are at the end of the third financial quarter. He also stated that there are no major changes in the financial reports for both schools from last month's report. Both schools are reporting a positive cash flow despite having below projected student enrollment. To date, the Brooklyn school has 246 students enrolled. Operating net income is showing a negative 131K, however there is a \$606,000 in Depreciation Amortization. After factoring that depreciation amortization, the school has a \$475K positive income.

For the Queens school, Mr. Ramkissoon reported that there are 216 students enrolled. Programmed recruiting efforts are expected to result in enrollment of more students. The rental/lease charges are still project based on a 300-student enrollment. However, currently, Mr. Ramkissoon does not see any formidable challenges in meeting the school financial goals. If any monies are reimbursed by Barrone, this will affect the bottom line positively.

Mr. Tabano asked if there were any questions regarding the April 2022 financials. There were no questions. Mr. Tabano then asked if there was a motion to accept the April 2022 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the April 2022 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the April 2022 financials.

V. Hiring, Recruitment, and School Updates**Benchmark 7: Organizational Capacity****Staff Hiring—Steve Ramkissoon**

Mr. Ramkissoon reported that the hiring process is progressing slowly. Queens has few open staff positions. Last month two staff members left including one at the Brooklyn school and the other at the Queens school. There is a job fair programmed at both schools next month. Last year, the job fair produced a few candidates, and several were hired. Currently, there are two (2) internship positions open in Queens in addition to an office assistant position, a SPED teacher position, and an ELA teacher position that are also vacant. In Brooklyn, there is a Science and SPED teacher position vacant. It is expected that during contract renewal time, there will be some staff that will chose to leave. Mr. Ramkissoon and Ms. Donna Lobato have met with every employee that will be asked to return next year. During that meeting, those employees were asked to return and were informed that they can expect their contract. Most of those employees expressed their willingness to return. Further, during those interviews, questions were asked of those employees that are asked to return. These questions included what can be done to improve the school culture and use those responses to make any changes necessary that will improve NDCS. Mr. Ramkissoon also recommended that the schools do an online anonymous survey to

gauge what employees think and how they feel regarding their employment experience at NDCS.

Student Recruitment—Steve Ramkissoo

Mr. Ramkissoo reported that student recruitment is going well and better than expected. There will be another student recruitment day soon.

School Updates—Donna Lobato/Zach Flory

Ms. Lobato reported to the board that the fourth marking period has begun, and Regents will be administered in June. Teachers are working to prep the students for those upcoming exams. Preparations for the June graduation is also continuing. Ms. Lobato projects that there will be approximately sixty (60) students graduating. There is the possibility that the graduation numbers may be higher if certain students pull through and pass all their courses. Regents exam waivers have helped students this year.

Ms. Lobato also reported that this month, staff from both schools have interchanged work locations with the goal of improving relationships and teamwork between both schools. Additionally, this will help all staff see and adopt any new strategies that may improve their pedagogy or job performance techniques for those that hold non-teaching roles. Feedback from staff regarding this initiative is positive. Ms. Lobato also reported that Mr. Flory and she will also interchange schools in the coming days.

Mr. Zach Flory reported that currently there are 229 students enrolled in ATS for Queens. There are also eighteen (18) students that are currently being processed for enrollment. Mr. Flory also reported that the attendance committee is meeting regularly and is doing student reach out. There is success in getting some students to come back physically.

Mr. Flory also informed the board that he is continuing to interview for vacant internship coordinator positions. There are two candidates that look promising. Mr. Flory also informed the board that the school is continuing to prepare for the upcoming State visit. Mr. Flory is collaborating with his teachers to improve student-focused instruction. Regarding stay interviews, Mr. Flory stated that he is enhancing the work environment so that staff feel comfortable in the facilities. Additionally, Mr. Flory is encouraging communications among his staff to enhance transparency.

VI. Facilities—Jose Obregon

Benchmark 6: Board Oversight & Governance

Update on both buildings

Mr. Obregon reported to the board that for the Queens facility, he received architectural plans from Barone Management pertaining to the upcoming work on the roof. He confirmed that he shared those plans with Mr. Brian Baer. Mr. Brian Baer recommended that the wheelchair ramp design be adjusted to reflect a longer ramp. Aside from that Mr. Baer did not notice anything significantly concerning with the design. Mr. Obregon also informed the board that the Spectrum

fiber line was upgraded at the Queen school as it was in Brooklyn. This upgrade will be covered through Erate funding at both schools.

For the Brooklyn school, Mr. Obregon informed the board that he reached out to Mr. Ed Cinni of Benchmark to try to get him to come and address the leak coming through one of the roof top doors. Mr. Cinni said that he would come this coming week and to address the faulty rear ramp door. Mr. Tabano asked if the building has had anymore leaks since the last. Mr. Obregon confirmed that there has not been anymore leaks since them. Mr. Tabano directed Jose to speak with the owner of the construction company if Mr. Ed Cinni did not come to address the outstanding issues.

VII. Grants & Reports—Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

Homeless Grant

Dr. Asmussen informed the board that she received an email from Paul Le concerning the ARP Homeless Grant. If the State does not award you \$5,000 or more, you cannot apply for the grant. NDCHS Brooklyn received enough that the application was submitted and approve. NDCHS II Queens was only awarded \$900 so was not eligible to apply. Mr. Le ask if NDCHS II would consider being the lead school in a consortium, which we agreed to. Years ago, the school partnered with Paul Le for our Title III grant for years and they have been wonderful PDS for our ELL students. NDCHS II will partner with this group for PD for homeless services.

This money from the Brooklyn grant will be used for a washer and dryer and laundry setup for the next three years. These laundry facilities will be used to support our homeless students or students in unstable housing situations. In summation, all the other grants were accepted. The school is currently in an advantageous position and the homeless grant for NDCHS II is the only grant which is outstanding.

VIII. Project Updates— Dr. Lisa DiGaudio, Director of Curriculum and Instruction

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Resolution: Testing Quotes

Dr. DiGaudio reported that she was chosen to represent New Dawn with Heidi Hayes Jacobs and two curriculum panels that were nationwide. Dr. DiGaudio stated that they were chosen because they have stellar maps and that are considered exemplars for others. There were excellent turnouts on both webinars. Dr. DiGaudio stated that being on a panel with Heidi Hayes Jacobs, who was the penultimate of curriculum mapping, is a privilege and spectacular opportunity. Dr. DiGaudio also stated that it was great working with Heidi Hayes Jacobs and getting positive feedback from her on the work that they are both doing for both schools.

Dr. DiGaudio informed the board that since Scantron will no longer be used, she is looking at a few other programs to replace it. Dr. DiGaudio stated that she likes “Let’s Go Learn.” The program provides analytics. Teachers get the analytics but also get an intervention plan. It provides a very tailored plan with extremely specific skills that aligns to the next generation standard. All the testing programs are doing the computer adaptive testing. What was most compelling was the IXL baseline testing. It provides diverse ways to answer questions.

Dr. DiGaudio also stated that in addition to IXL, teachers will have access to the data in real time. Therefore, much of the work done can determine if another question is needed if the student made any kind of improvement. Students can take the test on a Chromebook. Teachers can have it right on their desktop and they can project, show, and teach right from it. With IXL, they also offer social studies and science. Additionally, since our ELL students tend to struggle with language, this might be a good intervention for them in those two subject areas in general. The other two programs are NWEA. They are expensive for what they are offering. The last program is Educational VISTA. Dr. DiGaudio stated that she like the program, but it did not offer some of the analytics that Let us Go Learn offers. Dr. DiGaudio also stated that all these companies are vetted by the state, and they are approved vendors. She also stated that the schools can certainly use IXL for the reading and math.

Mr. Tabano asked Dr. DiGaudio if she had a preference. Dr. DiGaudio replied that she prefers IXL. Mr. Tabano then asked the board if there was a resolution to accept, IXL as the new assessment tool for the schools.

Motion: Ms. Jane Sun motioned to approve IXL as the new assessment tool for the schools.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve IXL as the new assessment tool for the schools.

IX. Updates—Sara Asmussen

Queens 3rd year visit

Dr. Asmussen stated that the third-year visit will take place on June 8, 2022. There is also an option to do the visit on Regents week. Dr. Asmussen asked for June 8, 2022, for the visit. Dr. Asmussen reported to the board that she feels that the school is up to date.

Legal Issues

Dr. Asmussen asked if the board wanted to go into executive session to discuss these issues. Mr. Tabano stated that he would, if necessary, but asked the board if there was a motion to accept the arbitration agreement between the Queens school and Barone management.

Motion: Mr. Brian Baer motioned to approve and accept the arbitration agreement between the Queens school and Barone management.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve and accept the arbitration agreement between the Queens school and Barone management.

Dr. Asmussen updated the Board on the other legal issues facing the school.

Board Evaluation

Dr. Asmussen stated that she will put that on the new board platform. She asked the board members to look for a message from here indicating that her evaluation and the board evaluation are there. She believes that this can be done online. Mr. Tabano asked if this could be done in June 2022 and Dr. Asmussen confirmed that it can be. Mr. Tabano stated that the board can schedule a meeting and do both at the same time. Mr. Tabano recapped what Dr. Asmussen reported to the board concerning legal issues and all agreed on what was stated.

ED Evaluation

Dr. Asmussen will also load the ED Evaluation to the new Portal. The Board will call a separate meeting to conduct both evaluations.

X. Public Comment

No public comment was made.

XI. New Business

Mr. Tabano asked Dr. Asmussen to inform the board about their meeting with the Chancellor yesterday. Dr. Asmussen informed the board that the Chancellor is very motivational and that his focus will be on young men of color. His other focus is on Career College technical education. Mr. Tabano stated that any progress that the chancellor makes will be based on the mayor's influence on schools. Mr. Tabano also stated that he believes that the new Chancellor is making no distinction between charters and district schools and that is refreshing.

XII. Adjournment

The meeting adjourned at 11:55 AM.

The next board meeting is scheduled for May 31, 2022, at 11:00 A.M.

Board of Trustees Meeting Minutes

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, New York 11217

Date: Wednesday, July 23, 2021

Time: 11:00 A.M.

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

Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Dr. Lisa DiGaudio, Curriculum Specialist, NDCS; Ms. Nazli Askin, Data Specialist, NDCS.

Mr. Tabano, Chairperson, called the meeting to order at 11:00 A.M. He then asked if everyone had a chance to look at the June 2021, Board Minutes. All board members present acknowledged that they did. Mr. Tabano then asked for a motion to approve the June 2021 board minutes.

I. Minutes

a. Resolution: June 2021, Board Minutes

Motion: Mr. Brian Baer motioned to approve the June 2021, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the June 2021, Board of Trustees meeting minutes.

II. Financials— Mr. Steve Ramkissoon – Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Resolution: June 2021 Financials

Mr. Ramkissoon reported that Brooklyn is doing very well. The forgiveness of the PPP loan in combination with low expenditures in the areas of contracted security services and custodial service costs due to COVID played a big factor in the schools' current healthy financial position. Mr. Ramkissoon also mentioned that there were some

unprojected expenses such as additional phones that needed to be purchased, additional CAT-V lines that needed to be installed, and the purchase of laptops for teachers. Additionally, there was moving expenses that were un-forecasted. However, overall, the Brooklyn school did very well even with the lower enrollment this year.

Mr. Ramkissoon reported that Queens is similarly doing well. Mr. Ramkissoon also discussed the consolidated budget and reported that both schools were on sound financial ground.

Mr. Tabano asked if there were any questions regarding the June 2021 financials. There were no questions. Mr. Tabano then asked if there was a motion to accept the June 2021 financials.

Motion: Ms. Jane Sun motioned to accept and approve the June 2021 financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the June 2021 financials.

b. Audit update - Mr. Steve Ramkissoon – Director of Finance and HR

Mr. Ramkissoon reported that a Queen's audit has been scheduled. They will audit Queens on August 10, 2021, and Brooklyn on August 12, 2021. Mr. Ramkissoon further briefed the board members that all the employees and student files are selected and ready for review. Additionally, the accounting books will be closed, and any adjustments needed will be made.

c. Friends of update – Mr. Steve Ramkissoon – Director of Finance and HR

Mr. Ramkissoon informed the board that the Friends of corporation now has an EIN on file. Also, he and Dr. Asmussen called the auditor and was told that since the school has no funds in that account, all that is required is to file the 990, which the school did. Therefore, the school is set for the tax year. He also indicated that he is still negotiating with Barone Management. Currently, as per the contract agreement, the school will have to pay half of anything over \$25,000 in legal fees. Mr. Ramkissoon stated that he is negotiating for a better deal. The landlord did agree to do a CPI annual increase over the 30 years on this this clause. The agreement includes a \$800 a week subsidy to support security services for one security officer at the school. Mr. Ramkissoon is anticipating that before the summer is over, all legal documents needed will be signed and finalized.

d. GKV Update – Mr. Brian Baer, Board Member

Mr. Brian Baer stated there is a minor balance of \$750. which is still owed to GKV. Currently, he is waiting for an updated invoice statement from the vendor, which should be delivered by tomorrow. Mr. Baer also indicated that he had an earlier conversation with Joe Barbagallo from GKV. There is a process in motion to get some iterations of an approval letter between both party attorneys. The goal is to close the project out before the end of the summer. If things should not work out, Mr. Baer said that he will be reaching out to a couple of architectural organizations to help close the project out before the end of the summer or the start of the new school year in order to obtain the COO.

Mr. Tabano asked where the school stands financially with GKV and what was finally resolved with them. Mr. Steve Ramkissoon answered that GKV is fully paid except for the \$750 for which there was no invoice. Once the invoice is received and this is paid, they would close out the project.

Dr. Asmussen agreed and stated the problem was the letter they wanted Dr. Asmussen to sign which stated that after payment, GKV was going to bill the school for a \$241,000 charge for what seems like a retaliatory charge. Dr. Asmussen stated that the school attorney advised her that if she signed such a letter, it would be an admittance of liability and that the school would owe GKV that amount of money.

Mr. Tabano will follow up with Joe Barbagallo.

III. HR (Hiring)—Nazli Askin

Benchmark 7: Organizational Capacity

Ms. Askin informed the board that the hiring process continues for both schools. In Brooklyn, a special education teacher and an internship coordinator were hired. An offer letter was sent to the writing teacher candidate as well. Ms. Askin stated that the school still needs an art teacher, an aspiring teacher, a global history teacher, a special education teacher, and an ELA teacher. Additionally, Ms. Askin informed the board that two (2) teachers submitted their resignation letters recently. These two were the global history teacher and the US history teacher. Additionally, there will be some staffing position changes. Ms. Saloni who is currently the ELA teacher in Brooklyn will be moving to the global studies teaching position. Mr. Fennel, who is the Global history teacher, will be teaching U.S. history. Mr. Tabano asked if these resignations were a surprise. Dr. Asmussen replied that Mr. Eckstrom's was not, but Ms. Eddy's resignation was a surprise. Mr. Tabano asked when the notice of resignation was received and Dr. Asmussen replied that it was received two weeks ago.

Ms. Askin continued to report that at the Queens school, an ELA teacher, guidance counselor, an aspiring teacher, a special education teacher, and a global studies teacher

were all hired. Queens still needs a Global History teacher, a US history, math, science, and art teacher. Mr. Tabano commented that the schools are doing well in the hiring process considering how difficult it is to get teachers because of the current situation. He also asked where the school was getting its candidates. Ms. Askin replied from Indeed, Craig's List, school job board sites. Brooklyn College, and Teachers College.

Mr. Brain Baer asked if TEACH for America still exists. Dr. Asmussen replied that it still does however, they are not a good match for NDCS. They are best suited for traditional schools. Additionally, they are more geared towards elementary and middle schools rather than high school.

IV. Contracts—Jose Obregon

Benchmark 6: Board Oversight & Governance

a. Resolution: Furniture Contract

Mr. Jose Obregon briefed the board that he obtained three furniture quotes. One of the quotes was from Hertz, which is a company that did the initial installation of furniture here in Queens. The two other quotes came from School Specialty and School Outfitters. The pricing between Hertz furniture and school Specialty are competitive. Both bids came in just above \$12,000. The School Outfitters quote was excessive. School Outfitters is asking for \$20,000 for the same furniture quoted by Hertz and School Specialty. Mr. Obregon further stated that considering the experience with Hertz furniture, his recommendation to the board is that it goes with School Specialty. School Specialty is also willing to do installation. This installation includes the installation of the whiteboards and the bulletin boards. In the past, similar installation jobs were done by Barone Management vendors. The school was charged those installations.

Mr. Tabano asked the board if there was a motion to accept and approve the School Specialty furniture bid for the Queens school.

Motion: Ms. Jane Sun motioned to accept and approve the School Specialty furniture bid for the Queens school.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the School Specialty furniture bid for the Queens school.

b. Resolution: Video System Contract

Mr. Obregon then proceeded to brief the board on two (2) video conference equipment bids. One bid is from TGI Office Automation, which is a local vendor and just a few



blocks away from the Brooklyn school. The other bid is from Atlantic, who the school does business with currently including the lease of the main copy machine in Brooklyn. Mr. Obregon stated that after speaking with Dr. Asmussen, she agrees that we should go with the local vendor. Mr. Obregon stated that TGI visited the school, and they seem easy to work with. Both bids have the same cost for the same equipment.

Mr. Tabano asked Dr. Asmussen if there any problem with not having a third bid. Dr. Asmussen replied that not at this price. Mr. Tabano asked the board members if there were any questions regarding the TGI bid. There were no questions and Mr. Tabano asked if there was a motion to accept the contract TGI bid.

Motion: Ms. Katharine Urbati motioned to accept and approve the TGI Office Automation bid for the Brooklyn school.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the TGI Office Automation bid for the Brooklyn school.

V. Facilities—Jose Obregon

Benchmark 6: Board Oversight & Governance

Mr. Obregon reported that pertaining to the Brooklyn facilities, there was a sprinkler system inspection that met the monthly requirement. The inspection went well. Further, Mr. Obregon informed the board that he is still waiting on the contractor that installed the door to get back with a repair estimate for the door that was damaged during an incident involving a student at the school. Pertaining to the Queens facilities, Mr. Obregon will continue to reach out to Barone Management to schedule the upgrades that they promised that they would do in the building.

VI. Grants

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

- a. **ESSER and CCR grants updates—Dr. Sara Asmussen**
- b. **Community Outreach Team—Dr. Sara Asmussen**
- c. **All other grants—Dr. Sara Asmussen**

Dr. Asmussen briefed the board on the ESSER grant. She indicated that the school is going to proceed with the roof. She also stated that Mr. Brian Baer is looking into some people that the schools might be able to work with. Dr. Asmussen indicated that she is 100% completely on board with retaining Benchmark to do the work. She stated that

Benchmark has been very good to the school. Benchmark gave one of their college student positions to one of our students, specifically one of our graduates, who is not in college but checked out. Benchmark is also donating school supplies for next school year.

Dr. Asmussen further stated that all the other grants are going well, “A Game” is wrapping up. Dr. Asmussen also reported to the board that she believes that the schools really need an outreach team. Dr Asmussen explained a volatile issue with a student over the summer, which is past years we have never had behavioral issues during summer school. Dr. Asmussen believes that this type of behavior is going to happen on a regular basis in September. She believes that isolation has taken a toll on everyone, and it can be stressful and will probably be worse for our students. Students have not been in school and suddenly they are going to be together, dealing with masks and social distancing. Therefore, it is important that we have all our stuff on call and on site all the time. We cannot afford having staff our doing home visits.

Dr. Asmussen also stated not having current staff conducting home visits is going to be a problem since we know that we are going to have a struggle getting students back to school, especially with the Delta variant. Therefore, Dr. Asmussen proposed that the school put together an outreach team. This team will not just get the paperwork needed for discharge, but more importantly, they will connect students to services. The team will determine what students need like the mental health caseworker model. For example, the team will address student needs that include items such as food stamps, housing, and Medicaid.

Dr. Asmussen proposed that the school start with one outreach team that works at both schools. Dr. Asmussen also stated that she was going through all the data from last semester. She noticed many students that just dropped off. For example, students who were doing fine prior to the pandemic, and in the beginning of the pandemic are now struggling with school. Dr. Asmussen stated that the school needs to reach those kids, get them back in, and get them re-engaged. She further stated that she believes that creating a specific outreach team is the only way the school is going to be focus the time and commitment needed to reengage these students. Dr. Asmussen stated that she would like to pay for this outreach team with the ESSER funds but not make it part of our charter. It can be viewed as an experiment. ESSER can pay for it for three years and then the board can decide at the end of the three years if it wishes to continue this initiative. Dr. Asmussen believes that the school will want to keep this initiative. Dr. Asmussen stated that she will do the research and analyze the numbers in the future.

Mr. Tabano asked the board members if there were any questions for Dr. Asmussen. Mr. Tabano then stated that he believes that this is a great idea. He further stated that he believes that we will need such a program. He also believes that the ESSER funds are perfect for it because it involves credit recovering and student recovering. Therefore,



there is good justification, and the money is available for such an initiative for the next three years.

Ms. Jane Sun stated that she agrees with Mr. Tabano. She believes that this a great idea to improve the mental health of our students, especially using the ESSER grant funds. Mr. Tabano asked the board members if they had any questions regarding this initiative.

Mr. Tabano stated that the creation of such an outreach group needed to be voted on and approved by the board and asked the board members if there were any questions pertaining to this initiative. Mr. Brian Baer asked where the school is finding the staff. Dr. Asmussen stated that she would go to social worker and mental health worker resources. She does not want educators to fill these positions. Mr. Brian Baer stated that if the school needed help finding such professionals, his company has social workers on staff and while they are trained in disaster, they know people within the outreach world.

Mr. Tabano then asked if there was a motion to hire additional staff to serve as outreach workers for the recovery of our students from the loss of the pandemic.

Motion: Ms. Jane Sun motioned to hire additional staff to serve as outreach workers for the recovery of students from the loss of the pandemic.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to hire additional staff to serve as outreach workers for the recovery of students from the loss of the pandemic.

VII. School Reports

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn—Ms. Donna Lobato, Principal

Ms. Lobato reported that there are 77 students enrolled in summer school. Ms. Lobato also reported that the school graduated 30 students. Regarding the August 2021, graduation, there are 36 students who will potentially graduate. Ms. Lobato indicated that out of the 36 possible graduates. Perhaps 15 to 18 students will graduate. Ms. Lobato reported that the June 2021 graduation ceremony turned out extremely well including a great block party and the senior brunch. There was a very good turnout for that event. Ms. Lobato also informed the board regarding the incident where a student became violent after refusing to turn in his cell phone and then proceeded to damaged one of the entry doors to the building. Ms. Lobato spoke with the necessary officials which agree that the student should transfer out. Ms. Lobato also mentioned to the board that Jose Obregon is getting the estimates for the cost of fixing the door and these costs will be

passed on to the student's parents/guardians. Additionally, Ms. Lobato stated that one of the school counselors is working with the family on the transfer.

Mr. Tabano stated that as far as restitution, he was not confident that it can be obtained from the student's parents/guardians. Ms. Lobato agreed but thought that the school should follow through in any case and send the student's family the bill for repairs. Ms. Lobato also stated that the school lawyer and the student's family lawyer agreed that a repair bill should be sent to the student's parents or guardians.

b. Queens—Mr. Zach Flory, Principal

Mr. Flory reported that there are currently 69 students enrolled for the summer school. He reported that they are now finally able to meet with students to schedule their classes. Over the last two years, since all students were 9th graders in year 1 and had the same schedules, and the pandemic forced the school to go remote, Queens students have never had the one-on-one scheduling that is done in Brooklyn. Mr. Flory reported that students were enjoying the personal interaction of in person scheduling. Students are also happy to know what they need to do to graduate. Additionally, Mr. Flory informed the board that the school took full advantage of Regents waivers and scheduled students accordingly so they can benefit.

As far as student recruitment, Mr. Flory indicated that there were three (3) students that came to the school at the end of the Spring semester. The school is reaching out to principals and counselors of other schools. However, currently a lot of counselors are out of their school buildings at this time of the year. However, Mr. Flory is anticipating staff returning to their schools for future contact. Additionally, the school will be sending postcards out to all the Queens locations and especially to the schools that NDCHS II has worked with in the past. Mr. Flory also mentioned that the school has hired new staff and is trying to fill other vacant positions. Mr. Flory stated that he anticipates filling those positions easily before the end of the summer. Mr. Tabano asked what the daily in person attendance looks like. Mr. Flory replied that there is an average of 20 to 25 students coming in each day.

Mr. Tabano asked, what type of safety protocols is the school adhering to such as social distancing. Mr. Flory replied that classrooms are large enough so that with the number of students coming in, they can be easily distanced, and adjustments can be made to accommodate the number of students coming in any given day.

Mr. Tabano also asked if there were students who remote at the same time or is instruction being conducted in person all the time. Mr. Flory responded that there are students participating remotely. Additionally, some of the Queens students are participating in Brooklyn classes remotely.

VIII. Student Performance—Sara Asmussen

Benchmark 1: Student Performance

Dr. Asmussen also stated that she wanted to look at how students who are economically-disadvantaged, SPED, or ELL are accounted for. Therefore, Dr. Asmussen stated that she looked at this year and identified why the State reports that all our numbers are always different. Steve Ramkissoo indicated that the school has 263 FTS. In actuality, the school serviced 361 different students. Even so, this number is down about 100 students from what it normally is. Dr. Asmussen attributed this to the pandemic. Dr. Asmussen further stated that she is confident that this number will go up to approximately 460 students by next year. Regarding the 361 students, she used ATS data because it is always two years behind. However, economically disadvantaged students on ATS, for some reason, is down right now.

Dr. Asmussen was able to identify 361 different students. Of those 361 students, 79 students, which is almost 22%, graduated. In a traditional school, about 25% of the school would be seniors. Therefore, Dr. Asmussen believes that NDCHS is right on target. This is a difficult year to compare NDCHS to other schools, so the NYSED retention and enrollment calculator was used to get estimates of comparisons. This year, the results were favorable. According to Dr. Asmussen calculations, almost 80% of NDCHS students should be classified as ED. Last year, the school was at 85% ED. As far as SPED, the school should be at 17.9%. NDCHS was at 40% this year. This is real time data from ATS. Of the school's total census, 142 students were SPED and 19% of them graduated. So again, this mirrors what the overall school numbers are. On the 27 SPED students who graduated, 57% of them received regent's diplomas, which is fantastic, especially with all the different graduation pathways NYSED has available. Dr. Asmussen also stated that the other item that she is excited about is the school's ELL numbers. This year, we should have had a point 1% student according to the NYSED E & R calculator and in actuality the school had 9%. Of those 9%, 19% graduated with a regent's diploma.

Dr. Asmussen reported that in reference to retention rate, the school retention rates are all in the 87 to 89% for all groups. Dr. Asmussen stated that the school has 97% overall retention rate. This means that students will continue with the school. 93% of our SPED students are continuing and 92% of our ELL students are continuing. Therefore, in terms of student outcomes and performance, NDCHS has beat the state on every single one of the measures of the three special groups according to the E&R Calculator. Dr. Asmussen stated that this is the first time NDCHS has ever done this. In the past, NDCHS has always made the SPED and the ED benchmarks. The school has never made the ELL benchmark. However, Dr. Asmussen stated that this year, the school made the ELL

benchmarks. This is attributable so some degree to the work that some people have done. For example, Dr. Asmussen stated that Jose Obregon has contact with many of the school's Spanish speaking parents. Subsequently, he reaches out to many of them weekly. This has impacted our ELL participation. Dr. Asmussen stated that she will do Queens next since the annual report is due in four days and she get that information to the board. Dr. Asmussen stated that she is sure Queens is above their district in ELL and SPED. Dr. Asmussen believes that Queens will be fine. Outcomes are due on October 15.

IX. New Business

Mr. Tabano asked Dr. Asmussen was there any new business. Dr. Asmussen replied that she will be needing the board member's addresses to post for the next board meeting. It can be a business address preferably. The board members agreed that the next board meeting will be on August 17, 2021, at 11:00 AM

X. Adjournment

The board meeting adjourned at 12:00 PM.

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

**Agenda
New Dawn Charter Schools Board of Trustees**

March 2022 Meeting

**Tuesday, March 22, 2022
11:00 a.m.**

**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, Ms. Jane Sun, Vice Chair, Mr. Brian Baer, Secretary, Ms. Katharine Urbati, Treasurer

Board Members Absent: Jonathon Carrington, Member

Staff Members/ Visitors Present: **NDCS:** Dr. Sara Asmussen, Executive Director, Mr. Steve Ramkisson, Director of Finance and HR, Ms. Lisa DiGaudio, Director of Curriculum and Instruction, Ms. Nazli Askin, Data Specialist
NDCHS: Ms. Donna Lobato, Principal, NDCHS
NDCHSII: Mr. Zach Flory, Principal NDCHS II
Guests: Mr. Digant Bahl, CPA, Accounting Solutions of New York, Inc., Mr. Juned Haque, Accountant, Accounting Solutions of New York, Inc.

I. Agenda

Resolution: March 2022 Agenda

Motion: Mr. Brian Baer motioned to accept and approve the March 2022, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the March 2022 agenda.

II. Minutes

Resolution: February 2022 Minutes

Motion: Ms. Jane Sun motioned to accept and approve the February 2022, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the February 2022, Board of Trustees meeting minutes.

III. Bill Up

Benchmark 5: Financial Management – Accounting Solutions of NY, Inc.

Mr. Digant Bahl, CPA, Accounting Solutions of New York, Inc. described to the board the current Invoice processing procedures currently in use in both schools. He advised the board that many of Accounting Solutions of New York, Inc. clients are transitioning to Bill.com. He further explained that Bill.com is a more efficient program for processing invoices which requires a significantly less amount of paperwork and filing. Most of the work is done digitally and stored in a data base. Mr. Digant Bahl also stated that many bigger and successful companies have adopted this program. Mr. Bahl also informed the board that the cost for this program is approximately 2K per year and that Accounting Solutions of New York, Inc. would share the cost of the program with NDCS. He also offered to send the members of the board a power point presentation which described the program and how it works.

Mr. Bahl did confirm that they have been in touch with the auditors to ensure that this system violates no good accounting practices. It does not.

Ms. Katharine Urbati informed the board that she has used Bill.com and that she believes that it is a good program and that it is more streamlined than the system which the schools use now. Ms. Urbati also mentioned that there maybe a few vendors who may be resistant to the new program since they may be unfamiliar with it.

Mr. Bahl confirmed that if vendors still wanted paper checks and were hesitant in putting their bank account information on the Bill.com portal, they could still receive paper checks. Mr. Bahl also stated that there are between 10% to 15% of his customers who still prefer paper checks. However, all other of his customers are currently using Bill.com. Mr. Bahl also stated that in addition to being more efficient than the traditional paper check and approval methods currently used, Bill.com allows the customer to save time and money.

Mr. Ramkissoon raised a concern that if the school opted to use Bill.com, a second signature will not be required to process a check. Mr. Bahl clarified that Bill.com can be set up so that two or more approvals are required to process a check. Mr. Bahl also

stated that in the school's finance policy manual, an adjustment can be made where it states that two signatories are required on a check. Instead, the finance policy manual would indicate that two approvers are required to process a check.

Mr. Tabano asked Mr. Bahl to confirm that there was no requirement for an E-signature but simply just a click indicating approval. Mr. Bahl confirmed to Mr. Tabano that this is correct. Dr. Asmussen asked if we can keep internal approvals. Mr. Bahl confirmed that internal approvals can still be maintained.

Mr. Tabano thanked Mr. Bahl and Mr. Juned Haque for their presentation and indicated that Bill.com sounds like an innovative idea. Mr. Tabano asked if there was a motion to accept and approve Bill.com as the program used to process invoices and payments.

Motion: Ms. Katharine Urbati motioned to accept and approve Bill.com as the program used to process invoices and payments.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve Bill.com as the program used to process invoices and payments.

IV. Financials— Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

For the Brooklyn school, Mr. Ramkissoon stated that the finance report indicates that the school is at a negative income level. However, depreciation and amortization cancel the negative income and places the school in a positive income level of 539K with 511K cash on hand. Subsequently, the Brooklyn school is still doing well. Additionally, Mr. Ramkissoon indicated that the finance report shows 246 students enrolled but actually there are 276 students enrolled. Additionally, the Brooklyn school is increasing its enrollment numbers and the target goal of 335 enrolled students is within grasp. Student enrollment will affect revenue in both schools. All considered, the Brooklyn school has no financial concerns. For the Queens school, Mr. Ramkissoon reported that, as of today, there are 221 students enrolled. The Queens school has also had an increase in student enrollment recently.

Ms. Katharine Urbati asked about 300K that was owed to the Brooklyn school from the Queens school. She also asked if that revenue was reflected in the bottom line of the financial report for both schools. Mr. Ramkissoon stated that the money owed to Brooklyn was for services rendered to the Queens school and that this debt was reflected in both financial reports for each school.

Ms. Katharine Urbati also asked about a difference in loan repayment totaling approximately 2K and asked if that was reflective of the loan repayment schedule. Mr.

Ramkissoon stated that the difference in payment was reflected in the loan re-payment schedule and that he would furnish Ms. Urbati with that re-payment schedule. Mr. Ramkissoon also stated that he still believes that both schools are on a positive financial track.

Ms. Jane Sun stated that she noticed a rate increase in energy bills from Con Ed. Mr. Ramkissoon confirmed that he re-negotiated the energy contract, and the school is now paying 2-3 cents less per kilowatt as compared to last year. Mr. Ramkissoon also informed the board that he expects a substantial increase next year in medical insurance costs. Mr. Tabano asked if there was a motion to accept and approve the March 2022 monthly financials.

a. Resolution: Monthly Financials

Motion: Ms. Katharine Urbati motioned to accept and approve the March 2022 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the March 2022 monthly financials.

Mr. Steve Ramkissoon confirmed that the board members received a copy of IRS Form 994 for the yearly tax filing. He also stated that Accounting Solutions of New York, Inc. had reviewed the form and found no discrepancies. Mr. Ramkissoon asked if any of the board members had any questions or concerns. Ms. Urbati stated that she had none. No other board member raised a concern either.

Mr. Tabano asked the board members if there was a motion to approve and accept the tax returns as presented by Mr. Ramkissoon.

Motion: Ms. Katharine Urbati motioned to accept and approve the school tax returns.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the school tax returns.

b. Financial Transparency—Dr. Sara Asmussen

Dr. Asmussen informed the board that the financial transparency form presented to the board is a federal government requirement for the CARES grant. It outlines how much money was spent and what it was spent on by category.

**V. Hiring, Recruitment, and School Updates
Benchmark 7: Organizational Capacity**

a. Staff Hiring—Steve Ramkissoon

Mr. Ramkissoon reported that since January, there have been four (4) new hires. Also, there is a social studies teacher candidate that is currently in the interview process. He also stated that hiring continues to be a challenge. As of this board meeting, there are four (4) vacant positions in Queens and three (3) vacancies in Brooklyn. Mr. Ramkissoon also reported that both schools are in the process of determining which staff members should be retained and which should not. Obviously, this process may create additional staff vacancies.

b. Student Recruitment—Steve Ramkissoon

Mr. Ramkissoon reported that student recruiting is going well. There are open houses scheduled in the Queens school on April 5 and at the Brooklyn school on April 7. During these open houses, students from other schools will come in with their counselors to determine if they want to attend NDCHS. The recruiting committee continues to meet every other week to plan recruiting activities and strategies. NDCS continues to reach out to potential students by utilizing recruiting and marketing postcards. Three thousand postcards were mailed to date. Approximately one thousand were returned as undeliverable. He also stated that the recruiting committee is planning to target other venues such as advertisement in local businesses like laundromats, advertisement on subway platforms, buses, and even shelters. He stated that he will get advertisement costs to the board for these additional recruiting efforts.

c. School Updates—Ms. Donna Lobato/ Mr. Zach Flory

Ms. Lobato reported the following to the board. A new global teacher will start on Monday. There is a SPED demo scheduled for this week. There was also a viable candidate that was interviewed for the Science teacher position. Field trips are resumed including a recent trip to Citi Field for the LGBT conference. The college bridge program was successfully launched and there are ten (10) students participating in Brooklyn. Students in the college bridge program are exploring different pathways including college, trade/vocational schools, and the taking of civil service exams. Queens students are also being included in the bridge program. The school had a keyboard walkthrough as well as a cultural walkthrough. Both went very well. Finally, the school is preparing to administer the Regents exam in June 2022.

Mr. Flory reported the following to the board. The new parent coordinator is now onboard. Ms. Kim Fields from the Brooklyn school trained with her at the Queens school to get her familiarized with her duties and responsibilities. The new parent coordinator is working diligently to bolster student recruitment and the school now has 219 students enrolled. There are additional students that are being processed for enrollment that will also add to the student roll. The school is still seeking an ELA teacher and there is an interview scheduled next week. Committee work is resuming in the school and the focus is on PBIS. The goal is to increase student attendance and to encourage students to

come to school on time. The school is also using other motivators like the Sun bucks program. Kickboard is also being used at the school. Teachers enjoy watching each other's classes. Mr. Flory is also using John Antonetti's learning walk method which also utilizes visits to other classrooms in the attempt to enhance instructional strategies. State Senator Leroy Comrie visited the Queens school. The Senator spent some time with students. He also visited the internship program, spoke with some students at internship, and visited some classrooms. He also spent some time sitting down with a panel of about eight (8) students for about an hour and answered their questions and gave them some advice regarding their futures and moving forward. Overall, it was an enjoyable experience for all.

VI. Facilities—Jose Obregon
Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Dr. Asmussen reported to the board that at the Queens school, Barone is moving to get the roof paved and is also installing a handicap elevator that will allow access to the rooftop. The windows that need to be fixed were fixed and Jose Obregon is working with Barone on a few other minor repairs. At the Brooklyn building, Mr. Brian Baer and Jose Obregon are continuing to work on the roof issue which should be resolved since Dr. Asmussen received funding for work on the Brooklyn school roof. Dr. Asmussen also reported that the correct solenoid was installed by Benchmark recently in the mechanical room. The NYC DOB will need to come back and verify the installation after which the school may then proceed to get a final certificate of occupancy. The handicap ramp on the first floor still needs to be fixed.

Dr. Asmussen also reported that GKV had mistakenly billed the school for 26K. After reviewing the bill, Mr. Brian Baer discovered that the school was being billed for work belonging to another project and not the Brooklyn school. GKV is now making the adjustment, and this will allow them to proceed with processing the necessary documentation with the DOB for the final CoFO.

b. Resolution: Security bids at Queens

Dr. Asmussen reported that Jose Obregon did go back to Mutual Security and get the length of the security contract reduced and on track with the Brooklyn security contract as Mr. Brian Baer had suggested. She asked that the board approve the contract. Mr. Tabano asked the board if there was a motion to accept and approve the security contract for Queens.

Motion: Mr. Brian Baer motioned to accept and approve the Queens security contract with Mutual security, Inc.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the Queens security contract with Mutual security, Inc.

VII. Grants & Reports—Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen reported to the board that ESER projects will start in April, However, in Queens, the project will be reduced since there is not sufficient funding. Kitchen equipment will be purchased, that can be taken if the school moves, rather than doing a complete renovation of the kitchen area. Dr. Asmussen also stated that the roof project at Brooklyn will be done first, followed by the Queens kitchen project. Mr. Brian Baer said that he would reach out to the architecture to expedite these projects.

b. Stimulus Grant

Dr. Asmussen reported to the board that the Queens school is not eligible for this grant since the school receives facility funding. Also, the Queens school is categorized as not being in good standing. This is the reason that Dr. Asmussen continues to fight this categorization since it impacts the funding that the school can receive. The State has indicated that they will review the categorization standards that they use for transfer schools and especially after the Brooklyn school did well enough to receive a five (5) year renewal.

c. Homeless Grant

Dr. Asmussen reported that Ms. Janisha Crawley, the lead counselor at the Brooklyn school and who also heads the McKinney Vento committee, was able to obtain 9K for the school's homeless fund. She will produce a spending plan that will augment but not supplant mandated services that the school is required to offer.

VIII. Project Updates—Lisa DiGaudio

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

a. Student Engagement

Dr. Lisa DiGaudio spoke to the board about the upcoming Regents and how the US. and Global History Regents have become more complex and require students to answer twenty-four (24) stimulus-based questions. Students are required to use different skills, including historical context and outside information to respond to the text sets. The final essay is the civic literacy essay, which is like the argument essay and the

enduring issues essay in global history. Students are presented with a series of documents and must respond providing historical times context and outside information. The essay requires a lot of writing. To help students prepare for these two regents, the plan is to spend a lot of time looking at historical documents and primary source documents to get students used to developing outside information and historical context. Dr. DiGaudio also informed the board that there is an excellent website called “Consider the source New York.” It is an entire repository of primary source documents that can be built into assignments, and then graded right onto the site. Additionally, to help students improve their essay writing skills, NDCHS is going to conduct string essay writing for the civic literacy in May 2022. Students will have that full month of essay practice in order to build their stamina since the Regents exam is in June 2022.

b. Classroom Management

Dr. DiGaudio also reported that she attended the SAM conference in January and that it provided some valuable student engagement sessions. Also, one of the presenters at the conference, Andy Hargreaves, authored a book regarding student engagement and classroom management which has some valuable insight and recommendations including on how to provide detailed and descriptive feedback to students.

c. Project Based Learning

Regarding PBL, Dr. DiGaudio reported that all staff in both campuses will provide proposals to incorporate projects into their classrooms that align to the engagement work, PLC work, and the concept of building engagement and student interaction in the classroom.

Ms. Jane Sun asked if January Regents were administered. Dr. DiGaudio replied that the January 2022 Regents exams were cancelled. Dr. DiGaudio also confirmed that the in addition to the June 2022 Regents, August 2022 will be administered as well.

IX. Public Comment

None.

X. New Business

None.

XI. Adjournment

The board agreed to hold the next meeting on Tuesday, April 26, 2022, at 11:00 AM. The board adjourned at 11:52 AM and went into Executive session.

**New Dawn Charter Schools Board of Trustees
May Meeting
Tuesday, May 31, 2022
11:00 a.m.**

**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**

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, New York 11217

Date: Tuesday May 31, 2022

Time: 11:00 AM

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Dr. Lisa DiGaudio, Curriculum Specialist, NDCS

AGENDA

I. Resolution: Agenda

Mr. Tabano asked the board members if there was a resolution to accept and approve the May 2022 Board of Trustees meeting agenda.

Motion: Ms. Jane Sun motioned to accept and approve the May 2022 Board of Trustees meeting agenda.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the May 2022 Board of Trustees meeting agenda.

II. Resolution: Minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the April 2022 Board of Trustees meeting minutes.

Motion: Mr. Katharine Urbati motioned to accept and approve the April 2022, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the April 2022, Board of Trustees meeting minutes.

III. Financials— Mr. Steve Ramkissoon – Director of Finance and Human Resources
Benchmark 4: Financial Condition
Benchmark 5: Financial Management

For the Brooklyn school, Mr. Ramkissoon reported that considering the depreciation and amortization totals, the net gains are much better than the negative net income previously reported. The net income is greater than 600K for the Brooklyn school. Also, Mr. Ramkissoon projected that the next two months for the Brooklyn school will be fiscally sound.

For the Queens school, Mr. Ramkissoon reported that it is at 923K net income is shy of the 1.3M projected. He stated that he is not certain that the school will meet the projected budget. Student enrollment has affected the projected budget. Depreciation does not have an impact on net income as it does at the Brooklyn school. However, Mr. Ramkissoon stated that the school may finish close to achieving net 1.1M income.

In summation, Mr. Ramkissoon stated that despite the low student enrollment, both schools are doing well. Mr. Tabano asked if there were any questions regarding the April 2022 financials. There were no questions from the board members. Mr. Tabano then asked if there was a motion to accept the May 2022 financials.

a. Resolution: Monthly Financials

Motion: Ms. Katharine Urbati motioned to accept and approve the May 2022 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the May 2022 financials.

b. Discussion: Next year's budget

Ms. Urbati asked how the enrollment numbers will affect the budget. Mr. Ramkissoon reported to the board that this year, since March, both schools have shown a steady increase in enrollment. This increase in enrollment is attributed to several student open houses that both schools have hosted. These open houses have recruited more than forty (40) students for the Queens school and over sixteen (16) students for the Brooklyn school. If this recruiting and marketing strategy continues to be successful, Mr. Ramkissoon predicts that both schools will reach their three hundred fifty (350) student enrollment goal. Mr. Tabano asked Mr. Ramkissoon

what the student enrollment break-even number is. Mr. Ramkissoon responded that the break-even number is approximately two hundred fifty (250) students enrolled at both campuses.

For the next school year's budget, Mr. Ramkissoon stated that it includes teacher incentive initiatives which he feels will retain teachers and keep the school competitive. Mr. Ramkissoon then reported on economic data points. As of May 2022, inflation is at 8.5%. The US Government is expected to increase salaries by 4.6% for federal employees and Congress will ask for a 5.1% increase for federal workers. Social Security benefits are projected to increase by 5.7% in 2022. The NDCS personnel overall turnover rate is at 42% with a 53% turnover rate in Brooklyn, 44% in Queens, and 34% turnover in positions funded by grants. Regarding 403B plans, the average K-12 school matched 5.7% of its employee's contribution and the national matching average is 6.4%.

Mr. Ramkissoon presented the board with budget assumptions that included a 6% salary increase and the onboarding of fresh staff which will translates into an overall budget increase of approximately 8%. Mr. Ramkissoon also took into consideration inflation which is at 8.5% And a Social Security retirement increase of 5.7% in 2023. Additionally, Mr. Ramkissoon projected that General insurance rates will increase by 15% due to cyber threats and other factors.

Budget projections for both schools are based on three hundred-fifty (350) enrolled students at each site. Net income for the Brooklyn school is projected to be 1.4M and 1.1M for Queens. As far as the employee medical plan offered by NYS Freedom, the high plan will increase by 5.7% in cost. The low plan will decrease by 1.69% and the regular plan will go up by 7%. Mr. Ramkissoon was able to get NYS Freedom to offer a cheaper low plan. Regarding ancillary plans such as vision and dental, Mr. Ramkissoon stated there is no change. He also stated that he is looking for a third medical Insurance option with Mutual Insurance. Mr. Ramkissoon also briefed the board on General Insurance rates which he predicted will rise by 15%. Mr. Ramkissoon also discussed Ancillary benefits such as STD, LTD, Life, ADD, and UDI. These benefits are covered by UNUM Insurance Co. and rates are locked in for two years. Therefore, rates will not increase this year. Mr. Ramkissoon asked the board members if there were any questions.

Ms. Urbati stated that she felt enrollment numbers were generous, however, that there are places in the budget that can be adjusted if the schools do not achieve the desired numbers. Ms. Urbati also stated that she agrees that staffing next year is going to be a challenge and flexibility is needed to get the required staff onboard.

IV. Hiring, Recruitment, and School Updates

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 6: Board Oversight & Governance

Benchmark 7: Organizational Capacity

a. Staff Hiring—Mr. Steve Ramkissoon

Mr. Ramkissoon reported to the board that last week there was both a student and staff recruiting event at both schools and that both events were successful. There were four (4) candidates that interviewed in Queens and one (1) candidate in Brooklyn. Therefore, he believes the schools should continue to sponsor these recruiting events. Mr. Tabano asked what venues are used to recruit staff and Mr. Ramkissoon replied that Indeed and Craig's List are used to advertise these events and job openings are posted as part of these employment open houses.

b. Promotions—Dr. Sara Asmussen, Executive Director

Dr. Asmussen reported that Mr. Obregon will resume his normal duties as Director of Operations and is relieved of any additional duties. Ms. Erica Fabiano will assume the supervision of the counselors and SPED teachers at both schools. Ms. Nazli Askin will supervise the career and college readiness program for both schools. Also, Mike DiFede is selected for the lead teacher position. His official title will be instructional coach. Mr. Abraham Ashe, science teacher in Queens, was reassigned to an internship coordinator position. Dr. Asmussen stated that those positions left vacant as a result of any promotions or reassignments need to be filled.

c. Student Recruitment—Steve Ramkissoon

Mr. Ramkissoon restated that student recruitment efforts are producing new students at both schools and that these recruiting efforts should continue.

d. School Updates—Ms. Donna Lobato – Principal NDCHS/Mr. Zach Flory – Principal NDCHS II

Ms. Lobato reported to the board that NDCHS has two hundred eight-seven (287) students enrolled. She expects to get a more students from ongoing student recruitment efforts. There are forty-one (41) students projected to graduate in June 2022 and thirty-three (33) in August 2022. Finally, Ms. Lobato informed the board that the local council member came to the school last week and met with staff.

Dr. Asmussen informed the board that Mr. Zach Flory was out today.

e. NDCHS 5-Year Report—Dr. Sara Asmussen, Executive Director

Mr. Tabano remarked that the 5-year report was outstanding. Dr. Asmussen agreed that the report was excellent and that New Dawn was going to recreate the same results for the Queens school. Dr. Asmussen also stated that the Organizational chart is still under review by the board of Regents. Additionally, the New Dawn Board received a good rating as opposed to the last rating of "approaching standards." Dr. Asmussen reminded the board that the voting will be conducted by the board of Regents on June 13, 2022, on the five-year renewal.

f. NDCHS II 3-Year Visit—Dr. Sara Asmussen, Executive Director

Dr. Asmussen informed the board that the three (3) year visit at the Queens school will take place on June 8, 2022. Dr. Asmussen also informed the board that one of the challenges will be

the actual day of the visit which takes place between two (2) days which students will not be in school. Students were encouraged to show up the day of the three-year visit. A positive aspect is that instruction at the Queens school is solid. Another issue may be attendance and enrollment. Since the country is still in a pandemic mode, attendance may be overlooked if good instruction prevails. As far as the outreach team efforts, 60% of the students who did not return was because these students decided to move on to other things beside their education. These students either left the state, got jobs, or decided on another path. Where the outreach team is having its greatest impact is on new students who were recently enrolled and stopped coming to school after two weeks. These students are more likely to respond to outreach efforts.

Mr. Tabano asked Dr. Asmussen about the two (2) non-instructional days. Dr. Asmussen confirmed that on those two (2) non-instructional days, the school will be open and staff will be working at the school. Mr. Tabano also asked who will be part of the State visit team. Dr. Asmussen confirmed that it will be Mr. Paolo Giovine and an unnamed consultant.

V. Facilities—Jose Obregon
Benchmark 6: Board Oversight & Governance

Mr. Obregon informed the board that he did contact Mr. Todd Phillips of Benchmark Contractors to discuss with him the unfinished handicap ramp and the leak on the roof door leading to the HVAC units. Mr. Phillips confirmed that he would get someone out to the Brooklyn school in June to look and resolve both issues.

Mr. Obregon also informed the board that the process for obtaining a final C of O for the Brooklyn school stalled since the person who was working on that project at Metropolis Group Inc. had left and no one was assigned to complete the task until Mr. Obregon and Mr. Brian Baer called Metropolis. Metropolis Group Inc. then assigned Ms. Kayla Liebman to the project and she was able to get the school a three (3) month extension on the current TCO. Ms. Leibman also confirmed that she has taken the necessary steps to get the school a final inspection with the DOB and the FDNY. Those agencies will notify the school by email when the inspection is scheduled. This TCO extension was acquired shortly after the FDNY conducted an unannounced inspection at the school and issued the school a citation for not having a current C of O or TCO.

At the Queens school, Mr. Obregon reported that rebar measurements were completed by a Barrone contractor in preparation for the work that will be conducted on the rooftop. This was needed to confirm location of structural support beams in the building. Barrone has indicated that they will start work on the roof in July 2022.

Mr. Obregon also informed the board that he is recommending the purchase of additional Chromebooks at both school locations next fiscal year under the Erate Emergency Connectivity Fund (ECF). The government will reimburse schools for the purchase of these devices for up to \$400 per device. The only restriction is that purchases must be made between July 1, 2022, and December 31, 2023. Additionally, Mr. Obregon informed the board that the Brooklyn school was approved for an additional 12K in CAT II Erate funding which can be used to purchase hardware to support the school network. Finally, Mr. Obregon did confirm that Spectrum has confirmed

final installation of Fiber lines at both school locations by July 2022. These fiber lines will be funded through CAT I funding.

Mr. Tabano asked if the school completed payment to GKV. Mr. Ramkissoon confirmed that the school has paid GKV in full but is waiting to obtain the C of O before it goes back to reconcile any additional expenses incurred such as the carbon monoxide detector on the rooftop and any additional expenditures on the acquisition of the C of O.

Mr. Brian Baer asked Dr. Asmussen and Mr. Obregon if they had a chance to review the Architect proposal for concerning the work on the rooftop in Brooklyn. Dr. Asmussen confirmed that she did review it and wants to go forward with the proposal. Dr. Asmussen also stated that she would like to start that project in July 2022.

VI. Grants & Reports—Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

Dr. Asmussen reported to the board that all money is in and the Queens school is going to lead a consortium of schools for the homeless grant. There are two other schools that want to participate. It is not a huge grant but it is with Paul Le and they have good PDs. Dr. Asmussen stated that the school has done the ELL consortium with them for years and they are excellent. The same person who participated in the ELL consortium will be collaborating with the school on the homeless grant. This grant is projected to get bigger in the future. The Brooklyn school has already expended its funds and the expectation is that the schools will continue to participate in this grant in the future.

VII. New Business

Dr. Asmussen informed the board that two evaluations are now on the portal. One evaluation is the board evaluation, and the other is for the Executive Director. Mr. Tabano recommended that everyone get them done online and then discuss them as a group in June 2022. Mr. Tabano also stated that these evaluations must be completed by June 2022. Dr. Asmussen also reminded the board that the budget must also be approved by June. Therefore, a meeting to discuss any budget details is required. Since the June 2022 calendar is filled with numerous events including graduation and Regents exams. Mr. Tabano suggested that a board meeting be held on June 15 to discuss evaluations and the budget as part of the agenda. The board members all agreed to meet on June 15, 2022, at 11:00 A.M. to discuss these issues.

IX. Public Comment

No public comment made.

Adjournment

The board adjourned at 11:55 am.

Board Minutes

New Dawn Charter Schools Board of Trustees

June 2022 Meeting

**Wednesday, June 15, 2022
11:30 a.m.**

**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

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, New York 11217

Date: Wednesday, June 15, 2022

Time: 11:30 AM

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS

I. Agenda

Mr. Tabano asked the board members if there was a resolution to accept and approve the June 2022 Board of Trustees meeting agenda.

Resolution: June 2022 Agenda

Motion: Ms. Jane Sun motioned to accept and approve the June 2022 Board of Trustees meeting agenda.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the June 2022 Board of Trustees meeting agenda.

II. Minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the May 2022 Board of Trustees meeting minutes.

Resolution: May 2022 Minutes

Motion: Ms. Jane Sun motioned to accept and approve the May 2022, Board of Trustees meeting minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the May 2022, Board of Trustees meeting minutes.

III. Financials—Steve Ramkissoo

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

After receiving the budget presentation for school year 2022-2023 by Mr. Steve Ramkissoo, Director of Finance and HR, Mr. Tabano asked if there was a motion to accept and approve the 2022-2023 budget.

a. Resolution: 2022-2023 Budget

Motion: Ms. Katharine Urbati motioned to accept and approve the 2022-2023 budget.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the 2022-2023 budget.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 staff salary raises.

b. Resolution: 2022-2023 Raises

Motion: Ms. Katharine Urbati motioned to accept and approve the 2022-2023 salary raises.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 2022-2023 salary raises.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 403 (b) six percent (6%) match

c. Resolution: 2022-2023 403(b) match

Motion: Ms. Katharine Urbati motioned to accept and approve the 2022-2023 403 (b) six percent (6%) match

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 2022-2023 403 (b) six percent (6%) match.

Mr. Tabano asked if there was a motion to accept the proposed 2022-2023 insurance policies as presented by Mr. Steve Ramkissoon.

d. Resolution: Insurance Policies

Motion: Ms. Jane Sun motioned to accept and approve the 2022-2023 insurance policies.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the 2022-2023 insurance policies.

IV. Hiring, Recruitment, and School Updates— Dr. Sara Asmussen, Executive Director
Benchmark 7: Organizational Capacity

a. Staff Hiring

Dr. Asmussen reported to the board that staff hiring is going well. The Internship and Career department is fully staffed at both school locations. The shortages that still exist are at the Brooklyn school in the science and SPED department. The Queens school does not have this staff shortage. Dr. Asmussen stated that she is confident that these staff vacancies will be filled before the beginning of the new school year.

b. Student Recruitment

Dr. Asmussen reported that student recruitment is ongoing. Dr. Asmussen also reported that in the Queens school, since bringing on fresh staff, student recruitment has risen significantly. Dr. Asmussen further stated that she does not believe that student enrollment will be an issue next school year.

c. School Updates

Dr. Asmussen reported that she met with Mr. Paolo Giovine during the charter renewal visit last Wednesday and it went well. Dr. Asmussen stated that the Queens school has a strong teaching staff and there should be no issues.

Mr. Tabano also remarked that it should be noted that the Queens school has received exceptional support from Dr. Asmussen and other support staff members who regularly spend time at the Queens school to help the school in any way needed. This is a positive effort and indicative that the board and the school leadership are vested in ensuring the success of the Queens school.

V. Board Elections

Benchmark 6: Board Oversight & Governance

Mr. Ron Tabano asked if there was a resolution to reconstitute the board membership as it currently stands now.

a. Resolution: Board Membership

Motion: Ms. Katharine Urbati motioned to reconstitute the board membership as it currently stands.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to reconstitute the board membership as it currently stands.

b. Resolution: Election of Officers

Motion: Mr. Brian Baer motioned to elect Mr. Ron Tabano as the Chairperson of the New Dawn Charter Schools Board of Trustees.

Motion Seconded: Ms. Jane Sun seconded the motion.

Resolution: The board unanimously voted to elect Mr. Ron Tabano as the Chairperson of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a treasurer for the Board of Trustees.

Motion: Mr. Brian Baer motioned to elect Ms. Katherine Urbati as the treasurer of the New Dawn Charter Schools Board of Trustees.

Motion Seconded: Ms. Jane Sun seconded the motion.

Resolution: The board unanimously voted to elect Ms. Katherine Urbati as the treasurer of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a Secretary for the Board of Trustees.

Motion: Mr. Ron Tabano motioned to elect Mr. Brian Baer as Secretary of the New Dawn Charter Schools Board of Trustees.

Motion Seconded: Ms. Jane Sun seconded the motion.

Resolution: The board unanimously voted to elect Mr. Brian Baer as Secretary of the New Dawn Charter Schools Board of Trustees.

Mr. Tabano asked if there was a motion to elect a Vice Chairperson for the New Dawn Charter Schools Board of Trustees.

Motion: Mr. Brian Baer motioned to elect Ms. Jane Sun as the Vice Chairperson of the New Dawn Charter Schools Board of Trustees.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Resolution: The board unanimously voted to elect Ms. Jane Sun as the Vice Chairperson of the New Dawn Charter Schools Board of Trustees.

VI. Contracts—Mr. Jose Obregon – Director of Operations
Benchmark 8: Mission & Key Design Elements

Mr. Jose Obregon presented the board with two quotes from Insight Corp. and Dell Corp. for Chromebooks for students and laptops for staff. Both quotes for each device were competitive. However, since the school has done business with Dell Corp. in the past and the product and service provided was good, Mr. Obregon recommended going with the Dell quotes. Ms. Urbati asked a clarifying question on pricing included in the quotes and Mr. Obregon acknowledged that there was not a significant difference in pricing.

Mr. Tabano asked if there was a motion to accept and approve the quotes from Dell Corp. for the laptops and Chromebooks.

a. Resolution: Laptops & Chromebooks

Motion: Mr. Brian Baer motioned to accept and approve the two quotes for laptops and Chromebooks from Dell Co.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Resolution: The board unanimously voted to accept and approve the two quotes for laptops and Chromebooks from Dell Co.

VII. Public Comment

No public comment made.

VIII. New Business

Dr. Asmussen reported to the board that the NYS Board of Regents awarded the school a five (5) year renewal. Mr. Tabano congratulated Dr. Asmussen and the board members for a job well done to achieve the renewal. Dr. Asmussen also reported that the homeless consortium awarded the school additional funds for the conduct of PD.

Mr. Tabano asked the board members if July 13, 2022, at 11:00 was acceptable for the next board meeting and all the board members agreed with that date and time.

Adjournment

The board adjourned at 12:00 P.M.

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

**November Meeting Agenda
New Dawn Charter Schools Board of Trustees**

**Tuesday, November 23, 2021
11:00 a.m.**

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

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

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

Board Members Absent: Mr. Jonathon Carrington, Board Member, Ms. Katharine Urbati, Treasurer

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II, Ms. Nazli Askin, Data Specialist, NDCS, Dr. Lisa DiGaudio, Director of Curriculum and Instruction, NDCS

I. Resolution: November 23, 2021, Board Meeting Agenda

Motion: Mr. Brian Baer motioned to accept and approve the November 2021, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the November 2021 agenda.

II. Resolution: October 2021 Board Meeting Minutes

Motion: Ms. Jane Sun motioned to accept and approve the October 2021, Board of Trustees meeting minutes.

Motion Seconded: Mr. Brian seconded the motion.

Vote: The board voted unanimously to accept and approve the October 2021, Board of Trustees meeting minutes.

III. Financials— Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Resolution: Financials

Mr. Ramkissoon reported that the Brooklyn school is doing well with 31% of revenue collected and 32% of projected expenditures met. Mr. Ramkissoon believes that the Brooklyn school is on track to meet its financial goals. For the Queens school, Mr. Ramkissoon reported to the board that he will need to make an adjustment in projected revenue from the students predicted to enroll to the actual students enrolled. However, despite this adjustment, Mr. Ramkissoon projects that the school will still meet its financial goals.

Ms. Jane Sun asked how much cash on hand does the Queens school have and Mr. Ramkissoon confirmed that the Queens school has 219K. Ms. Jane Sun asked if this met the 60-day cash on hand requirements and Mr., Ramkissoon confirmed that it did.

Mr. Tabano asked for a motion to accept the monthly financials.

Motion: Ms. Jane Sun motioned to accept and approve the November 2021 monthly financials.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board members voted unanimously to accept and approve the August 2021 monthly financials

b. Report of Final Audit

Mr. Ramkissoon confirmed that the final audit report is complete, that the report was accepted by the board, and that Dr. Asmussen has the report and will submit to the State. Dr. Asmussen also confirmed that she will submit the final audit report with the financial transparency policy for the school. Mr. Tabano thanked Mr. Ramkissoon on a job well done with the school financial audit.

IV. Resolution: Director of Curriculum & Instruction— Dr. Sara Asmussen, Executive Director

Benchmark 2: Teaching & Learning

Dr. Asmussen reminded the board that the Director of Curriculum and Instruction is not approved by the State yet even though it was submitted months ago. The Queens school will also need to add this position, and this requires a material change in the

charter. Dr. Asmussen requested that the board vote on making this change to the Queens school's charter. Mr. Tabano asked if there was a resolution to do such.

Resolution: A revision request to amend the charter schools' organizational chart to reflect significant changes. This revision is proposed to commence the 2122 school year, a determination regarding this revision has not yet been made and is currently under review by the New York State Education Department.

Motion: Ms. Jane Sun motioned to accept and approve a revision request to amend the charter schools' organizational chart to reflect significant changes. This revision is proposed to commence the 2122 school year, a determination regarding this revision has not yet been made and is currently under review by the New York State Education Department.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board members voted unanimously to accept and approve a revision request to amend the charter schools' organizational chart.

V. Recruitment & Outreach

Benchmark 1: Student Performance

Benchmark 7: Organizational Capacity

Benchmark 8: Mission & Key Design Elements

Benchmark 9: Enrollment, Recruitment, & Retention

a. Staff Recruitment—Ms. Donna Lobato, Principal NDCHS

Ms. Lobato informed the board that there are still staff positions that need to be filled in both schools. In Queens, there is an Art and Science teacher position open. In Brooklyn, there is a science teacher, CTE guidance counselor, and internship coordinator position that needs to be filled. In Brooklyn, there was a SPED teacher that was hired who started last week. Additionally, the Dean position will be advertised shortly. Ms. Lobato also stated that despite recruiting efforts being made on various platforms, there is little activity regarding applications or potential recruits for open staff positions. Mr. Tabano confirmed that it is a challenge to recruit staff, and he has experienced the same at his Bronx school.

b. Student Recruitment—Mr. Steve Ramkissoon, Director of Finance and HR

Mr. Ramkissoon reported that recruiting meetings are happening bi-weekly. Last year, the board approved the mailing services of the company Vanguard with the purpose of contacting potential students by mail. Mr. Ramkissoon also stated that the recruiting team is also tracking which students are being contacted and who is doing the outreach. Additionally, the two New Dawn outreach workers are contacting long term absence students at both schools.

Before Mr. Tabano remarked that the Charter renewal meeting between the State officials and the members of the board went well and he expects that the results will reflect such accordingly.

c. Outreach Report & Dashboard— Ms. Nazli Askin, Data Specialist

Ms. Askin reported the following. The Brooklyn school currently has 258 students enrolled. This month, there was six (6) new enrollments and two (2) discharges. SPED percentage is at 44%, and ELL student percentage is at 11%. Free and reduced lunch percentage is at 84% for Brooklyn.

The Queens school has 222 students enrolled. This month there were three (3) enrollments and two (2) discharges. There are nine (9) students that are still pending enrollment SPED percentage is at 36%, and ELL student percentage is at 15%. Free and reduced lunch percentage is at 81% for Queens.

Mr. Tabano asked what the ELL percentages in the school district in Queens are. Dr. Asmussen replied that it was at 19%, but she will verify that number.

Ms. Askin also confirmed that the outreach team has contacted fifty (50) students between the two schools and 11 students have returned. For those that are not returning, the outreach team is attempting to find out if LTA students are enrolled in a different school or GED program. The outreach team will also try to contact LTAs through social media. The outreach team will attempt to meet with those students that have decided to take the GED and advise them that the test is challenging and difficult to pass if they are not prepared.

VI. Facilities— Mr. Jose Obregon, Director of Operations and Student Support Services

Mr. Obregon reported the following. The facility work that Barone promised to do is now completed except for the caging on the fourth floor on both stairwells leading to the roof. Barone is still looking for a contractor to complete that job. Facility projects that were completed include the fixing of lighting in the alleyway leading to the back yard, the installation of garbage sheds in the back yard, the re-paving of the backyard area, repair of the doors and push bar alarms on the doors on the roof landing, and the removal of any debris and excess fencing in the backyard. Barone Management also informed Growing Up Green that, hereafter, they will not use New Dawn's space to store their garbage. Barone also moved excess furniture that the Queens school was storing on the 4th floor and the basement. There still are some windows in room 306 that are not fully closing that Barone has promised to fix.

Mr. Tabano asked how the new pavement in the Queens school backyard looks and Mr. Obregon confirmed that it looked good. Mr. Flory agreed with that assessment. Mr. Flory also stated that the caging around the AC unit in the back yard still needs to be completed as well as the window bars on the neighbor's window to protect the glass when gym activities commence in the back yard.

For the Brooklyn school, Mr. Obregon reported the following. The open work order for electrical work to be completed at the Brooklyn school is now closed and the paperwork for the final TCO can go forward. Mr. Brian Baer confirmed this. Mr. Obregon also stated that Mr. Brian Baer is going to proceed to do the drawings for the modifications that are needed to stop the water from coming into the mechanical roof from the roof top. Mr. Baer confirmed that he spoke with Mr. Steve Attardi about the project and all he requires is a sketch which Mr. Bae will get to him.

Ms. Jane Sun asked if the outside security cameras were installed and operational. Mr. Obregon confirmed that they were installed but not networked yet or functional. Mr. Obregon promised that he will press MSP Networks to get it done sooner than later.

VII. Benchmark 6: Board Oversight & Governance

VIII. Grants & Reports— Dr. Sara Asmussen, Executive Director Benchmark 8: Mission & Key Design Elements

a. Stimulus Funds

Dr. Asmussen reported to the board that she reached out to SUNY regarding the Stimulus grant. One of the rules of the grant is that if you receive facilities funding you cannot receive the Stimulus grant. This disqualifies the Queens school for the grant. Dr. Asmussen also stated that she talked to representatives at the State and subsequently believes that unless you are a SUNY charter school, you will not receive this grant.

b. Update on Renewal Visit and Data

Dr. Asmussen confirmed what Mr. Tabano previously stated about the renewal visit. Dr. Asmussen also stated that the State Regents are strict when it comes to renewals. Dr. Asmussen is creating a video to send to the school's Regents, Ms. Kathy Cash, who was unable to attend during the renewal visit. Dr. Asmussen also stated that the school has a letter writing campaign from students and parents supporting the school and advocating for a renewal. Additionally, the school is reaching out to alumni so they can write letters supporting the school.

c. ESSER Part 2

Dr. Asmussen confirmed that the grant will fund the roof pavers in Brooklyn, but she has not received approval for the project in Queens.

IX. School Reports Benchmark 6: Board Oversight & Governance

a. Brooklyn— Ms. Donna Lobato, Principal NDCHS

Ms. Lobato reported that the second marking period has started. Seventeen (17) parents participated in parent-teacher conferences by Zoom and stated that she believes that this maybe a trend for the future. Also, COVID testing has started in the school. Counselors are teaching students in classrooms what is bullying and the repercussions for all. Finally, mid-year teacher observations will start shortly.

b. Queens— Mr. Zach Flory, Principal NDCHS II

Mr. Flory reported that similarly to Brooklyn, Queens had parent-teacher conferences and parent participation was comparable to the Brooklyn school. Teacher observations will begin on the same schedule as the Brooklyn school. The Art and language teacher resigned due to medical reasons. Interviews will be conducted to fill that position. The science teacher, is on leave and will be out through the January regents. He will return in the Spring. Subs were used the last two weeks to supplement these vacancies. Student activities over the last few weeks include bringing in guest speakers from the corporate world to share their experiences with students There will be a guest speaker soon from FIT that will also address the students. The new Youth Officer from the local precinct visited with Mr. Flory and the school Dean.

c. Curriculum & Instruction— Dr. Lisa DiGaudio, Director of Curriculum and Instruction

Dr. DiGaudio reported that training on Chalk is taking place and she has completed an alignment for the Myers-Briggs assessment. All students in internship are taking the career interest survey. Dr. DiGaudio has aligned those results to each of the 33 sectors in the in the assessment itself so that any student taking it can look at their results and then see how it connects across the board to all their instructional offerings. Finally, the school is developing a partnership with Mount Sinai partnership that will offer HIV/AIDS awareness presentations.

d. Update on Meeting with Landlord (Queens)— Mr. Ronald Tabano, Chairperson

Mr. Tabano stated that many things were accomplished by the landlord. He also confirmed that the Queens lease stated that the property in the Queens yard was as it is divided now. The backyard space was not as big as Barone thought it was and subsequently led the school to believe that it was bigger. Mr. Tabano also stated that he believes that Barone is trying to compensate by completing these facility projects to circumvent the school from asking for a rent reduction.

Mr. Tabano asked Dr. Asmussen if Barone is going to take care of the fencing project on the rooftop. Dr. Asmussen replied that they are supposed to give her an estimate. Mr. Tabano and Dr. Asmussen agreed that it must be at least a ten (10) foot fence.

X. Legal Compliance— Dr. Sara Asmussen, Executive Director

Benchmark 6: Board Oversight & Governance

Benchmark10: Legal Compliance

a. Policies Approved by NYSED

Dr. Asmussen read to the board policies that the State said they have approved although nothing to verify that in writing was received from the state. This applies to both schools. The approved policies include the by-laws, two years of parent handbooks, the discipline policy for both schools, a line in the school enrollment policy, and the complaint policy. The CTE and the investment policy for both schools were withdrawn. The CTE was withdrawn because it is a whole other application process through another office. The investment policy was withdrawn since the State does not require it. Therefore, the school does not need State approval. All of these withdrawals were approved.

b. School Attorneys—Presentation

Mr. Tabano introduced Mr. Steve Sedereas and Ms. Maria Groeneveld, attorneys at law, who worked with Davidoff Hutcher & Citron LLP law firm and did legal work for the school. Both Mr. Sedereas and Ms. Groenfeld left Davidoff Hutcher & Citron LLP law firm and are now working with Mandelbaum Salsburg. Both expressed their desire to continue representing NDCS since they are familiar with the school leadership team and the school. Mr. Tabano thanked them both and said that the board will have further discussions on the possibility of continuing to use their legal services.

Mr. Tabano discussed with the board members the option of switching to other attorneys if the school wanted to do such a thing. The board members agreed that it would be best to wait until any pending legal work is fully completed such as the “Friends of” project. Subsequently, after such legal work is completed, the board will then consider other attorneys to represent the school.

XI. Public Comment

No public comment.

XII. New Business

Mr. Ramkissoon stated that in our Queens lease, with the loan, we have annual true up. As per the lease agreement, it allows payment of up to 10% less than what is agreed upon according to the number of students. For example, if the school has less than 300 students, then the max the school will be required to pay is 30 students less than that. Mr. Ramkissoon confirmed that he sent Barone documentation proving that the school did not meet the projected number of students enrolled and that Barone needs to refund some of the rent payments. Barone is stating that they do not owe the school any monies. Subsequently, Mr. Ramkissoon informed the board that in the lease agreement, there is a clause which indicates that if the school fails to meet its enrollment numbers, the lease can be re-negotiated.

Mr. Tabano asked Mr. Ramkissoon to keep the board posted on any changes regarding this situation.

The board agreed that the next board meeting will be on December 21, 2021, at 11:00 AM.

XIII. Adjournment

The board adjourned at 11:50 AM.

Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

**October Meeting Minutes
New Dawn Charter Schools Board of Trustees**

**Tuesday, October 26, 2021
11:00 a.m.**

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

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

I. Introduction of New Staff

Benchmark 2: Teaching and Learning

Due to teaching schedules, new staff will come on throughout the meeting for introductions.

The following new staff members introduced themselves to the board of trustees and were welcomed to New Dawn Charter High Schools:

Brooklyn:

Sharhan, Hana – Aspiring Teacher
Aska, Annick – Career Coordinator
Roberts, Olivia C – Counselor
Scappaticci, Isabella M – ELA Teacher
Modestin Jr, Felix Z – Social Studies Teacher
Brown, William M – ELA Teacher
Goldenberg, Suzanne D – Art Teacher
Tomecki, Mary G – SPED Teacher
Dunbar, Anthony S – Outreach worker
Coleman, Clintonia R – Outreach worker

Queens

Bhagwandeem, Sevanand – ELA teach
Szczeny, Richard S – Social Studies
Kang, Juhee – Korean/Art Teacher
Zak, Michelle R – SPED Teacher
Gumbs, Darius N – Aspiring Teacher
Corsi, Christopher M – Social Studies
Shinghirtis, Andrea – U.S. History
Evans, Gabriel A – Math Teacher
Haughton, Shavon R – U.S. History

II. Agenda

Dr. Asmussen asked the board to make the following changes to the October 2021 agenda:

Item 5b: Student Recruitment: Mr. Steve Ramkissoom

Item 7: Add Stimulus and Charter grant

Item 3: Audit report should read Audit Committee report

Mr. Tabano and the board acknowledged the changes and asked the board for a resolution on the October 2021 board meeting agenda.

Resolution: October 2021 Agenda

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2021, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the October 2021, Board of Trustees meeting agenda.

III. Minutes

Resolution: September 2021 Minutes

Resolution: September 2021 Executive Session Minutes

Resolution: October 2021 Audit Committee Minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the September 2021 Board of Trustee Meeting minutes

Resolution: September 2021 Board of Trustee Meeting Minutes

Motion: Ms. Katharine Urbati motioned to approve the September 2021 Board of Trustees board meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the September 2021 Board of Trustees board meeting minutes.

Mr. Tabano asked the board members if there was a resolution to accept and approve the September 2021 Board of Trustee Executive Session minutes

Resolution: September 2021 executive session minutes

Motion: Ms. Katharine Urbati motioned to accept and approve the September 2021, executive session minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the September 2021, executive session minutes.

Mr. Tabano then asked Ms. Katharine Urbati to give the board members a summary of the audit committee's meeting. Ms. Katharine Urbati reported that the Committee met with the auditors. The audit went very smoothly this year with no material changes. Ms. Urbati also indicated that this was the first year NDCHS had to include some new changes to two leases. Ms. Urbati thanked the New Dawn Staff. She further informed the board that there wasn't really anything that was a surprise, which is a testament to

the careful review of the financials that the board conducts every month. Ms. Urbati also stated that there was one suggestion from last year on having a written procedure for the bonds, which the board can discuss, but it is just a suggestion. She re-emphasized that this was not any kind of flag. She thanked Mr. Ramkissoon for the work done.

Mr. Tabano also thanked Steve Ramkissoon for his work and asked the board if there was a motion to accept and approve the audit committee minutes.

Resolution: October 2021 Audit Committee minutes

Motion: Ms. Katharine Urbati motioned to approve the September 2021 Audit Committee minutes.

Motion seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the audit committee minutes.

IV. Financials - Mr. Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Mr. Ramkissoon reported that both schools are in the first quarter of financials, and it is only one month since we have had students in the building. The schools incurred costs on all normal expenses including cleaning supplies, security, and such. He stated that he does not see any red flags. At the Brooklyn school, student recruitment is a big plus. Mr. Ramkissoon stated that a recruitment team was formed, which he will explain in greater detail later in the meeting. Steve Ramkissoon reported that Queens is also looking good. The target is to enroll 300 students, which the school does not have yet. However, there are no red flags either for the Queens school. In reference to the school bond, Steve Ramkissoon reported that as of this date, the school has paid \$3.4 M in terms of both principal and interest. All quarterly financial compliance reports were filed with Bank of New York Mellon. As of now, the school is fully compliant with the terms of the bond. Mr. Ramkissoon also stated that currently, the school has 1.6 M in Bank of Melon. Once all is finalized, in terms of closing out the bond, Mr. Ramkissoon will present invoices that were paid directly by NDCHS Brooklyn. He then asked the board if there were any questions or concerns.

a. Auditors Report

Mr. Ramkissoon went over the results of the audit. He stated that the school followed all accounting procedures and that no discrepancies were noted. The auditors made recommendations for investment of revenue available. Mr. Tabano agreed that there were no egregious findings in the auditor's report then asked the board if there was a motion to accept and approve the auditor's report.

b. Resolution: Auditors Report

Motion: Ms. Katharine Urbati motioned to accept and auditor's report.

Motion seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the auditor's report.

c. Resolution: Report for Financial Transparency to NYSED

Mr. Tabano confirmed that all board members had a copy of the financial transparency NYSED document and asked the board members if there was a motion to accept and approve the document.

Motion: Ms. Katharine Urbati motioned to approve the report for financial transparency to NYSED.

Motion seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously accepted and approved the report for financial transparency to NYSED.

d. Resolution: Monthly Financials

Mr. Tabano asked if there was a motion to accept and approve the October 2021 financials.

Resolution: Monthly Financials

Motion: Ms. Katharine Urbati motioned to approve the October 2021 Financial reports.

Motion seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously accepted and approved the October 2021 Financial report.

e. Staff Incentives – Dr. Asmussen, Executive Director

Dr. Asmussen reported to the board that incentives are paid to staff members based on individual participation in committees. At the Queens school, there were nineteen (19) staff members who participated in committees and at the Brooklyn school, there were twenty-two (22) staff members who participated in committees and all will receive some level of incentive. These incentives are calculated line by line, person by person, and by the analysis of the work they've accomplished in their committee the prior year. Ms. Urbati asked if the incentives were for performance and committee work or just committee work. Dr. Asmussen replied that it was just for committee work. However, Dr. Asmussen stated that she would like to propose adding the performance piece for administrators in the future.

Mr. Tabano asked the board members if there was a resolution to accept and approve staff incentives as described by Dr. Asmussen.

Motion: Ms. Jane Sun motioned to approve the staff incentives.

Motion seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously accepted and approved the staff incentives.

V. Recruitment Staff/Students

Benchmark 1: Student Performance

Benchmark 7: Organizational Capacity

Benchmark 8: Mission & Key Design Elements

Benchmark 9: Enrollment, Recruitment, & Retention

a. Staff Recruitment – Ms. Lobato

Ms. Lobato reported that at the Brooklyn school, there is a need for a science teacher and the guidance counselor. Ms. Lobato mentioned again that the Dean's position is on hold until further notice. Queens school also needs a SPED teacher. The recruitment committee is posting jobs on Indeed and Idealist with not much luck so far. Job fairs will be held. Ms. Lobato contacted an agency called A Tutor which does teacher placement.

b. Student Recruitment – Mr. Steve Ramkissoon

Mr. Ramkissoon informed the board that the student recruitment committee is comprised of the two school principals, himself, and anyone who interacts with students. He has reached out to Vanguard to obtain postcards that were mailed to potential students. Last year, 25,000 postcards were mailed out. The cost was approximately \$20,000 but with two new students recruited, this expense would pay for itself. A new mailing list will be available in three weeks and other postcards will be mailed out. The cost of the new mailing costs will be submitted to the board for approval. Additionally, phone calls are being made and other avenues are being considered to enhance student recruitment. Various social media platforms are being used to reach potential contacts that can assist in student recruitment. Ms. Jane Sun asked if this data recording was being done to track who recruited new students. Mr. Ramkissoon confirmed that there is a tracking document in place for this purpose.

Mr. Tabano again wished the recruiting team members well and recognized that at this time, all schools are competing for professional staff and students.

c. Outreach—Ms. Nazli Askin

Ms. Askin reported to the board that the two (2) new outreach workers are in the field visiting students today. They both started working at NDCHS last month, meeting with all the staff at both schools to talk about each staff member's mentees. They ascertained where the students are, what their status is, and what they can do to help the students come back. They are making phone calls to get in contact with students and to set up a meeting time and a meeting place. If they cannot contact the student, they will be visiting them at their home. The students that cannot be reached, are because the students are working. Therefore, they have made plans to physically meet with these students at their workplace to help the students figure out what they will ultimately decide to do. The focus of the outreach team will be to bring students back to school.

d. Dashboard— Ms. Nazli Askin

Ms. Askin reported that in Brooklyn there are 250 students on the ATS roster. Between September and October, 41 new students have enrolled. Currently, there are 156 students that are enrolled in Brooklyn. SPED population is at 43% and ELL students are at 11%, the ED population is at 82%. Immunization compliance rate is that 95.8%. The school is working with students that are missing their immunizations so they can get those. Regarding gender, there are 62% male and 32% female. The Queens school has 223 students on their ATS roster. The school has 20 new enrollments since the beginning of the school year. SPED population is at 36%, ELL percentages are at 15%, and economically disadvantaged population is at 80%. The school is 100% in compliance with immunization requirements. Gender percentages are 60% male and 40% female.

VI. Facilities—Jose Obregon, Director of Operations and Student Services

Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Mr. Obregon reported that this week, the Brooklyn school obtained its TCO through the efforts of Brian Baer and the school architectural team. What is needed now is to close out an open electrical work order at the Department of Buildings so that the documentation for a permanent C of O can be submitted. Mr. Obregon reported that Mr. Brian Baer was able to contact the electrical contractor that will be able to close that open inspection for a minimal fee of \$1,800. Mr. Ramkissoo already has the invoice, and the school is to submit payment so it can close out the opened electrical inspection at the DOB.

Mr. Obregon reported that he spoke with Mr. Ed Cinni who has secured a contractor that is going to install a carbon monoxide detection device in the mechanical room. Mr. Ed Cinni also indicated that he will be moving on that open item this week as well. After those two items are resolved, there will be no obstacles for obtaining the final certificate of occupancy for the Brooklyn school building.

Mr. Obregon also reported that there is also an issue on a rooftop as water is coming through the fourth-floor ceiling when it rains heavily. Mr. Obregon informed the board that Mr. Ed Cinni, Mr. Brian Baer, and he were discussing this issue this morning. Mr. Obregon reported to the board that he believes this to be a design flaw. The leakage is due to inadequate design of the entry ways into the mechanical room on the rooftop. Apparently, there was not an adequate barrier, or an adequate stop, put in place between the roof floor and mechanical room. Therefore, when there is substantial rain, water flows freely on the rooftop and seeps into the mechanical room. This water then subsequently seeps through the ceiling and onto the fourth floor. Mr. Obregon stated that Benchmark is aware that they need to fix that as soon as possible. Mr. Tabano

asked, why has Benchmark not done anything about this situation since they have known about it for a month now. Mr. Obregon also stated that more pressure needs to be applied either to benchmark or GKV to resolve this issue. Mr. Tabano asked Mr. Brian Baer what he thought was the best course of action. Mr. Brian Baer replied that his suggestion was to come up with a detail that benchmark can produce, which is essentially a new curb, that creates a dam between the roof and the mechanical room. This will mean raising the sill of the door. Mr. Brian Baer said that it is not an insurmountable task, it is just a matter of getting it done. Given the relationship with GKV, Mr. Baer said he would offer his services as an architect to come up with a solution. In that matter, it will get done quickly without any agenda. Mr. Tabano then asked if we can hold GKV responsible so they pay to have this flaw fixed. Mr. Baer replied that the school is likely going to have to pay a Benchmark to perform the work. Whether or not we go back to GKV for reimbursement, will have to be a different discussion. However, Mr. Baer stated that he would rather get it done sooner rather than later.

Mr. Tabano stated that he agreed. Mr. Tabano also stated that he believes that the school will not be able to go back to GKV or Benchmark for any type of reimbursement. and get anything. Mr. Tabano believes that this was another design for and fault and that GKV should be liable for it. Mr. Tabano asked Mr. Baer what he estimated the costs to get this repaired. Mr. Baer stated that he estimates under 5K. since it is not a big job. However, it does involve several trades such as a carpenter involved, a door contractor, and a roofer at the very least. Mr. Tabano agreed that we should get this problem fixed sooner than later. Mr. Tabano also stated that he would like to send the bill to GKV and ask them to pay since the school has already paid a considerable amount of money due to GKV design flaws. Mr. Obregon also advised the board that Benchmark sent a roofer to look at the issue and the roofer indicated that he had advised Benchmark that this was going to be an issue.

Mr. Obregon reported that at the Queens school, a security company came to review security measures for the building. The security company will provide a proposal for installing a security system in the school which includes door alarms, door security devices, and a FOB system for access control which also includes elevator access control. Additionally, the outdoor security camera system is already in the process of being installed by MSP Networks. Mr. Obregon also added that since there was an incident involving a possible intruder in the backyard area several days ago, new security gates may be required to limit access to the yard area.

Mr. Tabano then remarked to Dr. Asmussen that when they meet with Scott Barone next Thursday that these items will be discussed. Other items that will be discussed with Barone Management will be the clearing and re-paving of the backyard area at the Queens school, the installation of garbage collection sheds, and fixing the lighting in the alleyway.

VII. Grants & Reports—Sara Asmussen
Benchmark 1: Student Performance
Benchmark 3: Culture, Climate, and Student & Family Engagement
Benchmark 8: Mission & Key Design Elements

a. DYCD – Dr. sara Asmussen, Executive Director

Dr. Asmussen reported to the board that the Queens school received \$82K from the DYCD grant. The grant allowed the school for expenditures made up to three years ago. Dr. Asmussen thanked Mr. Ramkissoon since he worked on making this possible.

b. Stimulus Grant SUNY

Regarding the stimulus funds from SUNY, Dr. Asmussen reported that SUNY has not posted an RFP at this time. She will follow up.

c. Charter Renewal Data

Dr. Asmussen also reported to the board that she met with a representative from BOCES and that she went over the school's data and the comparison school's data with her. Dr. Asmussen stated that the BOCES representative stated that New Dawn should review the school data, year by year, because the representative did not believe the data was being presented accurately or fairly when used to compare NDCHS to other schools. Dr. Asmussen also stated that the financial data that she received from the state was also very impressive regarding NDCHS and that she will share that data with the board members. The data shows that NDCHS is standing on solid financial ground for the past six years even as the school carries a bond. Dr. Asmussen also stated that parent and student surveys were very positive as well. Additionally, the New Dawn staff rated working at New Dawn higher than the average charter school. For example, whereas 60% of teachers in other schools said they agreed that they liked and worked together in their respective schools, 89% of NDCHS staff said they highly agreed, and 6% said they slightly agreed. Dr. Asmussen stated that as the school enters its charter renewal process, items such as solid financial management, staffing, parents, student support, students indicating they believe NDCHS is a safe and a beautiful school all are positive indicators. Dr. Asmussen stated that she was very pleased with all survey results.

Mr. Tabano asked if the survey results were from the previous school year and Dr. Asmussen confirmed that it was the SED's survey for the previous school year. Dr. Asmussen further stated that, except for the four-year cohort outcomes, the school's data looks excellent. Dr. Asmussen confirmed that she mapped out every cohort including the 2007 cohort and, the graduation rate for the cohorts ranged from 50-65% across the years. Additionally, data shows that 13% of NDCHS students were remanded to prison or other types of rehabs by the courts. This data shows that New Dawn has a large percentage of high-risk students. This piece of data is tracked and recognized by the state as well.

VIII. School Reports

Benchmark 6: Board Oversight & Governance

a. Brooklyn— Ms. Donna Lobato – Principal, NDCHS

Ms. Lobato briefed the board that the school is restarting its relationship with the NYPD and the counseling department is starting groups again. Counselors will focus on specific topics to address the different SEL. She also mentioned that last month Benchmark, the construction company, gave the school a donation of school supplies, backpacks, and other school items. The school continues to reach out to LTAs. Many students have moved and NDCHS is trying to reach out to those students as well. All committees have restarted including PBIS, recruitment committees, and the others. This year, PLC is being conducted a little differently. It is being conducted by topic that is related to student engagement and will include differentiation.

b. Queens—Zach Flory

Mr. Flory informed the board members that Tuesday there was a shooting two blocks away from the school. It was unrelated to our students or anybody in the building. However, the police came through what was the school's backyard with guns drawn to search the shed on the other side of the fence. There was a New Dawn teacher outside with students for horticulture class. Mr. Flory further stated that he met with Growing Up Green safety team, and they did not receive any warning from the NYPD. Mr. Flory said that he was reaching out to the 103rd Pct to ensure that nothing of that nature happens again without the school being notified. If properly notified, then he would call for a shelter in. Mr. Flory stated that he did notify parents of what transpired and confirmed that the students made it home safely.

Mr. Flory stated that he worked out an acceptable fire drill schedule with Growing Up Green Charter School and that a fire drill will be conducted this coming Thursday. Mr. Flory also informed the board that the school has its PBIS system fully back online. Students are being motivated by using Sunbucks as well as other initiatives. Efforts are being made to involve the students in Breast Cancer Awareness week and many were wearing pink. Mr. Flory also stated that tomorrow students will be participating in anti-bullying seminars.

Mr. Tabano stated that he agreed that the NYPD should be more proactive and immediately notify the school of any incident that might affect school safety in the future. He asked Mr. Flory to contact them and stress the importance of timely communication for the sake of student and staff safety when incidents like this occur.

c. Internship Program—Jose Obregon

Mr. Obregon reported that the internship program in both schools continues to move along. He further stated that Ms. Lobato and he are sitting in on internship sessions in Brooklyn and Mr. Obregon with Mr. Flory in Queens. Internship is being conducted the

first four periods every day. Students are divided into groups at both the Queens and in Brooklyn school. Designated teachers are continuing to work with students on their papers. Both Ms. Lobato and Mr. Flory have offered recommendations to the internship staff regarding where they can improve. Mr. Obregon also confirmed that the Myers Briggs assessment is being administered to students. Mr. Obregon closed by stating that he will continue to monitor the internship staff and work with them to improve the program.

**d. Curriculum and classroom observations— Dr. Lisa DiGaudio,
Director of Curriculum and Instruction**

Dr. DiGaudio reported to the board that with charter renewals it is important to demonstrate the school is linking student progress in the internship program with the academic program. Therefore, an alignment was developed that breaks down each one of the sectors on the Myers Briggs. For example, if the topic is athletics, every single content area that the students have regarding to athletics is linked to statistics. This will allow staff to see that there is an academic connection to a topic of interest that a student may have.

Dr. DiGaudio also informed the board that she has established a liaison with Mount Sinai. She will be working with them on building an HIV curriculum and using like different videos on increasing HIV and AIDS literacy that Mt. Sinai are piloting.

Dr. DiGaudio also informed the board that she is working on project-based learning which will be integrated into at least one class for each teacher by the spring.

Dr. DiGaudio also stated that Dr. Asmussen and her met with the SED and discussed A Game and alternative accountability. The discussion went extremely well.

Dr. DiGaudio mentioned that the RAPSA conference is approaching and that she will be presenting. Dr. DiGaudio is on that advisory board, and she will be presenting on alternative accountability and how that impacted our students at New Dawn.

**IX. Legal Compliance—Dr. Sara Asmussen, Executive Director
Benchmark 6: Board Oversight & Governance
Benchmark10: Legal Compliance**

a. School Attorneys

Dr. Asmussen reported to the board that the school's lead attorney left the firm we have always worked at and last week our secondary attorney left. Dr. Asmussen recommended that, considering the exceptional legal work that they have done for New Dawn, the school should retain them even if they now work for a different law firm. The new law firm that the school's attorneys will be with is NY based and more cost effective. Additionally, since the school attorney is handling a legal matter pertaining to the Queens' school and its lease, it makes sense to stick with the school attorney that is handling that for New Dawn now.

Mr. Tabano agreed that it will be better to stay with the school's attorneys even if they move to another law firm. He further asked Dr. Asmussen to get the board a cost analysis and comparison for legal work that still needs to get done so the board can approve the transition next month. Mr. Tabano asked that this proposed change be on the November board of trustee meeting agenda.

b. Discipline Policy

Dr. Asmussen reported to the board that the legal compliance discipline policy was submitted to the state in April, and it is still not approved. Dr. Asmussen further stated that Ms. Lobato spent quite a bit of time with the school's special education attorney, making sure that the discipline policy complies completely with all federal and state legal requirements. However, the school cannot use the new discipline policy until it is approved by the state. Mr. Tabano expressed frustration that this is taking so long to approve and asked what department is holding up the approval. Dr. Asmussen stated that she believes that it is the State's legal department which is not moving on this issue. Additionally, the state has not approved Dr. DiGaudio's position either of Director of Curriculum and Instruction. Dr. Asmussen also stated that the school is using Dr. DiGaudio in her new role regardless since this impacts students. Mr. Tabano asked if the board could do anything to try to expedite these matters and Dr. Asmussen replied that these issues will be brought up on November 15 during the charter renewal visit.

X. Public Comment – Dr. Sara Asmussen, Executive Director

Dr. Asmussen reported to the board she was working to completely align board meeting minutes and agenda to the way that the sector finds acceptable. She stated that she believes that she has achieved this and that public comment is one of the components that was missing. Mr. Tabano asked if Dr. Asmussen was able to record for the public hearing pertaining to the charter renewal and, if so, to give the board an update. Dr. Asmussen confirmed that thirteen (13) students were recorded and some parents who spoke positively about New Dawn Charter High School. The hearing is scheduled for November 1, 2021, at 5:30 PM. Dr. Asmussen stated that she will resend the information to the board.

XI. New Business

Mr. Tabano asked if there was any new business. Dr. Asmussen stated that the board had discussed having meeting prior to the charter renewal visit on November 15, 2021, to review items that may be discussed. The board agreed to meet on November 9, 2021, at 11:00 AM to discuss potential topics or discussion points for the charter renewal visit.

Mr. Tabano asked the board to decide on the next board meeting date and the board members decided to meet at 11:00 A.M. on Tuesday, November 23, 2021.

XII. Adjournment

The board of trustees meeting adjourned at 12:28 PM



Please note that due to the reinstatement of the Executive Order from the Governor allowing virtual meetings, we are offering Zoom meetings again. If you attend in person, you must wear a mask and must be cleared through our COVID-19 protocols.

**September Meeting Minutes
New Dawn Charter Schools Board of Trustees**

**Tuesday, September 28, 2021
11:00 a.m.**

**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, Chair, Ms. Jane Sun, Vice Chair, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board member.

Board Members Absent: Mr. Jonathon Carrington, Board Member.

Staff Members/ Visitors Present: Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Student Support & Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance & HR, NDCS, Ms. Donna Lobato, Principal NDCHS, Mr. Zach Flory, Principal NDCHS II

I. Agenda

Resolution: September 2021 Agenda

Motion: Ms. Katharine Urbati motioned to accept and approve the September 2021, Board of Trustees meeting agenda.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the September 2021 agenda.

II. Minutes



Resolution: August 2021 Minutes

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2021, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board voted unanimously to accept and approve the August 2021, Board of Trustees meeting minutes.

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

a. Audit update

Mr. Steve Ramkissoon informed the board that a financial audit must be completed before the end of October 2021 for submission to NYSED by November 1. He has provided the auditors with all the necessary documentation to proceed with the audit. The auditors have visited both schools already and everything is on track to meet the deadline. Administration will keep the Board updated as we move forward.

Steve Ramkissoon also reported that he believes that one thing the auditors will point out is the multiple accounts open because of the bond. He stated that he will try to consolidate as many of those accounts as possible. This consolidation was delayed because of COVID constraints. Mr. Ramkissoon is working on completing all the paperwork necessary to close the bond out for the year. Currently there is approximately \$1.6M in a Bank of Melon account of which all will be withdrawn once all necessary documentation is presented to the Bond holders.

a. Friends of update

How this impacts real estate will be discussed in detail during an Executive session. Steve Ramkissoon also informed the board that he participated in a call with the school lawyer and Barone Management. It was discussed that it was acceptable that the school start the contribution of \$25,000 to “Friends Of” one year after the school receives an IRS tax approval letter. Additionally, it will be necessary to get a signed letter by both parties indicating that if the condo agreement fails, the school will revert to the original lease agreement. Finally, Steve Ramkissoon stated that he believes that “Friends Of” is in good shape.

b. Resolution: Monthly Financials



Steve Ramkissoon asked if it is acceptable to share the financial report without slides. All agreed that they read the monthly financial report that was emailed to all the Board members. Mr. Tabano asked Ms. Katharine Urbati if there was anything that was of concern to her or if Mr. Ramkissoon should highlight anything in the monthly financial report. Steve Ramkissoon stated that since it is the summer months and the school was in recess during the last part of August, it is expected that the financials are going to look better than usual since the schools have fewer expenditures. He also informed the board that an additional security guard in Queens and in Brooklyn will be contracted to prepare for the new influx of students and especially considering the possibility of potential post-COVID student behavior issues. He explained that there will be an increase in expenses as the months progress due to all students returning full time.

The Brooklyn school is reaching its target financial goals in revenue holding at 16% and is achieving a 14% expenditure rate instead of the projected 16.6 % expenditure rate. The Queens school has a revenue rate of 18% revenue and only 9% expenses. Mr. Flory, at the Queens school, has also kept down supply expenses. In summation, Mr. Ramkissoon stated that the financials are in good shape for both schools.

Mr. Tabano asked for a motion to accept the monthly financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2021 monthly financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board members voted unanimously to accept and approve the August 2021 monthly financials.

IV. Hiring

Benchmark 7: Organizational Capacity

Ms. Donna Lobato informed the board that there are six new staff members that started with the Brooklyn school in September 2021. They will introduce themselves during the November meeting. Ms. Lobato confirmed that all jobs for the few remaining positions have been posted. Ms. Lobato also stated that the school will reach out to colleges for staff recruitment. Additionally, the school will be seeking out potential college graduates or students who are getting their master's degree and may have their provisional certification.

Ms. Lobato also stated that the school is working on student recruitment. Open houses will be conducted next week and the week after virtually. Additionally, the school will be sending out flyers and postcards to students and to the usual agencies that New Dawn works with.

V. Facilities—Jose Obregon

Benchmark 6: Board Oversight & Governance

a. Update on both buildings

Regarding the Queens school, Mr. Obregon reported that a work proposal from Barone management was received to complete some outstanding projects. However, some of the bids were excessive so Mr. Obregon will be getting further bids. Mr. Obregon reached out to Barone and asked if the school can get its own contractors to do the work since there is a stipulation in the lease agreement that indicates that the school must get permission from the landlord before any structural changes are made or any type of contracted work is conducted. Once Barone approves, Mr. Obregon stated that he can start submitting bids for facility work for the board's review. Additionally, for the Queens school, Mr. Obregon asked Barone for a security key to limit access to the elevator and especially for students.

Regarding the Brooklyn school, Mr. Obregon reported that there will be a Category I (CAT I) elevator inspection that will be conducted and filed with the Department of Buildings. This is a NYC DOB annual requirement. Mr. Obregon also reported to the board that during a recent major rainstorm, water came through the ceiling on the 4th floor. After inspecting the leak, Mr. Obregon along with Mr. Ed Cinni from Benchmark determined that the water came into the mechanical room from the exposed rooftop. This water saturated the drains on the roof and the excess water overflowed from the rooftop area into the mechanical room causing the leak. Benchmark will visit the school and inspect the roof. Mr. Obregon also reported that after several rainfalls after the major storm, there were no other leaks observed.

b. Resolution: Cameras in Queens

Mr. Jose Obregon informed the board that there is a bid by MSP Networks, who installed the current cameras in Queens, for the board's review and approval. The school is seeking to install 12 additional security cameras which will cover the entrance ways and the exits from inside and outside of the school. The bid includes the licensing, the cabling, and the installation of such cameras and the monitoring of the cameras.

Motion: Ms. Katharine Urbati motioned to accept and approve the security camera installation bid for the Queens school for twelve (12) additional security cameras.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board voted unanimously to accept and approve the security camera installation bid for the Queens school for twelve (12) additional security cameras.

VI. Grants & Reports—Sara Asmussen

Benchmark 1: Student Performance

Benchmark 3: Culture, Climate, and Student & Family Engagement

Benchmark 8: Mission & Key Design Elements

a. ESSER grant updates

Dr. Asmussen reminded the board members about the projects that will be completed under the ESSER grant. This includes the pavers on the Brooklyn school roof and the setting up a classroom up on the fifth floor also in Brooklyn. At Queens school, the plan is to remodel the kitchen. Pertaining to the design of the new kitchen in Queens, Mr. Brian Baer introduced Illya Azaroff from +LAB architect PLLC to Dr. Asmussen. Mr. Azaroff developed cost proposals for both schools for submission to the NYSED by the September deadline. The Queens' school project costs are higher than the money available through the ESSER grant. The cost estimates for both proposals were discussed. These proposals must be submitted by this coming Thursday. Dr. Asmussen also stated that she is going to tap into SUNY for stimulus monies when they become available for Queens. If Stimulus money is ever released and awarded, this would offset the remaining money needed for Queens.

For the Brooklyn school, project costs are projected to be below what is being awarded so the remaining money will go to the new Outreach Staff and support staff for Brooklyn. This proposal will also be submitted by Thursday. Since these are construction projects, the schools will have to work with SCD, which is a version of the school construction authority at the state level, to complete these projects. Dr. Asmussen stated that overall, the schools are in really good shape with those two grants. Both grants are posted to the school website for public comment. Further, the plans were based on a survey that the school conducted in the spring with students and parents. Dr. Asmussen stated that she has not received any comments yet, but that New Dawn is fully in compliance with the new ESSER regulations.

b. Consolidated Application

Dr Asmussen confirmed that the consolidated applications for both schools went out August 31.

c. Walton Foundation

Dr Asmussen confirmed that the school received an extension for submission of the final report until Thursday. Also, she confirmed that Mr. Tabano signed the budget modification. At this time, due to COVID, the school could not do things like college visits. Therefore, that money had to be shifted over to pay for things already allocated in the original grant (paid for a part time counselor, shifted this to full time, etc.). The budget modification did not change the overall goals of the grant. She is just waiting for the budget approvals and then it will go in on Thursday. Dr. Asmussen confirmed that the school is up to date, and everything is completed on the school's end in respect to grants. Mr. Tabano asked how much the school received from the Walton grant and Dr.



Asmussen stated that it received \$325,000. and that this submittal will close out the grant.

VII. COVID-19 Plan for Return to School **Benchmark 6: Board Oversight & Governance**

a. Update on Vaccine Mandate—Dr. Sara Asmussen

Dr. Asmussen stated that court of appeals case regarding the vaccine mandate have been stressful to the entire school. She stated that it has wreaked havoc on the culture throughout both schools. For example, three very popular staff members, which includes one that is a good teacher, decided not to get vaccinated. Therefore, there were tears and goodbyes on Thursday and then because of the court appeal, they showed up for work on Monday. Dr. Asmussen stated that this was not part of the reopening plan, since the Court made another decision late last night that the mandate will hold. Subsequently, since it is not in the reopening plan, Dr. Asmussen proposed that the entire New Dawn Staff be required to be vaccinated. Dr. Asmussen also stated that she would like to pay those that refuse to get vaccinated their sick and personal time until this Friday, October 2, 2021. The vaccine mandate is clear that everyone must be vaccinated by 5pm on October 2, 2021. Dr. Asmussen stated that, subsequently, the school would like to pay those un-vaccinated staff members until the mandated date is reached.

Dr. Asmussen reiterated that the mandate has taken a severe toll on staff culture and climate. Currently, there is a 93% vaccination rate in Brooklyn and she feels that it is unfair to all those that have complied if New Dawn continues to procrastinate for the sake of five (5) people. Mr. Tabano stated that he was surprised at what seems like a high total of un-vaccinated staff and that some are so unwilling to comply. Mr. Tabano also stated that he realizes that it is the staff member's choice. However, he also stated that the school cannot wait any longer to enforce the mandate. Mr. Tabano stated that he believes that the schools are doing the right thing to enforce the mandates. He then asked if there was a motion to revise the reopening plan to state that schools are 100% staff vaccinated.

b. Resolution: Reopening Plan

Motion: Ms. Jane Sun motioned to revise the reopening plan to state that schools are 100% staff vaccinated.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to revise the reopening plan to state that schools are 100% staff vaccinated.

Dr. Asmussen asked the board if there was a vote need to participate in the DOE's COVID testing program for students. Dr. Asmussen further stated that the reason New Dawn must have this testing program in place is because the DOE is going to test weekly 30% of the unvaccinated student population. Therefore, New Dawn also needs to get to that number. Dr. Asmussen stated that Parent coordinators at both schools are calling parents and getting the information over the phone. Dr. Asmussen stated that she is still working on a Queens contract. Under that contract, once testing starts, they will then send us the results. They will also send the parents the results and they will bill the DOE.

Mr. Tabano stated that his school started the testing program today and is working with Bio Reference, the same company New Dawn is contracting. Mr. Tabano said that he was happy to see that his school got so many consents not only from parents, but from the students themselves who are at least 18 years old. He also stated that his school is testing at least 20 students and confirmed that you can test 10% of the entire student population. Mr. Tabano also stated that the testing company takes care of all the results and notifies the parents. He also stated that his school issued a letter to parents requiring that parents share the results with the school. Finally, Mr. Tabano stated that we the board did not need a vote or a resolution to begin the student testing program.

VIII. School Reports & Hiring

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn—Donna Lobato

Ms. Lobato confirmed that the school opened successfully and students are returning and seemed happy to be back. She also stated that staff is doing well with the students. The school is continuing to work with the NYPD's community affair officers and despite some conflicts among students, things are mostly going smoothly. Staff is continuing to reach out to students. Additionally, Ms. Lobato has paired new staff members with old staff to show new staff how to reach out to students with the goal of getting students to return to school and increase student participation. Ms. Lobato also stated that the school received from the Brooklyn borough president another \$235,000 to continue the STEM projects from last year. Also, the mentee "meet and greet" will begin on Thursday. Ms. Lobato also stated that despite all the challenges that COVID has presented, the onboarding of new staff, and other challenges, the school is doing well. She also stated that there are items that still need to be addressed regarding the



internship program and the acquisition of internship sites which Jose Obregon will address.

b. Queens—Zach Flory

Mr. Flory stated that there are nine (9) new staff members this year. New staff includes new teachers and an additional guidance counselor. Additionally, there is a new SPED teacher and aspiring teachers on board as well. Mr. Flory stated that since there is a teacher who has refused to get vaccinated, the school is interviewing for that position as well. Student enrollment is at 219 on ATS. Two students transferred out and there were three (3) graduates in August who had transferred to Brooklyn. Last week, the school added eight (8) new students. There are also ten (10) students that have completed the enrollment process and three (3) that are pending. Mr. Flory also advised the board that there are students who are finding it difficult to get appointments for physicals. Regarding student enrollment, the school is getting many students through the online application system. The school has reestablished a connection with Hillcrest Hill School, which is a big recruiting resource. The school is also sending out postcards to counselors in other schools as well. Mr. Flory stated that he is hoping that as BEDS Day approaches, other schools will consider New Dawn as a school where they can place their students. Mr. Flory believes that over the next couple of weeks, the school should see enrollment in Queens increase.

c. Internship Program—Jose Obregon

Mr. Obregon reiterated to the board that the new vaccine policy has affected the internship staff and that Dr. Asmussen will discuss this in greater detail with the board members during the executive portion of the board meeting. He also stated that he is enthusiastic about the internship program at both schools. Mr. Obregon informed the board that there is good student participation, both at the Brooklyn and Queens school. Students are engaged, the internship staff is engaged, and the teachers that are spearheading the internship paper are also engaged. Mr. Obregon also stated that there is room for improvement, and he will continue to work with the internship staff to make sure the program's objectives are met. Mr. Obregon also informed the board that both schools are utilizing the Myers-Briggs assessment to determine what are each student's strengths relative to possible career fields. The identification of these strengths will allow students to focus on what career fields they are most likely to do well in. Mr. Obregon also informed the board that he will be focusing re-starting student participation at physical internship worksites. Since COVID student participation at work sites has diminished and the goal is to reestablish those sites.

IX. Enrollment—Sara Asmussen

Benchmark 1: Student Performance

a. Enrollment Numbers to Date

Dr Asmussen reported to the board that enrollment changes daily. The last report will read that there were 256 students returning to school from last year in Brooklyn. As of last week, 93 students came back, which is a 36% return rate. However, this means that there are still 163 students unaccounted for. However, since then, the school is now up to a 53% return rate. Dr. Asmussen stated that this means that the outreach work is having an effect. At the Queens school last week, there was a 37% return rate. This week at Queens, 57% of the students have returned. However, that still leaves a huge number of students that need reach out so they can return.

b. Outreach

Considering all the support that students in the schools need, it is too difficult for existing staff to deal with this. Dr. Asmussen stated, that this is the reason that she is pleased to say that the board agreed to hire an outreach team. One of the outreach workers, Anthony, is starting on Monday. The second outreach worker, Clintonia, will start the following Tuesday, after Indigenous Peoples Day. Dr. Asmussen stated that this is the reason that she is very excited about the work that they will do at both schools. Mentors will be putting lists together of those students who need to be visited immediately. Dr. Asmussen also stated that both outreach workers are very well versed in working in the community. Dr. Asmussen further stated that Clintonia has worked on an ACT team, which is the model the school is trying to emulate without the psychiatrists, nurse, and other professional practitioners. Both Anthony and Clintonia understand that they are going to be building this program as they go along. Both outreach workers will be working directly with Nazli Askin since she oversees the discharge process. Nazli also has experience in the mental health field and is very familiar with ACT teams. Dr. Asmussen also mentioned that the Brooklyn school enrolled 62 new students during the COVID quarantine. Queens enrolled 94 students. Dr. Asmussen stated that she is very hopeful that enrollment numbers will increase significantly over the next two months.

X. Charter Renewal Update—Dr. Sara Asmussen

To expedite the process, Dr. Asmussen asked the board members to let her know what they needed. Mr. Tabano suggested that the board schedule a meeting just to review the oversight process and discuss concerns at that time. Mr. Tabano stated that he believes that Dr. Asmussen already has a good idea what the charter renewal team will be asking. He also suggested everyone thoroughly review items that will be essential that board members should be able to reply to. The board members agreed that



possible dates for such a review would be the 1st or 8th of November prior to the charter renewal visit.

XI. New Business

There was no new business discussed.

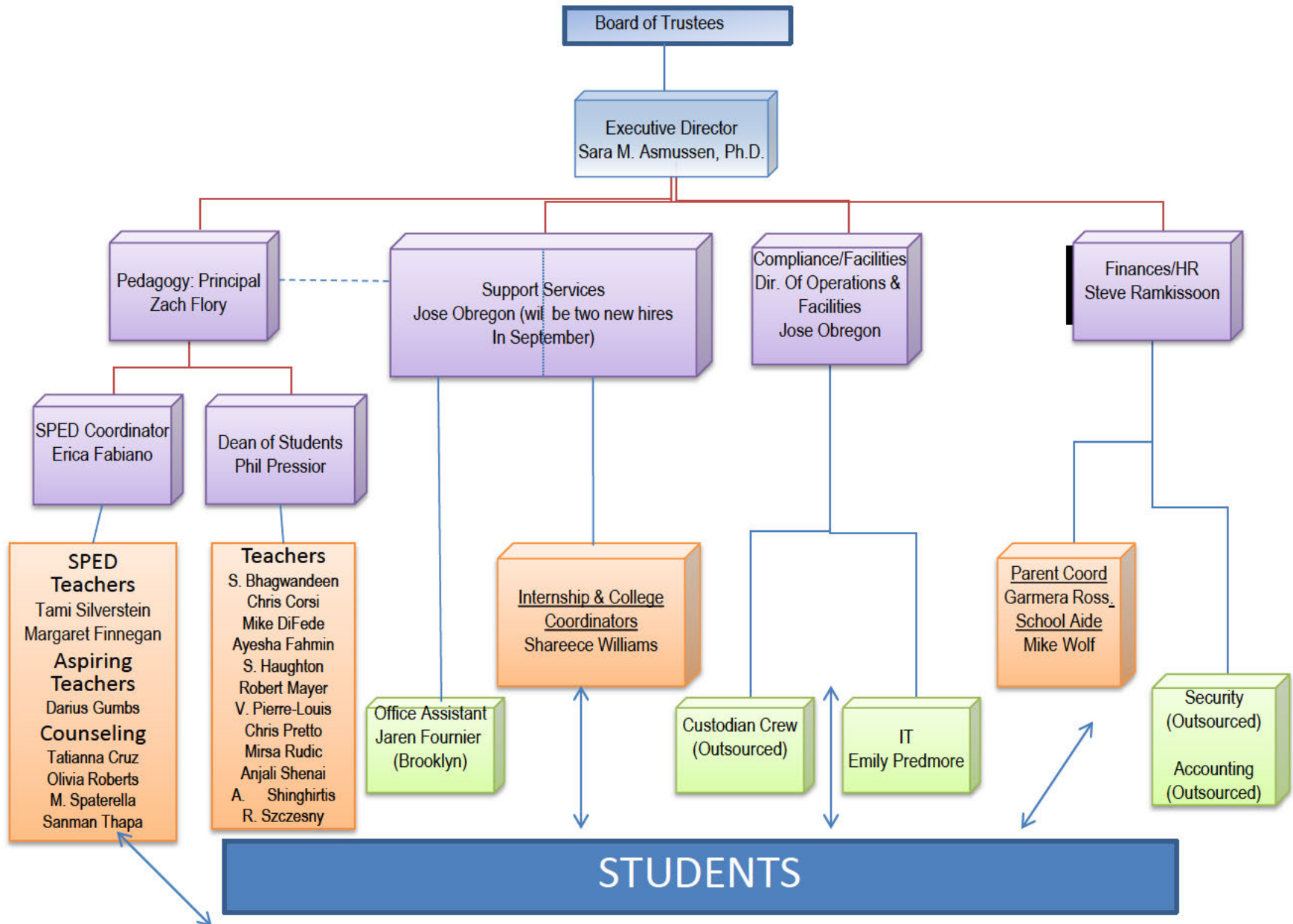
XII. Public Comment: None

XIII. Adjournment

The board meeting adjourned at 12:05 P.M.

XIV. Executive Session

New Dawn Charter High School II Org Chart



2022-2023 New Dawn Charter High School Calendar

September 2022				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
			1—Vacation	2—Vacation
A & B Week 5—Labor Day Holiday	6— All Report 1 st Day of School	7	8	9
A & B Week 12	13	14	15	16
A & B Week 19	20	21	22	23
A & B Week 26—Rosh Hashanah Holiday	27—Rosh Hashanah Holiday	28	29	30

October 2022				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 3	4	5—Yom Kippur Holiday	6	7
A Week 10— Indigenous People Day Holiday	11	12	13	14
B Week 17	18	19	20	21
A Week 24	25	26	27	28
B Week 31				

November 2022				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week	1	2	3	4
A Week 7	8—Remote Instructional Day	9	10	11—Veteran's Day Holiday
B Week 14	15	16	17	18
A Week 21	22	23	24—Thanksgiving Holiday	25—Thanksgiving Holiday
B Week 28	29	30		

December 2022				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week			1	2
A Week 5	6	7	8	9
B Week 12	13	14	15	16
A Week 19	20	21	22	23

26—Christmas Holiday	27— School Closed Vacation	28—School Closed Vacation	29—School Closed Vacation	30—School Closed Vacation
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January 2023				20 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 2—New Year's Holiday	3	4	5	6
A Week 9	10	11	12	13—Last Day for Papers
A & B Weeks 16— MLK Day Holiday	17	18	19	20
A & B Weeks 23	24—Regents	25—Regents	26—Regents	27—Regents
30—Staff PD No Students Remote	31—New Semester			

February 2023				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week		1	2	3
A Week 6	7	8	9	10
B Week 13	14	15	16	17
20—President's Day Holiday	21—Mid Winter Break Vacation	22—Mid Winter Break Vacation	23—Mid Winter Break Vacation	24—Mid Winter Break Vacation
A Week 27	28			

March 2023				23 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week		1	2	3
B Week 6	7	8	9	10
A Week 13	14	15	16	17
B Week 20	21	22	23	24
A Week 27	28	29	30	31

April 2023				12 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 3	4	5	6—Passover Holidays	7—Good Friday & Passover Holidays
10—Spring Break Vacation	11—Spring Break Vacation	12—Spring Break Vacation	13—Spring Break Vacation	14—Spring Break Vacation
A Week 17	18	19	20	21—Eid al-Fitr Holiday
B Week 24	25	26	27	28

May 2023				22 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	25	26
A Week 29— Memorial Day Hol	30	31		

June 2023				18 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week			1	2
B Week 5	6	7—Last Day for Internship Papers	8—Chancellor's Day	9—Clerical Day
A & B Week 12	13	14—Regents	15—Regents	16—Regents
A & B Week 19—Juneteenth Holiday	20—Regents	21—Regents	22—Regents	23—Regents
26	27—Last Day of School for Students	28—Vacation	29—Vacation	30—Vacation

Summer Semester

July 2023				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
3—Vacation	4—4 th of July Holiday	5—First Day of Summer Semester	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
August 2023				12 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15—Regents	16—Regents	17	18—Last Day
21—Vacation	22—Vacation	23—Vacation	24—Vacation	25—Vacation
28—Vacation	29—Vacation	30—Vacation	31—Vacation	

There are 182 days of school between September 2022-June 2023 and an additional 31 days of summer semester for a total of 213 school days.

School days = 213

Vacation days = 28

Holidays = 18



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.29.2022.

PREMISES

New Dawn Charter School
89-25 161st Street
Queens NY 11432

New Dawn Charter School
89-25 161st Street
Queens NY 11432

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **04.11.2022**.

_____ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

~~XXX~~ As of **05.19.2022**, documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

DEPARTMENT OF HOUSING AND BUILDINGS
BOROUGH OF Queens, CITY OF NEW YORK

No. 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 2.1.3.1. to 2.1.3.7. 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 at89-17 161 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

stories, 3

feet.

Date of completion —

6/20/46

Located in

Buo.

Use District.

0

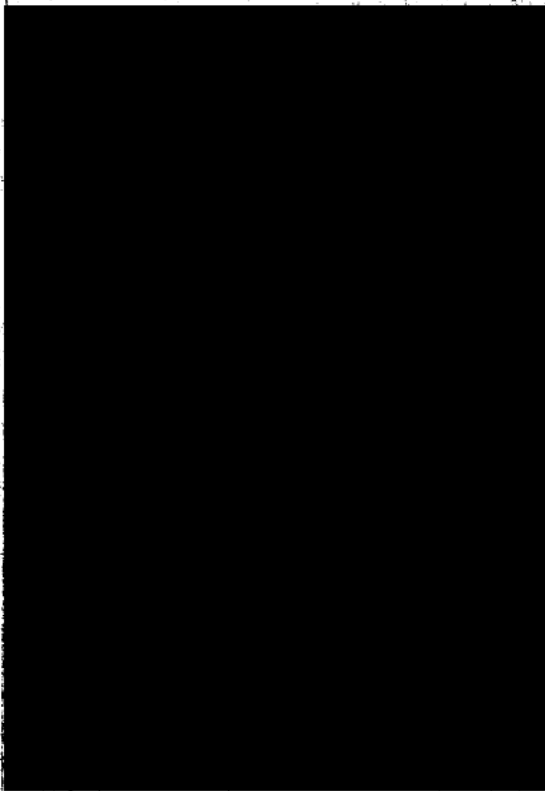
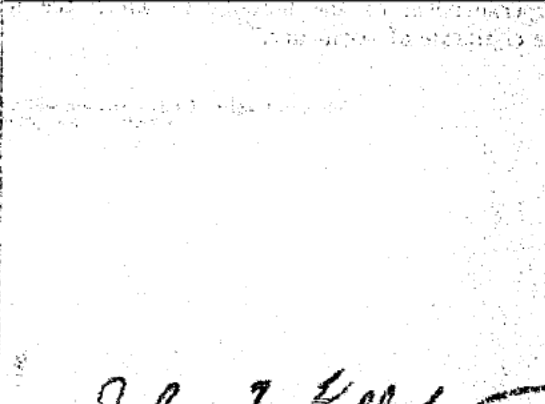
Area

1 1/2

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	
Bas.	On gr.		790	790	
	stairs 100#				
	slabs 75#				
Gallery	lobby 100#		100	100	
	stairs 100#				
	lockers 75#				
1	stairs 100#		575	575	
	corr. 100#				
	rooms 60#				
2	do.		575	575	
3	do.		560	560	

John J. Kellahan
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.