

Application: New Dawn Charter High School II

Sara Asmussen - sasmussen@ndchsbrooklyn.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jul 29 2021

[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 2020-2021 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, 2021)** 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 342700861147

a1. Popular School Name

New Dawn Queens

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #28 - QUEENS

d. DATE OF INITIAL CHARTER

6/2018

e. DATE FIRST OPENED FOR INSTRUCTION

9/2019

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

MISSION STATEMENT

New Dawn Charter Schools will 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 rigorous NYSED standards-based education program.

Within the framework of the education program, three programs will be offered:

- 1) Interventions for those with fewer than 11 credits, and for those with 11 or more credits
- 2) Internships in the community
- 3) 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	Curriculum and Instruction: 1) a literacy-rich general education program; 2) full inclusion special needs program; 3) full inclusion ELL program; 4) an intensive 9th-grade intervention program for students with fewer than 11 credits; 5) balanced instruction integrated into the workshop model; and 6) an integrated, overarching school-wide curriculum aligned NYSED standards, including Common Core.
KDE 2	Social/Emotional Growth: 1) daily advisories to address social-emotional needs; 2) a mentoring program for all students; 3) integration of a PBIS

	program; and 4) an individualized, differentiated, progressive Discipline Policy that allows students learning opportunities around behaviors.
KDE 3	Internship Program: 1) an internship program where students with more than 11 credits work in the community; 2) seminar sessions aligned to CDOS and content area courses resulting in a college-level research paper; 3) development of a career portfolio; 4) instruction on appropriate "soft" work skills; and 5) alignment to Advisory and content classes.
KDE 4	College Readiness Program: 1) an intensive course preparing for college; 2) assistance with the completion of college application packets; 3) assistance with financial aid packets; 4) counseling on next career/college steps; 5) PSAT/SAT prep and test administration; 6) college campus visits; and 7) support after graduation to stay in college.
KDE 5	Operational Practices: 1) longer school year; 2) longer school day; 3) digitalized curriculum and aligned lesson planning abilities; 4) staff compensation based on HEDI scores and student performance outcomes; and 5) a data culture based on the School Improvement Engine for all areas of the school.
KDE 6	Professional Development and Staff Growth: 1) daily common planning time and professional development; 2) regularly embedded professional development in the content classrooms; 3) use of TERC: Using Data to Inform Instruction; 4) professional development in Danielson Classroom Observations; 5) PLC Coaching; 6) Peer Review; 7) Instructional Rounds in house and with other schools; 8) access to other schools for shared support; and 9) Facilitative Leadership opportunities within the school.
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)

<https://www.ndchsqueens.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

245

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

233

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10

I1. 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 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades 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	347-947-2580	NYC CSD 28	9-11	9-11

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Zach Flory	347-947-2202		zflory@ndchsqueens.org
Operational Leader	Jose Obregon	347-505-9132		jobregon@ndchsbrooklyn.org
Compliance Contact	Nazli Askin	347-505-9112		naskin@ndchsbrooklyn.org
Complaint Contact	Sara Asmussen	347-505-9102		sasmussen@ndchsbrooklyn.org
DASA Coordinator	Phil Pressoir	347-947-2202		ppressoir@ndchsqueens.org
Phone Contact for After Hours Emergencies	Zach Flory	347-947-2202		zflory@ndchsqueens.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.

Site 1 Certificate of Occupancy (COO)

[B Building CofO \(1\).pdf](#)

Filename: B Building CofO (1).pdf **Size:** 323.9 kB

Site 1 Fire Inspection Report

[A106 for 89-25 161 st Queens 9.20.20 \(Fire Inspection\).pdf](#)

Filename: A106 for 89-25 161 st Queens 9.20.20 (Fire Inspection).pdf **Size:** 198.2 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in design or educational program	Withdrawn		
2	Change in student/family handbook	Updated for school year	11/24/2020	
3	Change in Bylaws	General Updates	11/24/2020	
4	Change in organizational structure	Added Dir of Curriculum & Instruction	11/24/2020	
5	Change in admissions/enrollment policy	General Updaes	5/25/2021	

More revisions to add?

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
6	Change in discipline or code of conduct policy	Needed a legal review with current policies and procedures	4/27/2021	
7	Change in complaint policy	General Updates	4/27/2021	
8	Change in student/family handbook	Update for School Year	5/25/2021	
9				
10				

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

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:

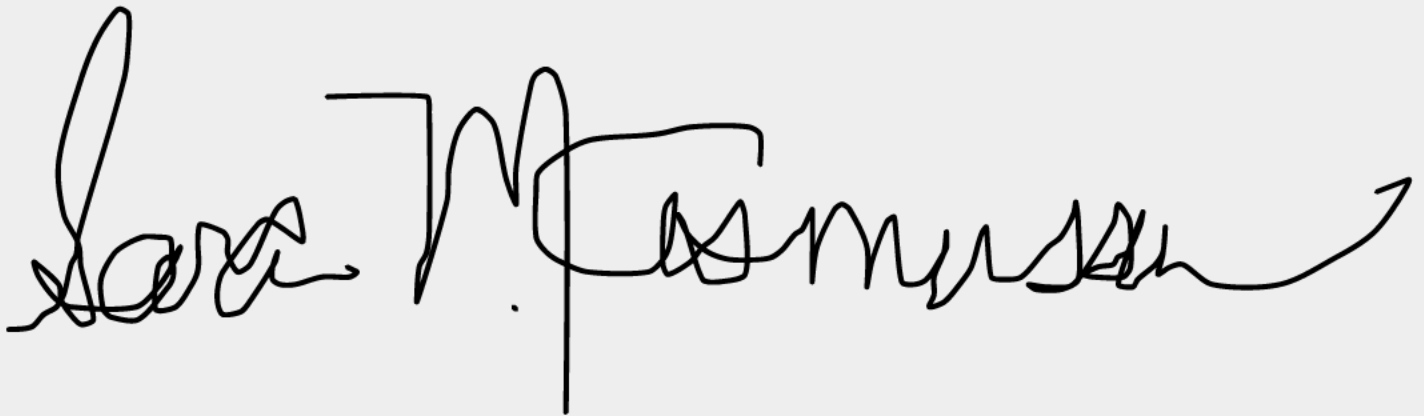
Yes

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 written in a cursive style and appears to read "David M. Casmussen". The signature starts with a large, looped 'D' and ends with a long, sweeping tail that curves upwards and to the right.

Signature, President of the Board of Trustees

Ronald Sabano

Date

Jul 29 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or 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". **Deadline is November 1, 2021.**

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

Board of Regents-authorized and NYCDOE-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, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic 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".

2020-2021 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 at 65 or higher (any student) or 55-64	NYSED ELA Common Core Regents Exam	Unable to Assess	Due to COVID, we are unable to assess this year. NDCHSII only serves 9th and 10th grade so no one would have

	(SWD with safety net allowance on IEP) by August.			taken an ELA exam this year.
Academic Goal 2	(Benchmark 1) Regents Goal #2: Each year 75% of the students who take the NYSED Algebra Regents Exam will score at 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Algebra Common Core Regents Exam	Unable to Assess	Due to COVID, we are unable to assess this year.
Academic Goal 3	(Benchmark 1) Regents Goal #3: Each year 75% of the students who take the NYSED Living Environment Regents Exam will score at 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Living Environment Regents Exam	Unable to Assess	Due to COVID, we are unable to assess this year.
Academic Goal 4	(Benchmark 1) Regents Goal #4: Each year 75% of the students who take the NYSED US History & Government Regents Exam will score at 65 or higher (any student) or 55-64 (SWD with safety net allowance on	NYSED US History & Government Regents Exam	Unable to Assess	Due to COVID, we are unable to assess this year. NDCHSII only served 9th and 10th so no one would have taken the US History exam this year.

	IEP) by August.			
Academic Goal 5	(Benchmark 1) Regents Goal #5: Each year 75% of the students who take the NYSED Global History & Geography Regents Exam will score at 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Global History & Geography Regents Exam	Unable to Assess	Due to COVID, we are unable to assess this year.
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.	All five NYSED Regents Exams	Unable to Assess	Due to COVID, we are unable to assess this year.
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 COVID, we are unable to assess this year.
Academic Goal 8	(Benchmark 1) Graduation Goal #1: At least 55% of the 9th grade cohort will graduate by Year	School & ATS Records	Unable to Assess	NDCHS II does not serve 12th grade yet.

	6.			
Academic Goal 9	(Benchmark 1) Graduation Goal #2: At least 55% of students will graduate by the end of their 6th year of enrollment at New Dawn	NYC DOE ATS School Enrollment Dates School Records	Unable to Assess	NDCHS II does not serve 12th grade yet.
Academic Goal 10	(Benchmark 1) Graduation Goal #3: At least 75% of students who are identified as having 33 credits in September will graduate by the end of the school year.	School Records ATS Graduation Records	Unable to Assess	NDCHS II does not serve 12th grade yet.

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 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”.

2020-2021 Progress Toward Attainment of Organization Goals

Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to	If not met, describe efforts
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			Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	(Benchmark 2) Teaching & Learning Goal #1: All teachers will be evaluated over time on the Danielson Rubric and will show growth. Those teachers already scoring at level 3 and/or 4 at pre-observation will remain at that level.	Danielson Classroom Observation Rubric	Met	All teachers either remained at a 3 or 4 or showed growth on the pandemic modified Danielson Observation Rubric.
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	Results are not yet available.
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

2020-2021 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 during the chartering period resulting in a balanced budget	Unaudited and Audited Financial Statements	Met	
Financial Goal 2	(Benchmark 4) Financial Goal #2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion	Budgets are submitted to NYSED and the NDCS Board of Trustees for approval	Met	
Financial Goal 3	(Benchmark 5) Financial Goal #3: The external 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 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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

[New Dawn Fin Stmts 6-30-2021 FINAL](#)

Filename: New Dawn Fin Stmts 6 30 2021 FINAL.pdf Size: 497.6 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

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

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

Completed Dec 20 2021

[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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

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.

[New Dawn Charter High School II_BEDS-342700861147_2020-21](#)

Filename: New Dawn Charter High School II B RkSxpEZ.xlsx **Size:** 73.0 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. 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.

[Queens Escrow Account - June 2021](#)

Filename: Queens Escrow Account June 2021.pdf **Size:** 169.4 kB

Entry 4d - Financial Services Contact Information

Completed Jul 29 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

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 Ramkissoon		

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			10

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 Steet, 7th Floor New York, NY 10018			10

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jul 29 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

FY21-22 Budget - Final NDCHSII

Filename: FY21 22 Budget Final NDCHSII.xlsx **Size:** 75.2 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 29 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

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

Brian Baer Financial Disclosure 2020-2021

Filename: Brian Baer Financial Disclosure 202 xOGeTRj.pdf **Size:** 342.4 kB

Amit Bahl BOT Financial Disclosure 2020-2021

Filename: Amit Bahl BOT Financial Disclosure 8u1K31w.pdf **Size:** 341.7 kB

Jane Y

Filename: Jane Y. Sun BOT Financial Disclosur dOo8V0R.pdf **Size:** 342.7 kB

Ron Tobano BOT Financial Disclosure 2020-2021

Filename: Ron Tobano BOT Financial Disclosure 9TCwKw6.pdf **Size:** 342.0 kB

Katherine Urbati BOT Financial Disclosure 2020-2021

Filename: Katherine Urbati BOT Financial Disc JyE1NFa.pdf **Size:** 343.7 kB

Jonathan Carrington BOT Financial Disclosure 2020-2021

Filename: Jonathan Carrington BOT Financial D RGlgnkT.pdf **Size:** 344.3 kB

Entry 7 BOT Membership Table

Completed Jul 29 2021

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.

1. 2020-2021 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 2020-2021
1	Ronald Tobano		Chair	Executive, Finance, Audit	Yes	9	07/01/2020	06/30/2021	12
2	Amit Bahl		Secretary	Executive	Yes	3	07/01/2020	06/30/2021	9
	Katherin		Treasurer	Executive,			07/01/2020	06/30/2021	

3	a Urbati		r	Finance, Audit	Yes	3	020	021	12
4	Jane Sun		Trustee/ Member	Executive	Yes	4	07/01/2 020	06/30/2 021	12
5	Jonathan Carrington		Trustee/ Member	Executive	Yes	2	07/01/2 020	06/30/2 021	5 or less
6	Brian Baer		Trustee/ Member	Executive	Yes	1	04/27/2 021	06/30/2 021	5 or less
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, 2021	5
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 29 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

July 2020 BM

Filename: July 2020 BM a2lpw0b.pdf **Size:** 168.6 kB

August 2020 Board Minutes

Filename: August 2020 Board Minutes Rd3Qe5B.pdf **Size:** 1.1 MB

September 2020 BM

Filename: September 2020 BM bsICEwN.pdf **Size:** 157.2 kB

October 2020 BM

Filename: October 2020 BM Y1mK9jh.pdf **Size:** 155.0 kB

November 2020 BM

Filename: November 2020 BM jZ1or1M.pdf **Size:** 164.3 kB

December 2020 BM

Filename: December 2020 BM ONzdfER.pdf **Size:** 147.4 kB

January 2021 BM

Filename: January 2021 BM YxpHWfJ.pdf **Size:** 158.9 kB

February 2021 BM

Filename: February 2021 BM uQEQRrQ.pdf **Size:** 165.5 kB

March 2021 BM

Filename: March 2021 BM tWQpVq8.pdf **Size:** 162.3 kB

April 2021 BM

Filename: April 2021 BM 6ojy5Fv.pdf **Size:** 166.6 kB

May 2021 BM

Filename: May 2021 BM uRPltic.pdf **Size:** 179.4 kB

June 2021 Board Meeting Minutes

Filename: June 2021 Board Meeting Minutes MD5wMPY.pdf **Size:** 201.1 kB

Entry 9 Enrollment & Retention

Completed Jul 29 2021

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

ALL charter schools must complete this section. Describe the good

faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	ED students are overrepresented in transfer school populations. This year, our Economically Disadvantaged population was at 93% last time NYC ATS was working. We have never had to recruit for ED students specifically, our Enrollment and Retention calculator requires that 73.2% of our student be ED; 93% are. We greatly exceed the District.	Our recruitment plans for the 2021-2022 school year will be focused on having all students fill out a lunch form. For new students, this will be having lunch forms readily available (digitally). Additionally, we are creating an outreach team to support students with advocacy and benefits planning, and completing lunch forms will be a part of that. We will continue to recruit as usual.
	We continued our work with CBOs and government	

English Language Learners	<p>institutions that work with groups that reach out to displaced students both as unaccompanied minors who come through the southern border as well as students immigrating from other countries. 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. NDCHS II is in an area that has a very large immigrant population. Next year it is expected that due to the new administration there will be more immigrants. According to the NYSED Enrollment & Retention Calculator, we should have an ELL population of 8.8% while 14.2% of our population was identified as ELL, greatly exceeding the district.</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. This year our SWD population was 35.2%. According to the NYSED Enrollment & Retention Calculator, we should have 12.7%. Again, we greatly exceed the District.</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 enrollments is an indication of our good faith efforts to enroll students in this group.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
--	---	---------------------------------------

Economically Disadvantaged

We consider all of our students in this category. We have expanded and worked on our mentoring program, which links each student with a staff member to provide support and advocacy during their time at New Dawn. Additionally, the Dean has been working with all students to make sure they are acclimating well to the school, as well as tracking the Long Term Absence students, having parent meetings and having regular home visits. Due to the COVID-19 pandemic, we have moved all of our efforts to virtual platforms. Mentors were tasked with reaching out to students on a daily basis, and our counselors worked with students on the phone and on Zoom to address their needs. Furthermore, we created a computer lending program for students who did not have access to a computer or tablet during remote learning. We have also set up an outreach committee to oversee strategies to support students with keeping up with their classes. Remote learning has been successful for our school, and we have had some Long Term Absence students come back and earn credits. We will continue many of these strategies as we all return to school. Our home visits will probably increase to ensure that all students feel safe returning to school. Unfortunately, the ATS system through DOE is not reporting the ED numbers correctly for any school and this

We will plan for the return to in-person strategies, increasing our home visits to retain our economically disadvantaged students, which we consider to be the entire school. The Dean will continue to track students for truancy and will work with the Parent Coordinator to work with all students. We will continue our computer lending program for students in the instance that we must continue with remote learning. At this point we expect all students to be in school.

	<p>will not be resolved until 8/15/2021. Our retention rate should be 94.6%. Our rate of ED students last time the system was reporting data correctly was 93%. Our overall retention rate for this year is 97% so we are confident we made this goal.</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. Of the 33 ELL students who attended last year, only 1 is not returning, he transferred to NDCHS in Brooklyn. This is a retention rate of 97%, while our retention rate according to the Enrollment and Retention calculator reports that it should be 90.7%. Again, we outperformed the District.</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 students in the classrooms. All lesson plans have ELL strategies integrated into them</p>
Students with Disabilities	<p>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. Of the 82 SEPD students, 76 (92.7%) will be returning next year. According to the NYSED Enrollment and Retention Calculator, our retention rate should be 92%.</p>	<p>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.</p>

Entry 10 - Teacher and Administrator Attrition

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 that 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 that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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 Jul 29 2021

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, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category A: 5 or 30% whichever is less	3.0

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

	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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	0.0

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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

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	3

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	10



Thank you.

Entry 12 Organization Chart

Completed Jul 30 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[Queens org chart from charter](#)

Filename: Queens org chart from charter.pdf Size: 94.8 kB

Entry 13 School Calendar

Completed Sep 15 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

Board of Regents-authorized charter schools are 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.

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

[FINAL School Calendar 2021 2022](#)

Filename: FINAL School Calendar 2021 2022 w5YkBlK.pdf Size: 158.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 29 2021

Instructions

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20)	https://www.ndchsqueens.org/parents_and_families
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.newdawncharterschools.org/board_of_trustees
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.newdawncharterschools.org/board_of_trustees
3. Link to NYS School Report Card	https://www.ndchsqueens.org/parents_and_families
4. Lottery Notice announcing date of lottery	https://www.ndchsqueens.org/enrollment
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.ndchsqueens.org/parents_and_families
6. District-wide Safety Plan	https://www.ndchsqueens.org/policy
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.ndchsqueens.org/policy
7. Authorizer-Approved FOIL Policy	https://www.newdawncharterschools.org/public_reporting_and_policies
8. Subject matter list of FOIL records	https://www.newdawncharterschools.org/public_reporting_and_policies

Thank you.





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

June 30, 2021

NEW DAWN CHARTER HIGH SCHOOL

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Independent Auditor's Report

To the Board of Trustees of
New Dawn Charter High School

Report on the Financial Statements

We have audited the accompanying financial statements of New Dawn Charter High School (the "School"), which comprise the statements of financial position as of June 30, 2021 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

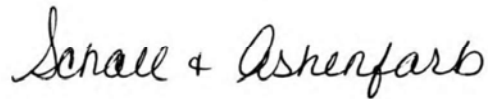
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Dawn Charter High School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter – Report of 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 15-16 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 to in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2021 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 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 22, 2021

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2021**

Assets

Cash and cash equivalents	\$6,687,357
Government grant receivable - per pupil funding (Note 3)	84,074
Government grant receivable - NYC rental assistance (Note 3)	5,200
Government grants receivable - other	271,941
Program service income receivable	85,608
Prepaid expenses	293,636
Restricted cash - bond proceeds (Note 4)	2,141,236
Restricted cash - escrow account (Note 5)	150,009
Fixed assets, net (Note 6)	25,659,552
Operating lease right-of-use asset (Note 7)	27,044,754
Security deposit	<u>171,300</u>
Total assets	<u><u>\$62,594,667</u></u>

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Liabilities:

Accounts payable and accrued expenses	\$517,767
Bond interest payable (Note 4)	376,784
Bonds payable, net (Note 4)	19,635,512
Operating lease liability (Note 7)	<u>29,187,852</u>
Total liabilities	<u><u>49,717,915</u></u>
Net assets - without donor restrictions	<u>12,876,752</u>
Total liabilities and net assets	<u><u>\$62,594,667</u></u>

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

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
	<u> </u>	<u> </u>	<u> </u>
Public support and revenue:			
Public school district revenue: (Note 3)			
Resident student enrollment	\$7,043,333		\$7,043,333
Students with special education services	2,263,626		2,263,626
Subtotal public school district revenue	<u>9,306,959</u>	<u>0</u>	<u>9,306,959</u>
New York City rental assistance (Note 3)	827,110		827,110
Government grant - Paycheck Protection Program (Note 8)	646,915		646,915
Other government grants	504,553		504,553
Program service income	436,667		436,667
Contributions	6,508		6,508
Interest and other income	58,489		58,489
Net assets released from restriction (Note 9)	<u>126,275</u>	<u>(126,275)</u>	<u>0</u>
Total public support and revenue	<u>11,913,476</u>	<u>(126,275)</u>	<u>11,787,201</u>
Expenses:			
Program services:			
Regular education	4,784,130		4,784,130
Special education	<u>4,692,360</u>		<u>4,692,360</u>
Total program services	<u>9,476,490</u>	<u>0</u>	<u>9,476,490</u>
Supporting services:			
Management and general	<u>1,502,434</u>		<u>1,502,434</u>
Total expenses	<u>10,978,924</u>	<u>0</u>	<u>10,978,924</u>
Change in net assets	934,552	(126,275)	808,277
Net assets - beginning of year	<u>11,942,200</u>	<u>126,275</u>	<u>12,068,475</u>
Net assets - end of year	<u><u>\$12,876,752</u></u>	<u><u>\$0</u></u>	<u><u>\$12,876,752</u></u>

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

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021**

	Program Services			Supporting Services	Total Expenses
	Regular Education	Special Education	Total Program Services	Management and General	
Wages	\$1,864,789	\$1,838,557	\$3,703,346	\$508,393	\$4,211,739
Employee benefits and payroll taxes	489,126	482,246	971,372	133,349	1,104,721
Total personnel costs	2,353,915	2,320,803	4,674,718	641,742	5,316,460
Professional fees	179,431	176,121	355,552	250,075	605,627
Professional development	50,339	38,749	89,088	4,274	93,362
Student and staff recruitment	20,789	15,011	35,800	904	36,704
Curriculum and classroom expenses	23,246	15,621	38,867		38,867
Supplies and materials	25,344	24,988	50,332	6,910	57,242
Student transportation and food services	60	40	100		100
Occupancy and facility costs	1,037,704	1,023,107	2,060,811	282,906	2,343,717
Travel and conferences	6,098	6,010	12,108	1,662	13,770
Postage and shipping	922	909	1,831	251	2,082
Insurance	45,653	45,010	90,663	12,446	103,109
Information technology	16,129	15,902	32,031	4,397	36,428
Non-capitalized furniture and equipment	26,812	26,435	53,247	7,310	60,557
Repairs and maintenance	121,607	119,896	241,503	33,154	274,657
Depreciation	358,109	353,071	711,180	97,631	808,811
Bad debt expense			0	6,055	6,055
Bond interest expense	516,904	509,634	1,026,538	140,923	1,167,461
Other	1,068	1,053	2,121	11,794	13,915
Total other than personnel costs	2,430,215	2,371,557	4,801,772	860,692	5,662,464
Total expenses	\$4,784,130	\$4,692,360	\$9,476,490	\$1,502,434	\$10,978,924

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

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021**

Cash flows from operating activities:	
Change in net assets	\$808,277
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	808,811
Amortization of bond acquisition costs and discount	27,271
Payments towards operating lease	1,030,045
Changes in assets and liabilities:	
Government grant receivable - per pupil funding	39,612
Government grant receivable - NYC rental assistance	(5,200)
Government grants receivable - other	68,266
Program service income receivable	177,692
Prepaid expenses	(146,538)
Security deposit	203,700
Accounts payable and accrued expenses	(67,650)
Paycheck Protection Program loan	(646,915)
Total adjustments	<u>1,489,094</u>
Net cash provided by operating activities	<u>2,297,371</u>
Cash flows from investing activities:	
Purchase of furniture, equipment, and leasehold improvements	(460,345)
Capitalized cost of purchasing a building and related construction	(1,939,838)
Net cash used for investing activities	<u>(2,400,183)</u>
Cash flows from financing activities:	
Repayment of principal	(196,666)
Increase in accrued bond interest	(103,251)
Net cash used for financing activities	<u>(299,917)</u>
Net decrease in cash, cash equivalents and restricted cash	(402,729)
Cash, cash equivalents and restricted cash - beginning of year	<u>9,381,331</u>
Cash, cash equivalents and restricted cash - end of year	<u><u>\$8,978,602</u></u>
Cash, cash equivalents and restricted cash:	
Cash and cash equivalents	\$6,687,357
Restricted cash - escrow account	150,009
Restricted cash - bond proceeds	2,141,236
Total cash, cash equivalents and restricted cash	<u><u>\$8,978,602</u></u>
Supplemental disclosures:	
Interest paid	<u>\$1,145,106</u>
Taxes paid	<u><u>\$0</u></u>

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

**NEW DAWN CHARTER HIGH SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

Note 1 - Organization and Nature of Activities

New Dawn Charter High School (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 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.

In June 2018, the Board of Regents voted to approve and issue a charter to New Dawn Charter High School II ("New Dawn II"). 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.

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 do not meet the requirements for consolidation because the School does not exercise control over them. There were no related party transactions with Friends during the year ended June 30, 2021.

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.

During the year ended June 30, 2021, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, also known as ASC Topic 842. The ASU requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

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.

c. Revenue Recognition

The School follows the requirements of Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") ASC 958-605 for recording contribution, 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.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under ASC 605. Revenue from these transactions is recognized when performance related outcomes are achieved and other conditions under the agreements are met.

The School records grants as revenue in the period they become unconditional. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using an interest-free discount rate, when deemed material. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Contributions and grants that are due within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. Receivables are reviewed for collectability. Based on knowledge of specific funders and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollected.

The School also follows the requirements of FASB ASC Topic 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

The School considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. The School follows ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

e. Concentration of Credit

Financial instruments, which potentially subject the School to concentration of credit risk, consist of cash accounts which have been placed with financial institutions that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. While at year end the School had material uninsured balances, management feels they have little risk and has not experienced any loss due to bank failure.

f. 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 – *30 years*

Land – *Not depreciated*

Furniture and equipment – *3 to 5 years*

g. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased, if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

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.

Salaries 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
- Staff recruitment and staff appreciation included in student and staff recruitment
- Supplies and materials
- Occupancy and facility costs
- Staff travel included in travel and conferences
- Postage and shipping
- Insurance
- Information technology
- Non-capitalized furniture and equipment
- Repairs and maintenance
- Depreciation
- Bond interest expense

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

i. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j. 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.

k. 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, 2018 and later are subject to examination by applicable taxing authorities.

l. New Accounting Pronouncement

FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

The School is in the process of evaluating the impact this standard will have on future financial statements.

Note 3 - Grant Receivable – New York City Department of Education

Activity related to the contract with the NYCDOE can be summarized as follows:

Beginning grant receivable	\$123,686
Funding based on allowable FTE's	9,306,959
Write-offs	(6,055)
Advances received	<u>(9,340,516)</u>
Grants receivable from New York City	<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 year ended June 30, 2021, the amount of rent subsidy recognized for New Dawn II's space was \$827,110 based on the per pupil cap. There was a receivable balance of \$5,200 related to this rent subsidy.

Note 4 - 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, 2021 was \$1,140,190.

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, 2021, 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 for the year ended June 30, 2021 was \$27,271.

Minimum principal payments on the bonds are as follows:

	<u>Amount</u>
Year ending: June 30, 2022	\$310,000
June 30, 2023	325,000
June 30, 2024	345,000
June 30, 2025	360,000
June 30, 2026	380,000
Thereafter	<u>18,670,000</u>
Total	20,390,000
Less: unamortized bond discount	(13,791)
Less: unamortized bond issuance costs	<u>(740,697)</u>
Total bonds payable, net	<u>\$19,635,512</u>

Bond proceeds are held in cash accounts that are restricted for the following purposes per the terms of the bond agreement:

Building costs	\$205,892
Debt service and contingency reserve funds	1,455,225
Bond interest payments	<u>480,119</u>
Total restricted cash – bond proceeds	<u>\$2,141,236</u>

Note 5 - Restricted Cash - Escrow

An escrow account has been established to meet the requirement of the charter agreement. 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 6 - Fixed Assets

Fixed assets consist of the following:

Building and building improvements	\$23,781,258
Land	2,000,000
Furniture and equipment	<u>1,149,099</u>
	26,930,357
Less: accumulated depreciation	<u>(1,270,805)</u>
Total fixed assets, net	<u>\$25,659,552</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, 2021, the weighted-average remaining lease term for the operating lease is 31 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% as of June 30, 2021.

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 \$2,178,305 associated with the lease for the year ended June 30, 2021.

The future payments due under the operating lease as of June 30, 2021 are as follows:

Year ending:	June 30, 2022	\$1,201,706
	June 30, 2023	1,583,704
	June 30, 2024	1,658,090
	June 30, 2025	1,695,397
	June 30, 2026	1,733,543
	Thereafter	<u>61,979,623</u>
		69,852,063
	Less: Present value discount	<u>(40,664,211)</u>
Total lease liability at June 30, 2021		<u>\$29,187,852</u>

Note 8 - Paycheck Protection Program Loan

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration (“SBA”) through the Payroll Protection Program (“PPP”). Terms of the loan indicated that if certain conditions are met, which include maintaining average work forces during the covered period subsequent to the receipt of the loan funds that are greater than pre-determined historical periods, that the loan, or a portion thereof, will be forgiven.

The School accounts for the PPP loan in accordance with ASC 605 as a conditional contribution. During the year ended June 30, 2021, the School met all conditions for forgiveness and recognized the loan as revenue. In addition, the School was notified that full forgiveness was approved by the SBA.

Note 9 - Net Assets with Donor Restrictions

Net assets released from donor restriction during the year ended June 30, 2021 were related to New Dawn II’s start-up costs. There were no net assets with donor restrictions at year end.

Note 10 - Significant Concentrations

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

Note 11 - 403(b) 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 \$70,000 to the 403(b) plan during the year ended June 30, 2021.

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, 2021 that are available to meet cash needs for general expenditures within one year:

Financial assets at year-end:	
Cash and cash equivalents	\$6,687,357
Government grant receivable – per pupil funding	84,074
Government grant receivable – NYC rental assistance	5,200
Government grants receivable – other	271,941
Program service income receivable	<u>85,608</u>
Financial assets available to meet cash needs for operations within one year	<u>\$7,134,180</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 22, 2021, the date the financial statements were issued. The Organization has concluded that no other material events have occurred that are not accounted for in the accompanying financial statements or disclosed in the accompanying notes.

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 HIGH SCHOOL
SCHEDULE OF FINANCIAL POSITION BY LOCATION
AT JUNE 30, 2021**

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
Assets			
Cash and cash equivalents	\$4,280,180	\$2,407,177	\$6,687,357
Government grant receivable - per pupil funding	66,530	17,544	84,074
Government grant receivable - NYC rental assistance		5,200	5,200
Government grants receivable - other	206,611	65,330	271,941
Program service income receivable	85,608		85,608
Prepaid expenses	123,151	170,485	293,636
Restricted cash - bond proceeds	2,141,236		2,141,236
Restricted cash - escrow account	100,000	50,009	150,009
Fixed assets, net	25,509,598	149,954	25,659,552
Operating lease right-of-use asset		27,044,754	27,044,754
Security deposit	21,300	150,000	171,300
Interschool receivable/(payable) balance	761,930	(761,930)	0
Total assets	<u>\$33,296,144</u>	<u>\$29,298,523</u>	<u>\$62,594,667</u>

Liabilities and Net Assets

Liabilities:

Accounts payable and accrued expenses	\$314,456	\$203,311	\$517,767
Bond interest payable (Note 4)	376,784		376,784
Bonds payable, net (Note 4)	19,635,512		19,635,512
Operating lease liability (Note 7)		29,187,852	29,187,852
Total liabilities	<u>20,326,752</u>	<u>29,391,163</u>	<u>49,717,915</u>

Net assets - without donor restrictions	<u>12,969,392</u>	<u>(92,640)</u>	<u>12,876,752</u>
Total liabilities and net assets	<u>\$33,296,144</u>	<u>\$29,298,523</u>	<u>\$62,594,667</u>

**NEW DAWN CHARTER HIGH SCHOOL
SCHEDULE OF REVENUE AND EXPENSES BY LOCATION
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
Public support and revenue:			
Public school district revenue:			
Resident student enrollment	\$4,286,299	\$2,757,034	\$7,043,333
Students with special education services	1,433,708	829,918	2,263,626
Subtotal public school district revenue	<u>5,720,007</u>	<u>3,586,952</u>	<u>9,306,959</u>
New York City rental assistance		827,110	827,110
Government grant - Paycheck Protection Program (Note 8)	646,915		646,915
Other government grants	372,178	132,375	504,553
Program service income	436,667		436,667
Contributions	4,508	2,000	6,508
Interest and other income	28,938	29,551	58,489
Total public support and revenue	<u>7,209,213</u>	<u>4,577,988</u>	<u>11,787,201</u>
Expenses:			
Wages	2,645,393	1,566,346	4,211,739
Employee benefits and payroll taxes	649,601	455,120	1,104,721
Professional fees	356,928	248,699	605,627
Professional development	47,465	45,897	93,362
Student and staff recruitment	23,620	13,084	36,704
Curriculum and classroom expenses	28,276	10,591	38,867
Supplies and materials	37,346	19,896	57,242
Student transportation and food services	100		100
Occupancy and facility costs	189,800	2,153,917	2,343,717
Travel and conferences	11,138	2,632	13,770
Postage and shipping	1,320	762	2,082
Insurance	75,290	27,819	103,109
Information technology	18,606	17,822	36,428
Non-capitalized furniture and equipment	54,494	6,063	60,557
Repairs and maintenance	188,871	85,786	274,657
Depreciation	752,611	56,200	808,811
Bad debt expense	1,509	4,546	6,055
Bond interest expense	1,167,461		1,167,461
Other	13,543	372	13,915
Total expenses	<u>6,263,372</u>	<u>4,715,552</u>	<u>10,978,924</u>
Change in net assets	945,841	(137,564)	808,277
Net assets - beginning	<u>12,023,551</u>	<u>44,924</u>	<u>12,068,475</u>
Net assets - ending	<u>\$12,969,392</u>	<u>(\$92,640)</u>	<u>\$12,876,752</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 Auditor's Report

To the Board of Trustees of
New Dawn Charter High School

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 High School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 22, 2021.

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.

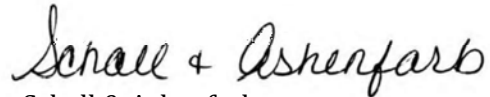
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of 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.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 22, 2021

**NEW DAWN CHARTER HIGH SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021**

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

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

May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
 Service Center: 1-800-242-7338
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Español: 1-888-622-4273
 International Calls: 1-713-262-1679



181600108670027259000100000000

SAVINGS SUMMARY

Chase Business Premier Savings

AMOUNT	INSTANCES	Beginning Balance	Deposits and Additions	Ending Balance
\$50,007.26	1			\$50,008.61
1.35	1			
0.03%			Annual Percentage Yield Earned This Period	
\$1.35			Interest Paid This Period	
\$7.42			Interest Paid Year-to-Date	

There has been no activity on your account during this statement period. You may not receive a statement through the mail in the future if there is no activity on your account. You can always view your account activity and statement by logging on to your account through chase.com. If you have questions, please call us at the number on this statement.

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
06/30	Interest Payment	1.35	50,008.61
	Beginning Balance		\$50,007.26
	Ending Balance		\$50,008.61

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

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Brian Baer

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
NONE	NONE	NONE	NONE	NONE.

DocuSigned by:

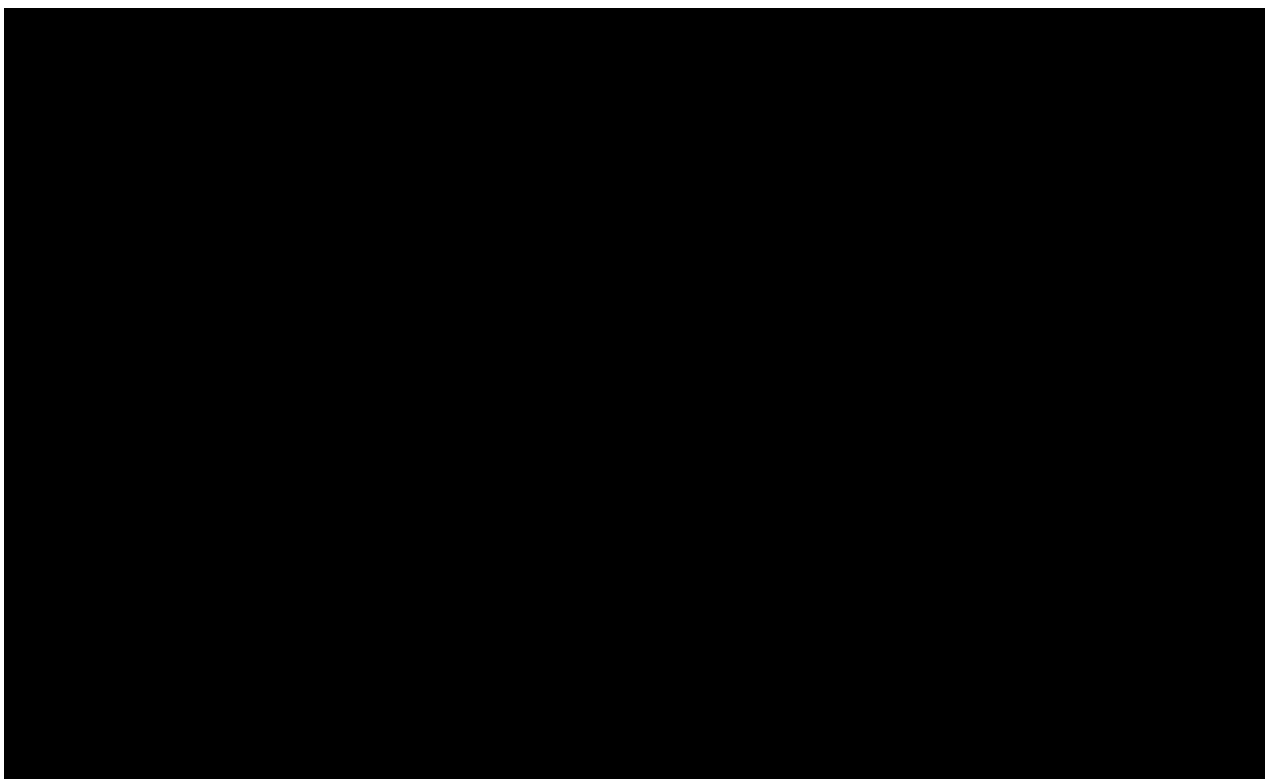
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7/21/2021

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Amit Bahl

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE.</i>

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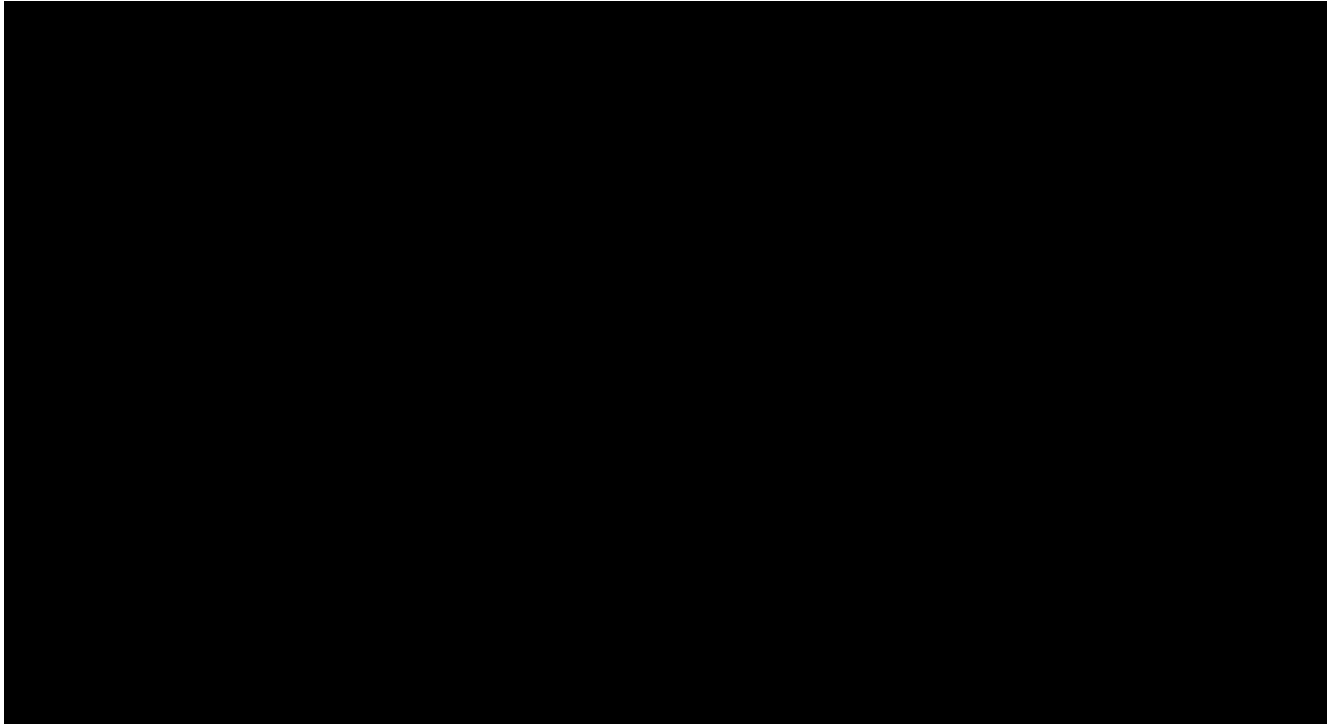
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Signature

Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jane Y. Sun

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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

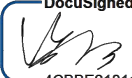
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “None.”

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<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None.</i>

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7/21/2021

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: N/A

Business Address: N/A

E-mail Address: Tjsyzt@gmail.com

Home Telephone: 6465889854

Home Address: 128 Columbus drive, tenafly, New Jersey,07670

last revised 04/2021

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Ron Tobano

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “None.”

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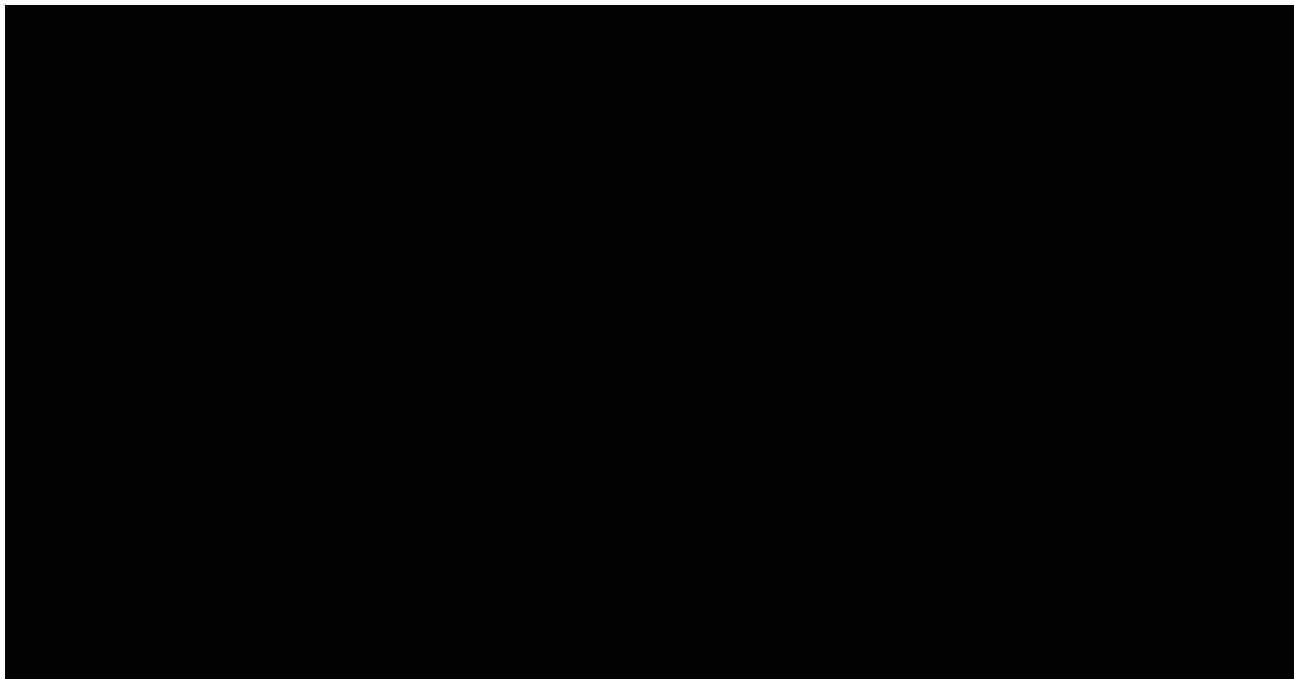
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7/22/2021

Signature

Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Katherine Urbati

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “None.”

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<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None.</i>

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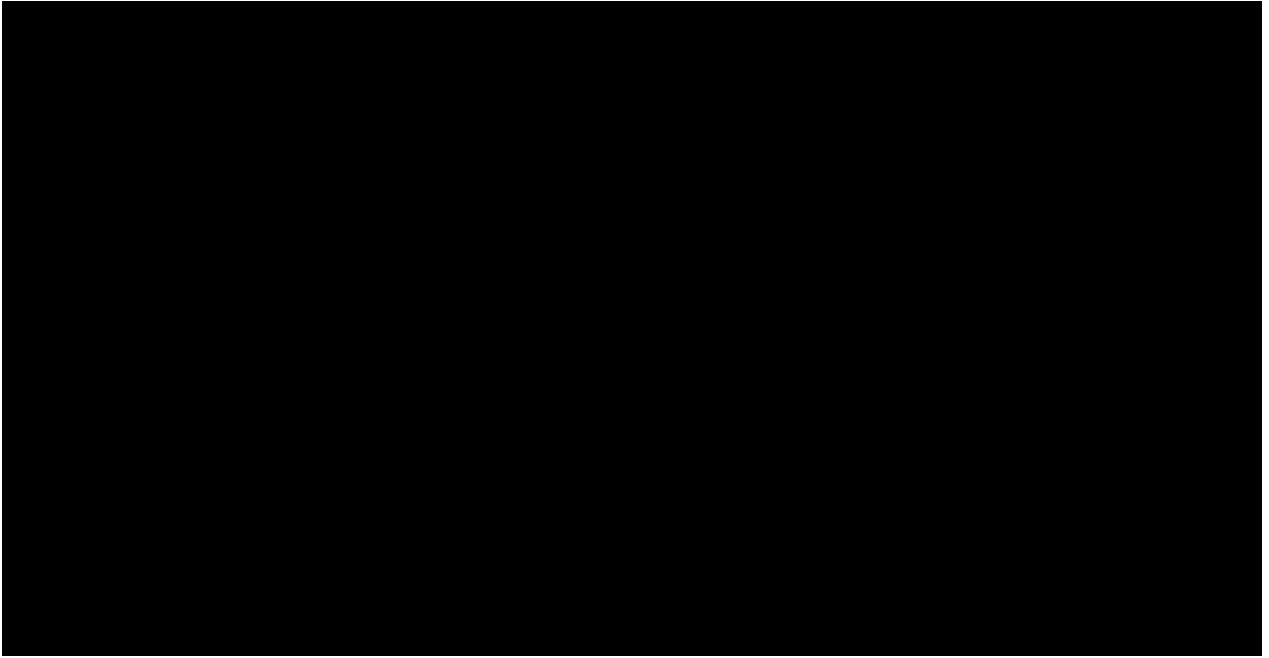
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7/21/2021

Signature

Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jonathan Carrington

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

New Dawn Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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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
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

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7/22/2021

Signature Date

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Board of Trustees Meeting

Location: New Dawn Charter High School, 760 Dekalb Avenue, Brooklyn, New York 11216 (Zoom meeting)

Date: Tuesday, July 21, 2020

Time: 3:30 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Mr. Amit Bahl, Secretary, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer

Board Members Absent: Mr. Jonathon Carrington, Board Member

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

Mr. Tabano called the meeting to order at 3:30 P.M.

I. Resolution: Minutes from June 2020 Board Meeting

Motion: Ms. Katharine Urbati motioned to approve the June 2020 Board Minutes.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to accept and approve the June 2020 board minutes.

II. Resolution: Minutes from June Executive Board Meeting

Motion: Ms. Katharine Urbati motioned to approve the June 2020 Executive Board Meeting minutes

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to accept and approve the June 2020 Executive Board Meeting minutes

III. Financials – Steve Ramkissoon, Director of Finance, NDCHS.

Mr. Ramkissoon informed the board that the investor's call went well last week. Among the items discussed was that the construction project was approximately 90% complete and that the school was still projected to resume operations at the 242 Hoyt Street location in September 2020. Additionally, there is still 3.7M dollars available in the bond fund. This is enough to complete the project. As far as bond requirements Mr. Ramkissoon reported that the school is fully compliant and clarified that the projected fiscal outcomes reflected only the Brooklyn school in the presentation.



Ms. Urbati asked if PPE was reflected in the total budget. Ms. Urbati stated that the PPE may have gone into the SPED budget lines since that line seemed greater than normal. Mr. Ramkissoon acknowledged Ms. Urbati's observation and confirmed that he did not see the PPE outlined in the budget but would get back with Ms. Urbati.

Mr. Ramkissoon also reported to the board that both the Brooklyn and Queens school did much better than anticipated because due to COVID, brick and mortar expenditures decreased. Technology has significantly increased due to the extra computers needed for students to take home.

CSP and Walton Foundation Grant reports will be sent in at the end of this month for Queens. CARES and Consolidated applications will be submitted for both schools as well. Ms. Urbati asked again that Mr. Ramkissoon come back on how much of the net income was PPE, how much was expended, and how much will be pushed to the next school year budget. Ms. Urbati further suggested to the board that schools should not rely on PPE as being part of our budget because theoretically it is a loan.

Resolution: June Financials.

Motion: Ms. Katherine Urbati motioned to approve the June 2020 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve June 2020 financials.

IV. Audit Update

Mr. Ramkissoon confirmed that the auditors provided a list of employee and student files that they will review. He also confirmed that all files have the required documentation. The Auditors will come on site on June 28 and 29th. Mr. Tabano asked if anyone had any questions on the audit. There were no questions.

IV. HR and Hiring.

Mr. Ramkissoon indicated that because of the COVID-19 crisis, some hiring can be delayed.

A. Brooklyn – No aspiring teachers will be hired.

B. Queens – Five (5) teaching positions can be postponed until Spring 2021 which include the culinary, math, science, English, and aspiring teacher positions.

Mr. Ramkissoon also indicated that two individuals for the mental health and substance abuse counselors' positions were identified as per grant funding. A culinary person for



Brooklyn has been identified. There will be one more interview for the culinary position in Brooklyn as a backup.

Dr. Asmussen informed the board that at the last Executive meeting there was a discussion on changing the organizational chart which may or may not be a material change. The board agreed that a vote would be needed to make Dr. Lisa DiGaudio the Director of Curriculum and Instruction and charging her with overseeing the Principals and to comply with NYSED requirements. Mr. Tabano asked the board if there was a motion to add the position of Director of Curriculum and Instruction to the organizational chart and have Dr. Lisa DiGaudio fill that position.

Motion: Ms. Katherine Urbati motioned to add the position of Director of Curriculum and Instruction to the organizational chart.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to add the position of Director of Curriculum and Instruction to the organizational chart.

Dr. Asmussen discussed the HEDI staff raises. She recommended to the board that a raise of 1% be awarded for student proficiency rates of 75% or more in the Fall semester, and additional 2% based on student attendance and student grades, based on the remote instruction data that is still being compiled, during March through June. Dr. Asmussen indicated that grades improved during the online instruction phase. Outcomes were better this Spring than last Spring. Mr. Tabano asked that Dr. Asmussen present it to the board next meeting in writing. Dr. Asmussen also reported that this year the Brooklyn school had a 73% graduation rate, which is excellent, and only a 23% drop out rate.

V. Contracts Dr. Asmussen/Jose Obregon

Three bids were obtained for the purchase of laptops, Chromebooks, and the moving of NDCHS from Dekalb Avenue back to 242 Hoyt Street. Mr. Tabano asked the board to vote on these three items. The board moved as follows:

A. Resolution: Laptops

Motion: Ms. Jane Sun motioned to approve the bid from Staples for the purchase of twenty (20) laptops.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the bid from Staples for the purchase of twenty (20) laptops.

B. Resolution: Chromebooks



Motion: Mr. Amit Bahl motioned to approve the bid from Staples for the purchase of one hundred twenty (120) Chromebooks.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the bid from Staples for the purchase of one hundred twenty (120) Chromebooks.

C. Resolution: Moving Brooklyn

Motion: Mr. Amit Bahl motioned to approve the moving bid from Rabbit Movers to move NDCHS from Dekalb Avenue back to 242 Hoyt Street.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the bid from Rabbit Movers for to move NDCHS from Dekalb Avenue back to 242 Hoyt Street.

VI. Resolution: Software – Dr. Lisa DiGaudio

Dr. Lisa DiGaudio presented to the board proposals on a new learning platform by Edgenuity which can be funded by the NYSTLL. Dr. DiGaudio expanded on the benefits of the platform including the ability for ELL students to learn in their own language and have their work translated to English. The cost for the program is 24K. Mr. Tabano stated that the price was very reasonable considering all the benefits that the program offered to both students and teachers. Additionally, Mr. Tabano indicated that it was good use of NYSTLL funding. Mr. Tabano asked if there is a motion to acquire Edgenuity for the Queens school utilizing NYSTLL funding.

Motion: Ms. Jane Sun motioned to approve the acquisition of Edgenuity for the Queens school utilizing NYSTLL funding.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the acquisition of Edgenuity for the Queens school utilizing NYSTLL funding.

VII. Summer School Updates

A. Brooklyn – Ms. Donna Lobato

Ms. Lobato reported to the board that the attendance rate for Brooklyn is 99.9% and 67.4% for Queens Overall student engagement is high. Teachers are sending out work ahead of scheduled classes. The Brooklyn school now has a partnership with SUNY Attain where students that are enrolled in the class will get a certificate of proficiency in Microsoft programs. The school will continue with this program throughout Fall 2020.



Mr. Tabano congratulated Ms. Donna Lobato and Mr. Zach Flory on their new positions as Principal.

B. Queens – Mr. Zach Flory

Mr. Flory reported to the board that the school was tasked with providing 45 hours of seat time from the State. This translated to 90 minutes in classroom for students. Co-teaching groups were enlarged to meet these standards which meant more teachers teaching more courses. This will allow students to learn on how to engage using zoom and online learning techniques. Mr. Flory reported that this effort is going well.

Dr. Asmussen informed the board that NDCHS reported a three hundred five (305) FTE student enrollment last billing cycle and that resulted in 2M in FTE funding revenue.

VIII. Grants/reports – Dr. Asmussen

Dr. Asmussen reported to the board that recruiting efforts in both schools are have been actively implemented to enroll new students. Queens has met all special groups (students with disabilities, English language learners, and economically disadvantages. Brooklyn met all groups last year but has put a specialized emphasis on English language learners. Since the pandemic, Queens enrolled ten (10) students and Brooklyn five (5).

A. Mental Health/School Climate Grant

Dr. Asmussen discussed the draft contract she had sent to the Board for review between Wildcat and New Dawn. Under the terms of the grant, all six new hires filling these positions will be on New Dawn’s payroll but four of them will be assigned to JVL Wildcat Academy Charter School and Renaissance Charter School. The agreement indicates that Wildcat will reimburse New Dawn for all six employees of which two (2) will work for New Dawn.

Motion: Ms. Jane Sun motioned to approve the contract between JVL Wildcat and New Dawn Charter High School.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the contract between JVL Wildcat and New Dawn Charter High School.

B. CSP Grant

Dr. Asmussen reported that the grant for Queens will be coming to an end July 31, 2020

C. Walton Grant

Dr. Asmussen reported that this grant for Queens will also be coming to an end July 31, 2020.



D. Consolidated Application

Dr. Asmussen reported that these two grants are big for both schools with both schools getting Titles I, II, and IV. Queens is also eligible for Title III which is the ELL consortium. Brooklyn participated last year in this grant.

E. Annual Report

Dr. Asmussen reported that the report itself is not difficult, but cumbersome. Since there are no student outcomes this semester, the school will have to get creative on reporting in that area. November is usually the deadline to submit. Dr. Asmussen reported that this year the school does not have to report its financials. BOCES reporting is also coming up fast. Dr. Asmussen reported that Ms. Nazli Askins and Mr. Jose Obregon will be addressing those reports. So far, the schools are up to date and in compliance.

IX. Resolution: Reopening Plan - Dr. Asmussen.

Dr. Asmussen reported to the board that she is still working on the plan. Mr. Tabano stated that a motion by the board to accept the plan remotely will be needed. He further asked if anyone would like to make that motion.

Motion: Mr. Amit Bahl motioned to approve the reopening plan remotely.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the reopening plan remotely.

Dr. Asmussen reported to the board that teachers were told to come back to the school building on September 9, 2020. The school will put together a plan that includes orientation the first few weeks including the training for safe behaviors during COVID, the creation of a group to help students who are struggling with technology, program scheduling, and the continuation of remote learning starting on September 10, 2020. The school will be divided into five (5) sections with each section coming in on different days. Live streaming will continue. All assignments will be on Jupiter. Dr. Asmussen further emphasized that the school will focus on students who do not have or are struggling with technology. Mr. Tabano indicated that surveys shows that only 10% of parents are willing to let their children come to school. Dr. Asmussen stated that the goal is to protect the teachers and students as much as possible. Dr. Asmussen also indicated that there are companies offering a wide variety of PPE equipment. Protocols need to be worked on such as masks, sanitizers, and daily cleaning and disinfecting of the school.

Mr. Ramkissoon interjected and informed the board that PPE funding was included in SPED revenue lines and will get back to Ms. Urbati how that is being spent and accounted for.



Finally, Mr. Ron Tabano formally recognized Dr. Asmussen for her outstanding performance this year and especially considering the ongoing construction project, the challenges brought on by the pandemic, and the daily management of New Dawn Charter Schools in general. Additionally, both schools were within budget and Dr. Asmussen demonstrated her outstanding leadership and is worthy of public recognition.

X. New Business

There was no new business.

XI. Adjournment.

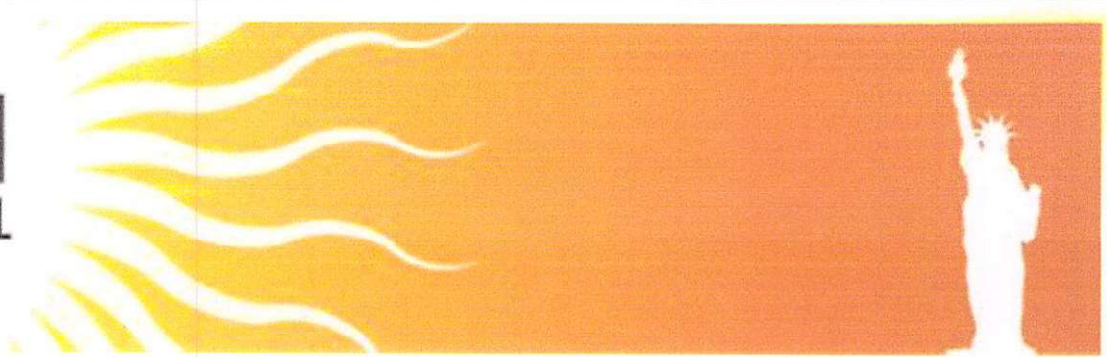
Mr. Tabano requested a motion to adjourn.

Motion: Mr. Bahl motioned to adjourn.

Second: Ms. Sun

Vote: Unanimous

The board meeting adjourned at 3:45 PM and went into Executive session. The next board meeting will be on August 19, 2020 while the school is closed. The meeting will be on Zoom.



Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: August 19, 2020

Time: 1:30 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Amit Bahl, Secretary

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

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

Mr. Tabano, Chairperson, called the meeting to order at 1:30 P.M.

I. Update on Audit

Dr. Sara Asmussen reported that things are going well. Student/Staff files were in order and have been reviewed by the auditors.

II. WB Wood Payment Board Notification

Dr. Sara Asmussen informed the board that a request was submitted that she be the only signatory. There is documentation approving the check and the bank has paid it.

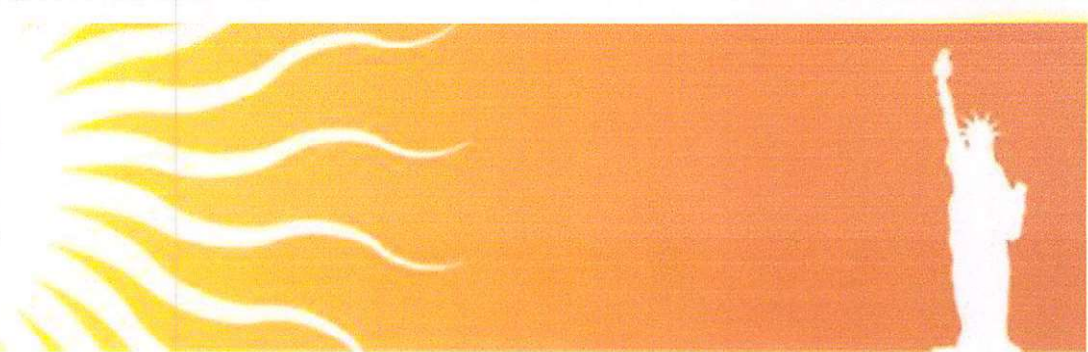
III. Initial Discussion of 3rd year Visit

An initial observation was made that there was a factual error in the report. Dr. Asmussen has been working with our school liaison to rectify this oversight. A further discussion will be held during the September meeting after members have had time to digest the report. Dr. Asmussen reported to the board that overall, the State report was very good, and that State compliance and Finance was in order.

IV. Website

Dr. Asmussen reported that Dr. Lisa DiGaudio will work with Ms. Rivka Miller to improve the website. The two schools will share the website.

V. Committee Meetings



A discussion was held about the number of committees for the Board. Dr. Asmussen stated that the schools will dissolve those that do not meet the needs of the school and the Board Bylaws will be updated to reflect this change. Dr. Asmussen also reported to the Board that all policies should be voted on annually by the Board and submitted to NYSED for approval.

VI. Strategic Plan

Dr. Asmussen reported to the Board that there is an expectation for the Board to compose a strategic plan for all the disciplines within the schools that will include outcomes, performance measures, and timelines. These strategic plans need to be approved by Board vote. Mr. Tabano asked for a motion to have the Board develop a strategic plan for the upcoming year.

Motion: Ms. Jane Sun motioned to approve the development of a strategic plan that includes all the disciplines within the schools that will include outcomes and timelines.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: Unanimous.

VII. Moving – Jose Obregon, Director of Operations

A. Brooklyn

Mr. Jose Obregon reported to the board that the Brooklyn school completed its move from Dekalb Avenue to Hoyt Street in Brooklyn. The move was completed without any issues.

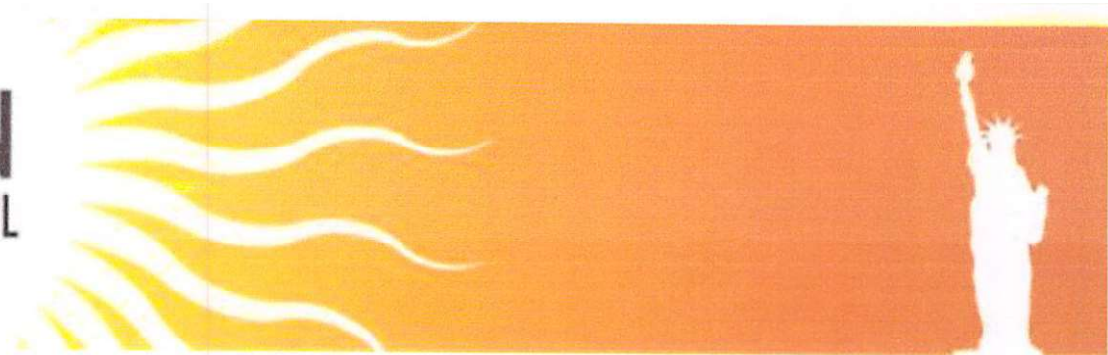
B. Queens

Mr. Obregon reported to the board that the Queens school also moved from the A building to the B building in the Jamaica facilities. Since Barone management is still doing facility improvement in the B building, the school's property will be stored temporarily in the cafeteria on the lower level. Additionally, Mr. Obregon reported to the board that some usable furniture that belonged to the Brooklyn school was transported and given to the Queens school for their future use.

VIII. September Opening

A. Queens report

Dr. Asmussen reported that DOH did not reject the re-opening plan. Dr. Asmussen also stated that she believes that State guidance is still susceptible to litigation. Additionally,



the DOH is sending out contradictory information. Such information includes that people cannot be together in a space for more than ten (10) minutes and that in some cases students do not have to wear masks. Dr. Asmussen also reported that all teacher must report to school for the new academic year. Zoom will be conducted from classrooms and will be organized for both students in the class and students remoting in.

Students will come in to pick up tech equipment if they need it. Those students who are struggling will set up appointments the first week to physically come in. Students will also come in for testing. Dr. Asmussen also reported that most students passed their summer courses. As we become settled, we will start with a small cohort of students. Over 60% of the parents who responded to a survey stated their students would be doing full remote. However, every student will be scheduled to come to school one day a week in the beginning, all other classes will be on line.

Mr. Tabano asked how recruitment was coming along. Dr. Asmussen replied that schools were not recruiting anyone to date. Dr. Asmussen also reported that the State is planning to conduct Regents Examinations in January and that she anticipates that enrollment will have increased by then.

B. Brooklyn Report

Dr. Asmussen informed the board that the above applies to both schools.

IX. New Business

Dr. Asmussen provided an update of the lawsuit against Queens. Dr. Asmussen further stated that staff at the Queen's campus did a phenomenal job handling this incident. Mr. Tabano asked that Dr. Asmussen pass on compliments from the board.

VIII. Adjournment

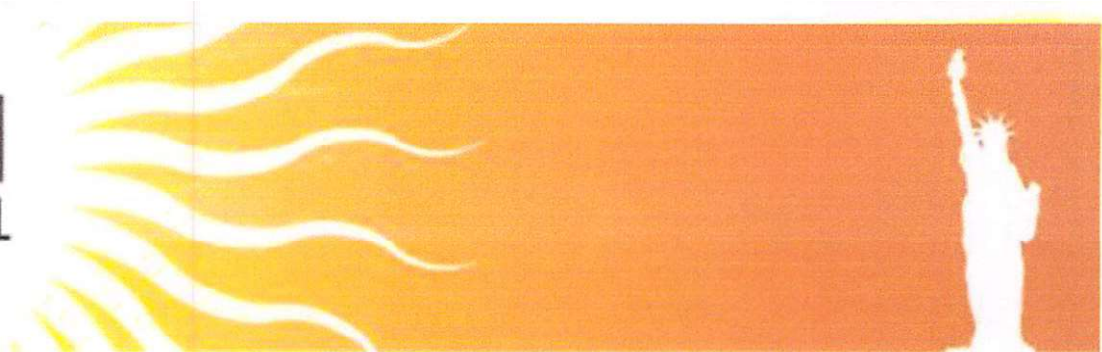
Mr. Tabano then asked for the meeting to be adjourned so that the board could go into Executive Session. The board discussed that the session was to be held in private and that nothing was to be recorded except resolutions.

Motion: Ms. Urbati moved the meeting be adjourned.

Seconded: Mr. Tabano

Vote: Unanimous

The board adjourned at 2:30 P.M.



Executive Committee Meeting

The raises for staff who scored high enough on the HEDI scores (evaluation + student outcomes) was discussed. The Board reviewed the results.

A motion was requested to award staff their HEDI increases with the start of the September contracts. The vote was unanimous.

Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: September 29, 2020

Time: 3:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Amit Bahl, Secretary.

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

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

Mr. Tabano, Chairperson, called the meeting to order at 3:00 P.M.

I. Introduction of New Staff

Ms. Donna Lobato introduced new staff members at NDCHS. These new staff members are Mr. Daniel Rabinovich, substance abuse counselor and Mr. Marcus Damon, SPED teacher. Mr. Zach Flory introduced new staff members at NDCHS II. These new staff members are Ms. Tatiana Cruz, mental health counselor, Mr. Asish Abraham, science teacher, Ms. Margaret Finnegan, global history teacher, and Ms. Brianna Ordonez, art and Spanish teacher. Mr. Phil Pressoir, while a founding teacher at NDCHS II was introduced as the new Dean of Schools. Mr. Tabano welcomed the new staff members to the New Dawn team.

II. Review of July 2020 Board Minutes

Mr. Tabano asked the board for a motion to approve the July 2020 board minutes if there were no objections.

Motion: Ms. Katharine Urbati motioned to accept and approve the July 2020 board minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the July 2020 board minutes.

III. Review of August 2020 Board Minutes



Mr. Tabano asked the board for a motion to approve the August 2020 board minutes if there were no objections.

Motion: Ms. Katharine Urbati motioned to accept and approve the August 2020 board minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the August 2020 board minutes

IV. Finances – Mr. Steve Ramkissoon, Director of Finance and HR

Mr. Ramkissoon began his presentation by addressing questions asked by Ms. Katharine Urbati during the August 2020 board meeting. Mr. Ramkissoon stated that PPP revenue was not counted in the SPED line in the last financial report, this was indeed all SPED revenue. In addition, PPP funds could not be allocated to a future year due to the loan requirement being it had to be spent within 24 weeks of receipt. We are still awaiting direction from the banks on how to report PPP spend to ensure it is forgiven. In the interim it continues to be treated as a loan on our books.

A. Bond

Mr. Ramkissoon reported on bond loan and compliance reporting. He confirmed that the school is paying the loan principal since March 2020. He also reported the bond value and expenditures of which there is currently 2.7M available in the BNY Mellon bond accounts to complete the project. Mr. Ramkissoon also reported that per project budget there is 1.6M left of work to be completed. Mr. Ramkissoon explained that any funds left in the bond account will be withdrawn by submitting all project cost paid out of our operating accounts.

B. PPP

Mr. Ramkissoon reported that there are no further updates aside from the updates that he provided to Ms. Urbati.

C. Audit Update

Mr. Ramkissoon reported that the audit has begun and that there are certain items that the auditors will be looking for. Mr. Tabano asked Ms. Urbati to speak about the finance committee meeting and the pre-audit call. Ms. Urbati informed the board members that the committee discussed how management of the school has change and adapted since going from in person instruction to remote learning. A discussion was held about the closing of the account at Santander Bank. Mr. Ramkissoon also informed the board that the 242 Hoyt Street building will need to get a new appraisal for insurance purposes.



Finally, Mr. Ramkissoon informed the board that the school pays out sick time when an employee leaves the organization so this cost will have to be carried as a liability on the books. Mr. Tabano advised the board that this policy will need to be re-visited during a future executive board session.

D. Monthly Financials

Financial Format: Mr. Ramkissoon discussed what the YTD percentage to budget meant and how it's calculated over a 12mth period. Per August Financials, we should be close to 17% of targeted budget.

Brooklyn School: Mr. Ramkissoon compared the expenditures to what was budgeted. As of this month, the Brooklyn school is close to the targeted amount of expenditures. Per pupil revenue currently stands at 16% expended of the total forecasted. Mr. Ramkissoon further explained that 29% of the allocated budget for professional consultants was already expended as the school pre-paid for certain items. The same is true for the staff development line with 64% already expended through contracts and the purchase of new software for the new academic year. Regarding lease rental expenditures, the school spent only 76% of the allocated budget since the school moved back to the Hoyt Street location early. Overall, net income is currently at 22%. Ms. Urbati asked why the school is at 330% for moving expenses. Mr. Ramkissoon explained that this was due to the un-projected moving of furniture to the Queens location.

Queens School: Mr. Ramkissoon reported that the school Per pupil revenue is at 19% of its total forecasted. SPED funding is also at the projected levels. 74% was expended of the professional development line for the same reasons as stated for Brooklyn. 47% of the budget allocated for purchase of software was already expended as the school purchased Edgenuity educational software. To date, the Queens school has 640K of consolidated net income.

Human Resources:

Mr. Ramkissoon also mentioned that we currently have 3 open positions to fill, 2 for Queens and 1 for Brooklyn

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

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

Motion Seconded: Mr. Amit Bahl seconded the motion.

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

V. Motion: Policies and Procedures



Mr. Tabano asked the board to accept and approve the following policies and procedures:

A. Brooklyn Safety Plan – Ms. Donna Lobato

Ms. Lobato informed the board that the safety committee met and submitted a safety plan for approval. Additionally, the staff received a briefing of the plan last week.

Motion: Mr. Amit Bahl Urbati motioned to accept and approve the Brooklyn school safety plan.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the Brooklyn school safety plan

B. Queens Safety Plan – Mr. Zach Flory

Mr. Zach Flory also confirmed that NDCHS II safety committee met and submitted a safety plan for board approval.

Motion: Ms. Jane Sun motioned to accept and approve the Brooklyn school safety plan.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the Queens school safety plan

C. Finalized school calendar – Dr. Asmussen

Dr. Asmussen confirmed that after the NYC DOE published its school calendar. New Dawn Charter Schools adjusted its calendar accordingly and published a revised calendar for board approval.

Motion: Ms. Katharine Urbati motioned to accept and approve the NDCS school calendar.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the NDCS school calendar.

D. Finalized Board Meeting Calendar

Dr. Asmussen recommended that the board meeting calendar reflect monthly meetings held on the 4th Tuesday of every month at 3:00 PM.

Motion: Ms. Katharine Urbati motioned to accept and approve the finalized board meeting calendar scheduling board meetings on the 4th Tuesday of every month at 3:00 PM.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the finalized board meeting calendar scheduling board meetings on the 4th Tuesday of every month at 3:00 PM.



VI. Facilities – Mr. Jose Obregon, Director of Operations

Mr. Obregon reported that at the Brooklyn school that construction was starting to wind down and within the next two weeks the façade and roof fencing jobs will be complete. Additionally, Mr. Obregon reported to the board that the fire alarm plans were not yet approved by the FDNY, but Mr. Brian Baer, the school’s owner’s rep, thinks that a TCO may be issued shortly after the gas meter is installed. This installation should take place within a week. There will be a punch list walkthrough scheduled with GKV, Benchmark, Brian Baer, and the school leadership next week to ascertain what items still need to be remedied.

Mr. Obregon informed the board that the school cafeteria at the Queens school is almost ready since Barone Management is still doing some final work in that space. As with the Brooklyn school, the owners of the Queens facility are still trying to get the FDNY to approve their fire alarm system. Mr. Obregon will continue to work with the owners to assist in anyway possible.

Mr. Tabano asked Mr. Obregon if the fee dispute was settled with Olympus Moving company over the summer. Mr. Obregon confirmed that the company had settled for 50% of the additional charge.

VII. Three Year NYSED CSO Discussion – Dr. Asmussen

Dr. Asmussen confirmed to the board that there still needs to be a school wide strategic plan. The board agreed that they will develop the plan by the end of the school year. The plan will include outcomes and timelines.

VIII. School Updates

A. Brooklyn – Ms. Donna Lobato

Ms. Lobato informed the board that the school is still seeking a Science teacher. She also reported that the school had seventy (70) students graduate in January, June and August and forty (40) students who received CDOS certificates. The educational program Edgenuity will be augmenting the current school internship program. This program will facilitate the earning of CTE certificates. Ms. Lobato also informed the board that teachers are becoming proficient at using Chalk, the new curriculum software. The school continues to work on recruiting efforts. Ms. Lobato also informed the board that Brooklyn Job Corps is interested in the school program. Students are continuing to do remote learning. Finally, Ms. Lobato informed the board that Ms. Emily Predmore is instrumental in making the virtual learning experience work.



B. Queens – Mr. Zach Flory

Mr. Flory reported to the board that remote learning is also continuing in Queens. Further Mr. Flory reported that the Queens school has experienced a 14% drop in credits earned since the COVID-19 pandemic began. Since then, 21 students did not receive any credits. 61% of students received a Regents exam exemption. During Summer school, the focus was to re-enroll students who did not pass. Currently there are 144 students on ATS. Of those assigned, 38 students will be going to the Job Corp. Mr. Flory also informed the board that recruiting new students and re-energizing students that attended last year will be a priority.

Dr. Asmussen reported to the board on this school year's enrollment outcomes for special groups as compared to the Districts' enrollment.

Brooklyn school:

7% ELL student population; the District has 9%.

38% SPED population; the District has 22%

80-86% Low Income student population enrolled; the District has 75%

Queens School

16 % ELL student population, the District has 8%.

35% SPED population; the District has 14%

80-88% Low Income student population enrolled; the District has 76%

IX. Grants – Dr. Sara Asmussen

- A. Mental Health and School Culture** – Dr. Asmussen reported that Ms. Tatiana Cruz and that Mr. Daniel Rabinovich's positions are funded by this grant.
- B. A-Game** – This is a Federal grant through the NYSED established to review alternative accountability strategies for transfer schools. Dr. Asmussen asked the board members to provide their input as well.
- C. Consolidated application** – The grant documentation is already submitted.
- D. CARES** – This was also submitted over the summer.
- E. Title III** - Title III consortium grant will be used by both schools this year.



- F. **Walton Foundation** – The annual report for the Queens Walton grant has been submitted.

X. Adjournment

The board adjourned at 3:50 P.M.

Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: October 27, 2020

Time: 3:30 P.M.

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

Board Members Absent: Mr. Amit Bahl, Board Member

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

Mr. Tabano, Chairperson, called the meeting to order at 3:30 P.M.

I. Resolution: September 29, 2020 Minutes

Motion: Ms. Katharine Urbati motioned to approve the September 29, 2020 Board of Trustee meeting minutes.

Motion Seconded: Mr. Jonathon Carrington seconded the motion.

Vote: The board unanimously voted to accept and approve the September 29, 2020 Board of Trustee meeting minutes.

Resolution: September 23, 2020 Pre-Audit Meeting Minutes

Motion: Ms. Jane Sun motioned to approve the September 23, 2020 Pre-Audit Meeting Minutes

Motion Seconded: Mr. Jonathon Carrington seconded the motion.

Vote: The board unanimously voted to accept and approve the September 23, 2020 Pre-Audit Meeting Minutes

Resolution: September 29, 2020 Executive Committee Minutes

Motion: Ms. Katherine Urbati motioned to approve the September 29, 2020 executive Committee Minutes

Motion Seconded: Mr. Jonathon Carrington seconded the motion.

Vote: The board unanimously voted to accept and approve the September 29, 2020 executive Committee Minutes.



Resolution: October 23, 2020 Audit Meeting Minutes

Motion: Ms. Jane Sun motioned to approve the October 23, 2020 Audit Meetings Minutes

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the October 23, 2020 Audit Meetings Minutes

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

Regarding the Brooklyn school, Mr. Steve Ramkissoon reported to the board that net revenue is at 97K as of September 30, 2020. This amount is slightly under the projected amount, but the school is still on track financially but included in equipment and furniture expenses were the moving costs that the school incurred while moving equipment from one site to the other. These costs included 1. the movement of lockers from Hoyt Street to Dekalb Avenue since Benchmark asked the school to store them at Dekalb temporarily, 2. the movement of lockers back to Hoyt Street when Benchmark was ready to re-install them, 3. The movement of donated equipment from Dekalb to Jamaica, 4. The main move from Dekalb Avenue back to Hoyt Street, and 5. The movement of furniture and books that remained as excess at the new Hoyt Street location to Jamaica.

Regarding the Queens school, there is high revenue reported showing a net profit of 141K after the district billing cycle. The school currently has 141 students enrolled. Mr. Steve Ramkissoon also reported to the board that there will have to be some adjustments made next report that will affect the projected income for the school. Ms. Urbati asked for clarification on the number of students that the school billed for which was 246. Ms. Urbati asked for actual enrollment numbers. Mr. Ramkissoon stated that actual enrollment is 141 and that there is a possibility that the school may have to pay back money at the end of the year depending on final enrollment numbers. Rent is being calculated accurately and the school is paying 10% less to Barone Management since enrollment numbers are down. The school budgeted to hire additional staff but has not done so resulting in a saving.

Mr. Tabano asked if there was a motion to accept and approve the September 2020 financials.

A. Resolution: Financials for September 2020.



Motion: Ms. Katharine Urbati motioned to approve the September 2020 financials.

Motion Seconded: Mr. Jonathan Carrington seconded the motion.

Vote: The board unanimously voted to accept and approve September 2020 financials.

B. Resolution: Audit and Rep Letter—Ms. Katharine Urbati

Ms. Katharine Urbati reported that there was nothing significant to report and that there are some goals that will be met this fiscal year. Additionally, the Audit committee approved the audit and rep letter.

Mr. Tabano congratulated Dr. Asmussen, Ms. Urbati, and Mr. Ramkissoon for a job well done on preparing for the audit. Additionally, Mr. Tabano asked if there was a motion to accept and approve the Audit and Rep letter.

Motion: Ms. Katharine Urbati motioned to approve to accept and approve the Audit and Rep letter.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the Audit and Rep letter.

C. Resolution: Investment Policy – Dr. Asmussen

Dr. Asmussen reported that the auditors suggested that the school have an investment policy. The policy was sent out to the board members for review. Mr. Tabano asked if everyone had a chance to review the policy. Some board members did not get a chance to do so. Therefore, Mr. Tabano asked that the resolution be tabled until next board meeting.

D. Money Returned from NYS – Dr. Asmussen

Dr. Asmussen reported to the board that the school received \$249,231. back from the State including almost 6K in interest.

E. Resolution: Increase of Queens Escrow Funds – Dr. Asmussen

Mr. Tabano indicated that the escrow amount for the Queens school needed to be increased to 50K. Dr. Asmussen explained that this money is used in case the school is closed.

Mr. Tabano asked if there was a motion to pay the increase the Queens school's escrow account to 50K.



Motion: Ms. Katharine Urbati motioned to increase the Queens school’s escrow account to 50K.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to increase the Queens school’s escrow account to 50K.

III. Contracts—Jose Obregon

A. Mutual Security

Mr. Jose Obregon reported that there is an additional cost related to the security mechanism that needs to be installed for the doorway on the handicap ramp leading to the back yard. That cost for this change order is \$6,194. Additionally, card readers must be activated for the front door and elevator. Additionally, access cards still ne to be issued by Mutual Security. Mr. Tabano asked Dr. Asmussen why a change order regarding this door occur. Dr. Asmussen replied that this handicap ramp and security mechanism was not part of the original plans. Further, without this ramp, the architects have stated that a permanent Certificate of Occupancy will not be granted. Dr. Asmussen confirmed that it was a design mistake. Mr. Tabano stated that this needed to be part of the discussion with the architects regarding change orders that have exceed construction budget guidelines.

Mr. Tabano asked if there was a motion to approve the change order totaling \$6,194. pertaining to the installation of the security system for the handicap ramp doorway.

Motion: Ms. Katharine Urbati motioned to approve the change order totaling \$6,194. pertaining to the installation of the security system of the handicap ramp doorway.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve the change order totaling \$6,194. pertaining to the installation of the security system of the handicap ramp doorway.

IV. Facilities—Jose Obregon

A. Construction & Maintenance

Mr. Jose Obregon reported to the Board that at the Brooklyn school the punch list is still being worked on and that the list is being reduced. There are still a few items that need to be addressed such as wall coverings for exposed water pipes in the cafeteria area, the spackling and painting of several walls, window adjustments for at least five (5) windows, and light sensors that need to be fixed in two classrooms. Other items that are still due out include:



1. Installation of canopy lettering
2. Finishing of security door locking system on handicap accessible door.
3. Re-keying of all doors and issuance of master and sub-keys.
4. Issuing of Card Keys for roof and front door.
5. Installation of support beams for roof fence.
6. Turn on of gas services pending the inspection of the air exchange system on the kitchen oven

B. Fire Alarm

1. Brooklyn

Mr. Obregon reported to the board that in Brooklyn, a TCO was issued by the NYC DOB. Additionally, the FDNY has approved the building's fire alarm plans and the school is awaiting a final fire inspection.

2. Queens

Mr. Obregon reported to the board that the FDNY has stated that fire alarm plans must be submitted and approved before a re-inspection of the building is conducted. Mr. Obregon has informed Barone Management and GUG which is also housed in the same building as NDCHS II. Mr. Obregon also reported that to help expedite fire alarm approval for the Queens building, he has provided Barone Management with contact information on the expeditors used at the Brooklyn school. Mr. Tabano asked Dr. Asmussen if this was a problem for the school. Dr. Asmussen replied that it was a huge problem for the school and that it will impede the school from opening. Dr. Asmussen reported that the school may have to take legal action.

V. Board Planning—Mr. Ronald Tabano

A. Strategic Plan

Mr. Tabano complimented the group on a well thought out plan. He asked the Board if anyone had any comments regarding the plan.

B. Website Development

Dr. Asmussen reported to the board that the school renewed its contract with eChalk and that the cost was under 5K. Dr Asmussen also stated that eChalk will create three (3) identical but separate websites. There will be one each for the Brooklyn and Queens school and one for NDCS which will contain compliance items. Further, Dr. Asmussen



reported that the State will be looking at websites this year particularly during renewal visits. There will be a Board of Trustees page which is based on Wildcat's model. Mr. Tabano reinforced that the State will be looking for Board Meeting Agendas, Board minutes, executive committee meeting minutes, school safety plans, annual reports, and the like on the website.

VI. Policies for Next Meeting – Mr. Tabano

Dr. Asmussen informed the board that she will be emailing board members student and parent handbooks. Also coming soon will be the employee handbook and fiscal and financial policies and procedures. Ms. Nazli Askin is putting together a new dashboard to monitor the ten benchmarks.

A. Board of Trustee Bylaws

Mr. Tabano asked if there is anything pending. The updated Bylaws will be submitted to the State and they will have forty-five (45) days to respond. Dr. Asmussen stated that she will send her recommendations to the board within the next two weeks for review.

B. Student & Parent Handbook

As discussed in Item VI above.

VII. New Business 5 minutes

Dr. Asmussen stated that Vanguard is a service that uses mass mailing for student recruitment. Urban Dove uses this service and finds it effective. The Recruitment Committee will identify zip codes in addition to zip codes where current students reside. Mr. Tabano asked what the cost is for this service. Mr. Ramkissoon stated that it would be approximately \$600 for design plus postage. This does not include postcard costs. Total cost could be up to 20K. Mr. Tabano stated that it sounds like a great recruiting tool and that NDCS should pursue it. Ms. Urbati asked if Vanguard can target the student population that NDCHS is seeking; Mr. Ramkissoon indicated that it can target any grade and zip code. Additionally, Vanguard has contact information accordingly.

VII. New Business

Mr. Steve Ramkissoon asked if NDCS is the school the name registered at the State level for tax purposes. Dr. Asmussen replied that the school identifier is the EIN. However, she will follow up with the State if NDCS is the registered name.



Next board meeting is scheduled for November 24, 2020.

VIII. Adjournment

The meeting was adjourned at 4:30 PM.

Board of Trustees Meeting

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

Zoom Meeting

Date: November 24, 2020

Time: 3:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Jonathon Carrington, Board Member, Mr. Amit Bahl, Board Member

Board Members Absent: N/A

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

Mr. Tabano, Chairperson, called the meeting to order at 3:00 P.M.

I. Resolution: October 27, 2020 minutes

Motion: Ms. Katharine Urbati motioned to approve the October 27, 2020 Board of Trustee meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the October 27, 2020 Board of Trustee meeting minutes.

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

Mr. Ramkissoon clarified to the board why revenue was overstated in the last financial report and how it was reduced this reporting period to compensate the overage. Mr. Ramkissoon also explained to the board the number of students currently assigned to the schools and how those numbers translated into the reported per pupil revenue and explained the adjustments made on the current report that reflect actual revenue. Ms. Urbati asked if monthly estimates can be accomplished more accurately and Dr. Asmussen replied that at the beginning of the fiscal year, invoices are submitted with numbers that reflect close to a full capacity enrollment. Ms. Urbati asked Mr.



Ramkissoon that next year, a footnote be included in the monthly report to reflect when revenue is being projected just to maintain clarity. Also, Dr. Asmussen mentioned that the COVID-19 situation made the initial projection a little more challenging. Mr. Ramkissoon assured the board that at the end of the year the school will reconcile accurately with the city. Ms. Katherine Urbati stated that she understood how the numbers are projected and if they reflect an accurate report of where the schools stand financially, she is fine with whatever reporting method Mr. Ramkissoon chooses. Next, Mr. Ramkissoon presented a five (5) year history of the school’s revenue.

For the Brooklyn school, he reported that the net income is still in the positive and the school is doing well. In response to Ms. Urbati’s question regarding the increase in the “Other” expenses line for the Brooklyn school totaling \$109,327, under the instructional personnel costs line, Mr. Ramkissoon reported that this expense was related to the grant Wildcat Charter School received and that NDCHS is disbursing. Conversely, Wildcat Charter school is reimbursing NDCHS for these grant expenditures. In other reported lines on the school financials for Brooklyn, there are significant savings reflected as a result of a decrease of expenditures in operating costs.

Regarding the Queens school, Mr. Ramkissoon reported that the school is in good financial standing although expenditures must be tracked carefully to remain within budget. Ms. Urbati asked what composes the “Other Local Revenue” line for Queens. Mr. Ramkissoon responded that this includes the facilities funding for the Queens school.

A. Resolution: Financials for October 2020

Mr. Tabano asked the board if there was a motion to accept and approve the October 2020 financials.

Motion: Ms. Katharine Urbati motioned to accept and approve the October 2020 financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve October 2020 financials.

B. Resolution: Investment Policy

Mr. Tabano asked if there was a motion to accept and approve the investment policy.

Motion: Whereas, the NDCS Board of Trustees is responsible for the fiscal integrity of the organization, let it be resolved to approve the investment policy represented here. Further the NDCHS board of trustees approves the submission of the change to the NYSED CSI.

Katharine Urbati so moved.



Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the fiscal integrity of the organization, let it be resolved to approve the investment policy represented here. Further the NDCHS board of trustees approves the submission of the change to the NYSED CSI.

C. Resolution: Vanguard

Mr. Ramkissoon informed the board that this program is working successfully for Urban Dove Charter School. Mr. Tabano asked what the cost is. Dr. Asmussen replied that for the Brooklyn school the cost is \$12,017.89 and for Queens the cost is \$6,866.04. Mr. Amit Bahl said the program was well worth the price and noting that if you recruit just one (1) student, that one recruit would pay for the program cost.

Mr. Tabano asked if there was a motion to accept and approve the purchase of Vanguard for the two schools.

Motion: Ms. Jane Sun motioned to accept and approve the Vanguard Program costs for the two schools.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the Vanguard Program costs for the two schools

III. Facilities— Mr. Jose Obregon

A. Construction & Maintenance—Jose Obregon

Mr. Obregon reported the punch list is being reduced. There are a few items that still need to be resolved including the installation of locks, adjustment of several windows, the adjustment of some lighting in specific rooms, and a few other minor items. The security system is still not completely functional. Mutual Security needs to complete the access control system for the handicap ramp leading to the yard. Additionally, access cards are still due as well as access to the security panel at the front desk. Mr. Obregon has reached out to Mutual and they have agreed to finish in the next two weeks.

B. Fire Alarm

1. Brooklyn – The Sprinkler system is operational. The school still needs a final letter of approval from the NYFD. It is anticipated that the school will have that letter in approximately the next thirty (30) days.



2. **Queens** – The fire alarm approval and building safety inspection is still pending. Steve Ramkissoon will join Jose Obregon in a call to the school’s attorney, Mr. Steve Sedereas, to discuss what legal recourse can be taken to get Barone Management. The Fire Guard is onsite every day.

As far as the repairs that need to be completed in Queens, Mr. Obregon indicated that some repairs were completed but there are a few that still need to be addressed such as the fixing of bathroom stalls. Mr. Zach Flory also confirmed that Barone Mgmt. has fixed approximately forty (40) cracked windows and painted a portion of the cafeteria that needed painting. Further, Mr. Obregon reported that Barone Mgmt. needs to install an emergency telephone line in the elevator that is a NYC DOB safety requirement. Mr. Obregon has asked MSP Networks to bring such a line into the building and Barone Mgmt. to contact the elevator company for final installation.

Mr. Tabano remarked that the school in Brooklyn looks very good and that we should plan an official re-opening when the situation permits.

V. Material Change Resolutions – Dr. Sara Asmussen, Executive Director

A. Adding a Director of Curriculum & Instruction to Org Chart

Dr. Asmussen indicated that this person would directly come under her supervision and work with the Principals. Mr. Tabano asked if there was a motion to add the Director of Curriculum & Instruction to the Org chart.

Resolution: Whereas the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion: Ms. Katharine Urbati motioned, whereas, the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted whereas the NDCS Board of Trustees is responsible for the educational oversight of NDCHS and NDCHS II, be it resolved the Organizational structure of NDCS be modified to include a new management position, Director of



Curriculum & Instruction. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

B. Adding CTE Program to Internship Offerings

Dr. Asmussen reported that the school is not looking to change its charter but is looking to add a CTE program. The school is currently using Edgenuity throughout the pandemic but will review other options for charter renewal as well. The CTE certification program will be used for students who have completed their internship program and are looking to enter a career field. Dr. Asmussen confirmed that this will be a material change. Ms. Jane Sun asked if students will earn a credit and Dr. Asmussen confirmed that they will receive an elective credit. Dr. Asmussen stated when the time comes for a charter renewal, the school will request this change permanently.

Resolution: Whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve adding a CTE program to Internship offerings.

Motion: Mr. Amit Bahl motioned, whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the oversight of the college and career activities of NDCHS and NDCHS II, be it resolved to add a program offering CTE certificates to the offerings of the Internship Program for students who are working towards a career in CTE. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

VI. Non-Material Change in Policies – Dr. Asmussen, Executive Director

Dr. Asmussen asked if the board members had a chance to read the change of by-laws. Members all acknowledged that they did. The changes in the by-laws reduced the number of required committees until there was a need for a specific committee.



A. Resolution: Board of Trustee Bylaws

Resolution: Whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve changes in the By-Laws.

Motion: Ms. Katharine Urbati motioned whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI

Motion Seconded: Mr. Jonathan Carrington seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the development of bylaws of NDCS, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

B. Student & Parent Handbook

Dr. Asmussen informed the board that the schools must submit their handbook to the state every year. Additionally, New Dawn Charter Schools made a change to the calendar. Therefore, it must submit that change as well along with the handbook.

Resolution: Whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Mr. Tabano asked if there was a motion to accept and approve the Student & Parent Handbook.

Motion: Mr. Amit Bahl motioned, whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted, whereas, the NDCS Board of Trustees is responsible for the oversight of all materials distributed by NDCHS and NDCHS II, be it resolved to approve the changes presented here. Further, the NDCS Board approves the submission of the change to the NYSED CSI.



VII. School Reports

A. Internship Updates— Mr. Kevin Benoit & Ms. Marissa Disla

Mr. Benoit reported to the board that the internship is continuing to move forward in Brooklyn. Internship training is continuing, C week students have just enrolled in the internship program and 75% have completed their training. The 1st quarter is complete. Ms. Disla reported that this is the first year in Queens for the program. Sixty-five percent (65%) of the students have completed their portfolios and have moved on to their internship. Mr. Benoit informed the board that those students who are not placed on an onsite internship worksite are enrolled in Edgenuity. Ms. Disla reported that students who are working with SUNY ATTAIN are working on a research project in a career of their choice. Further, students are using Rosetta Stone to learn other languages. The Brooklyn school is using Rosetta Stone for their ELL students to support their English. Ms. Disla also reported that the onsite Internship worksite for NDCHS II will be CommonPoint Queens, but the program is delayed due to COVID restrictions. Nevertheless, it is projected that the program will start in December 2020. There will be 6-10 students at that worksite. Mr. Benoit reported that for Brooklyn, Rebound and Youth Stand United (YSU) will be the internship worksites. Ms. Disla informed the board that part of the upcoming goals for the College and Career Management Team is to increase the Internship worksites and preparing students for the SAT. Mr. Benoit confirmed that these are the same goals for the Brooklyn school as well.

B. Queens—Mr. Zach Flory – Acting Principal NDCHS II

Mr. Flory reported that student recruitment and outreach are the big focus. The school has contacted various neighborhood school such as Hillcrest, Johan Adams, and, Flushing H.S. There are one hundred fifty-five (155) students on ATS and there are nineteen (19) new students since September 22, 2020. Some students have opted to leave the school and enroll in the GED program. Hybrid learning is continuing in Queens and new students are being trained on location on how to use Jupiter and Edgenuity. Since the school is currently in a “Yellow Zone”, extra care is being taken when students come into the building making sure they are properly socially distanced. 20-30% of the staff is being COVID-19 tested every week. The school is trying to arrange on-site testing to expedite the requirement. Regents are cancelled again for January 2021; however, the school is continuing to prep students for upcoming tests utilizing Regents data available. The counseling team is continuing to survey staff and students regarding their well-being during the pandemic.

C. Brooklyn— Ms. Donna Lobato – Principal NDCHS



Ms. Donna Lobato reported that the school is close to hiring a new Science teacher. There are ten (10) new students enrolled since last board meeting and seventeen (17) since the beginning of the year. Parent-teacher conferences took place and there were a total of twenty-seven (27) parents who participated on zoom. The school is continuing hybrid instruction and students are coming in consistently with the C week students participating the most. As the COVID-19 situation continues, counselors are reaching out to students to assess their well-being and Ms. Lobato is reaching out to teachers to assess their well-being. The substance abuse counselor is heading the test anxiety and time management group for students. Interim assessments are being conducted since January Regents are cancelled.

VIII. New Business

Dr. Sara Asmussen introduced Ms. Nazli Askin who presented the Dashboard. Ms. Askin informed how the dashboard is a record of data for both schools. It records information such as immunization percentages, breakdown of gender, ethnicity, Regents results, recruiting results, ELL student percentages, SPED percentages, etc. Mr. Tabano reminded the board that the schools need to be at 98% immunization completion. Ms. Askin also reported to the board enrollment numbers for both schools. Also identified were some of the schools that students are being recruited from.

Mr. Tabano stated that this was a good tool to track data. Dr. Asmussen also asked the board members to let her know if they would like to see other data results on the dashboard. Also, the ten (10) benchmarks from the framework will be on a dashboard as well and will be updated on a quarterly basis.

Ms. Urbati congratulated Dr. Asmussen and the New Dawn staff on a job well done during these difficult times.

Mr. Tabano wished everyone a good holiday.

IX. Adjournment

The next board meeting is schedule for December 15, 2020 at 3:00 PM
The board of trustee meeting was adjourned at 4:00 PM.

Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: December 15, 2020

Time: 3:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Amit Bahl, 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 Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance and HR, Mr. Zach Flory, Principal, NDCS II, Ms. Donna Lobato, Principal, NDCHS, Dr. Lisa DiGaudio, Director of Curriculum & Instruction, Ms. Nazli Askin, Data Specialist

Mr. Tabano, Chairperson, called the meeting to order at 3:00 P.M.

I. Resolution: November 24, 2020 minutes

Motion: Ms. Katharine Urbati motioned to approve the November 24, 2020 Board of Trustee meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the November 24, 2020 Board of Trustee meeting minutes.

II. Resolution: Policies and Procedures

A. Curriculum: Policies – Dr. Lisa DiGaudio

Dr. DiGaudio informed the board that the schools has switched to Chalk for curriculum mapping. Dr. DiGaudio stated that there is a need for the teaching staff to have scope and sequence tool available for planning. This includes a reference on how to breakdown and create of an outline. Dr. DiGaudio added that updates on this new curriculum mapping manual will be coming in January 2021 and courses will be added. New teachers will be able to use this program in person or in a remote environment. Dr. DiGaudio also stated that the curriculum will be updated based on the needs of the school. Mr. Tabano congratulated Dr. DiGaudio for her work and the comprehensive product that all teachers will now be able to utilize. Mr. Tabano then asked the board members if there was a motion to accept the curriculum policies and procedures.



Motion: Ms. Jane Sun motioned to accept the curriculum policies and procedures.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to accept and approve the curriculum policies and procedures.

Ms. Jane Sun asked if there is a short version of this document that can be given to parents and be posted on the school website. Dr. DiGaudio confirmed that there will be and will be posted. Additionally, Ms. Sun also asked that the school website be updated where needed.

III. Update on Financials—Mr. Steve Ramkissoon – Director of Finance and Human Resources

Mr. Ramkissoon reported to the board that the audit and the new Financial Transparency submission had been completed. He reported that the bank balances total 2.7M in the bond account with Bank NY Melon. He further stated that some of this money will be refunded to the school which paid for some construction costs out of its per pupil revenue. As of this reporting period, 246K was paid towards the principal of the loan. Q3 compliance letter is already submitted. There is enough money to pay for completion of the project.

Mr. Ramkissoon also informed the board that since September 2020, the school has not issued any payments to Benchmark. There is still 1.6M in payments due. Mr. Ramkissoon also reported to the board that he met with Brian Baer, the owner’s rep, and later collectively with Brian, Benchmark, and GKV Architects to discuss the change orders that were generated and total 1.1M. Mr. Ramkissoon also stated that some these change orders were a result of design issues. These particular change orders total over 500K and will have to be discussed with Benchmark and GKV to ascertain if the school should be responsible for these unforeseen costs. This includes the ten-foot fence on the roof top.

Mr. Ramkissoon reported to the board the number of employees at each school location and the number of employees funded by way of a grant. He also elaborated on open items such as the Friends of New Dawn, the name change from NDCHS to NDCS for the IRS, PPP funding, bank account consolidation, and COVID Time off requirements and the legalities regarding such time off. Mr. Ramkissoon stated that there are some employees who are not complying with travel restrictions although they are informing the school leadership when they do travel. Mr. Ramkissoon indicated that he will investigate what is the legal protocol to follow for employees that choose to do this.



Mr. Tabano commented that it is a good idea to find out the legal recourses for those that choose to travel and abuse travel restrictions. Ms. Urbati also asked that Steve inquire about the legal ramifications for the school.

IV. Facilities— Mr. Jose Obregon, Director of Operations

A. Brooklyn – Mr. Obregon informed the board that the construction project punch list is significantly reduced in items that still need attention. Among the items that still need to be addressed are the door locks throughout the school, the signage on the canopy, the rear handicap exit door, the installation of the safety rail behind the rear handicap exit door, the programming of the card access system, the FDNY fire alarm approval letter, and several lighting system adjustments. Mr. Obregon also informed the board that contractors will be in the building during the Christmas break to finish punch list items.

B. Queens – Mr. Obregon informed the board that the fire alarm approval letter (FDNY Form A106) was finally issued for the Queens building. A copy of that letter was forwarded to NYSED to confirm compliance. Barone management is continuing to conduct work on items that need to be addressed such as faulty windows that do not fully close and leaks in two (2) bathroom areas. MSP Network will also install missing cameras in the hallway areas, if not during the break, in January 2021 when school resumes.

V. School Updates

A. Brooklyn – Ms. Donna Lobato, Principal

Ms. Lobato reported to the board that since the last board meeting, NDCHS has four (4) additional students enrolled and a few other new appointments with perspective students. Additionally, as students fail Regent exams or do not take the Regents, other schools will be looking to disenroll those students. This presents a recruiting opportunity for NDCHS. Outreach will begin shortly. Further, Ms. Lobato confirmed that the school received 250K in grant funding from the Brooklyn borough president which will be used for STEAM activities which may include renovations to the roof. This will permit student activities on the roof top. Ms. Lobato confirmed that the school is compliant with COVID safety requirements. Additionally, there are students who stopped participating when remote learning started and are participating again as a result of successful student outreach efforts. Ms. Lobato also reported to the board that in lieu of Regents exams this year, students will take final exams. Information will be available regarding the exams if documentation is requested.



B. Queens – Mr. Zach Flory, Principal

Mr. Flory reported to the board that as of this date, eighteen (18) new students were enrolled for a total of 165 students enrolled at NDCHS II. Mr. Flory also reported that the school website is active and it is generating recruiting queries. Mr. Flory also informed the board that school counselors conducted a staff and student survey which revealed that some students want on-site counseling services. Additionally, the survey canvassed teachers and found some feelings of high anxiety in some staff members. There was another survey conducted, which is still being tabulated, that solicited input from teachers with the goal of improving the school overall. Suggestions included a virtual teacher’s lounge where teachers can speak and interact with each other. Mr. Flory also informed the board that he will be streamlining the student recruiting process which will make it easier for teachers and admin staff to welcome new students. This will also help teachers conduct planning more efficiently. Additionally, Ms.’s Spaterella and Cruz at NDCHS II are moving forward to start a girl’s group. The immediate goal is to train some of the female student population at NDCHS II along with other groups in the Queens borough so they can run this group by themselves. Potentially, the school can receive a \$500. stipend for starting the group to fund their activities. This initiative will come with no cost to the school. Mr. Flory also stated that the Internship program has a career day planned. They have eighteen professional career individuals scheduled who will participate in the career fair.

Mr. Tabano congratulated Mr. Flory on a job well done and asked him to thank the staff.

VI. Data- Ms. Nazli Askin

A. December Dashboard

Ms. Askin started her presentation with student enrollment information. In Brooklyn, three (3) students were added for a total of 274 students enrolled. SPED, ELL, free and reduced lunch, immunizations, gender, ethnicity, and Hispanic indicator percentages were discussed. Additionally, June and August 2020 Regent pass rate results were published and discussed in the report.

For the Queens school, as of last week there were 161 students enrolled not counting an additional three (3) new students that Mr. Flory reported as new enrollments. The same student data was presented to the board for the Queens school as was for Brooklyn school. Regents exam outcomes were also presented to the board. Ms. Askin also created a recruitment report for both schools which she discussed. This recruitment report depicts number of students enrolled by date, school of origin for each recruit, and appointments made by each school.



B. Draft of Self-Audit Against Performance Benchmarks

Ms. Askin also reported to the board that she has created a self-audit against performance benchmarks report utilizing the 2019 mid-term site visit benchmarks. The report includes ratings on the following benchmarks: Benchmark 1: Student Performance, Benchmark 2: Teaching and Learning, Benchmark 3: Culture Climate, Student, and Family Engagement, Benchmark 4: Financial Condition, Benchmark 5: Financial Management, Benchmark 6: Board Oversight and Governance, Benchmark 7: Organizational Capacity, Benchmark 8: Mission and Key Design Elements, Benchmark 9: Enrollment, Recruiting, and Retention, Benchmark 10: Legal Compliance. Ms. Askin expanded on the performance ratings for each benchmark and the pertinent indicators.

Dr. Asmussen commented to the board, that this self-audit report is designed to keep the board members updated. Additionally, Dr. Asmussen indicated that as a result of the 2019 mid-term site visit in April/May benchmark ratings, staff changes were made that addressed some of the weaknesses within the draft report. A final report has not yet been received.

Mr. Tabano complimented Ms. Askin for a thorough and informative report.

VII. New Business

There was no new business discussed.

VIII. Adjournment

The next board meeting is scheduled for January 26, 2020 at 3:00 PM
The board of trustee meeting was adjourned at 4:00 PM.

Board of Trustees Meeting

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

Zoom Meeting (School Closed)

Date: January 26, 2021

Time: 3:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer

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

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

Mr. Tabano, Chairperson, called the meeting to order at 3:00 P.M.

I. Resolution: December 15, 2020 minutes

Motion: Ms. Jane Sun motioned to approve the December 15, 2020 Board of Trustee meeting minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the December 15, 2020 Board of Trustee meeting minutes.

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

Mr. Ramkissoon briefed the board on the school's five (5) year performance history which demonstrated a net gain every reporting year. He also briefed the board on the Brooklyn school's total revenue net income for this month which stands at just over \$149K. Revenue was adjusted to reflect actual students assigned which is 269 students. Though student revenue was forecasted at a higher amount, the school is still income positive because expenses were less. If revenue and expenditures remain constant, Mr. Ramkissoon expects the school to be at a positive net income at the end of the year. Ms. Urbati asked, what is the actual total revenue received and if is reflected anywhere on the financial report. Mr. Ramkissoon stated that it is reflected on the balance sheet. Ms. Urbati stated that she wanted to make sure it was reflected in the financial report.



For the Queens school, Mr. Ramkissoon reported to the board that 245 students were projected to be enrolled, but as of the date of this financial report, there is currently only 141 students enrolled. It was expected that the school would be at 50% of projected student enrollment. Consequently, the revenue was adjusted to just over \$1.9M to reflect 141 students enrolled. Notwithstanding this lower enrollment number, the adjustment still reflects a net positive income. Mr. Ramkissoon reported to the board that if revenue does not increase, the financials will reflect a loss at the end of the year due to the deferred rent contract costs. Ms. Urbati indicated that this is more of a long-term liability rather than an immediate loss. Mr. Ramkissoon agreed but also emphasized that loss of student revenue will affect the school's financial position. Mr. Tabano asked Dr. Asmussen how this shortfall was going to impact Barone and the rental agreement which is based on student enrollment benchmarks. Dr. Asmussen stated that it will affect the rental agreement severely and it looks like the school will not meet the projected per pupil revenue. This will result in the school owing Barone money. Mr. Ramkissoon also stated that the school is allowed by the lease agreement a 10% shortage in revenue. If student enrollment is not increased, Mr. Ramkissoon projects that the school will be between 300K-400K short.

In respect to consolidated revenue, both schools are at a positive net gain of over \$306K. Both schools have plans to bolster student enrollment through a recruiting plan. Ms. Urbati asked Steve if he felt that there was something to be concerned about other than what was discussed. Mr. Ramkissoon stated that if student enrollment improves, the schools are expected to maintain a good financial position.

Mr. Tabano asked if there was a resolution to accept and approve the financials for December 31, 2020.

a. Resolution: Financials for December 31, 2020

Motion: Ms. Katharine Urbati motioned to accept and approve the financials for December 31, 2020.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the financials for December 31, 2020.

b. Investor's Bond Presentation

Mr. Ramkissoon reported to the board that the presentation went well. Dr. Asmussen also verified that the meeting proceeded very well. Dr. Asmussen also stated that the investors were interested in the school's social distancing policies and when students are physically coming back. There were no questions on the school finances but rather on school



programs. The investors were briefed on construction items, bond value and expenditures, student enrollment, 20-21 projected fiscal outcomes, and other business-related updates. Slide presentation was very helpful which depicted pictures of the school. Mr. Obregon also reported that the investors were briefed on punch list items which has been reduced to approximately ten (10) outstanding items. Mr. Ramkissoon reported that there is approximately a \$1M remaining balance to finish the construction project. There is approximately \$2.7M remaining in the bond fund. Some of that money will be used to reimburse the school for the per pupil revenue that was used to fund some of the construction costs. At the end of the construction project, Mr. Ramkissoon projects that cash on hand will exceed \$6M for both schools. As far as Bond Compliance, the school is doing well. Ms. Urbati asked if our debt service ratio will be as good next year and if there will be any major problems. Mr. Ramkissoon replied that he expects that the school's income will be in a net positive. Mr. Ramkissoon stated that perhaps re-negotiating our lease agreement with Barone will be an option. Otherwise, the schools are in good shape. Mr. Ramkissoon also reported that he informed the investors that the schools received its \$646K in PPE monies as well.

I. Facilities—Mr. Jose Obregon – Director of Operations

a. COVID updates: Room filter & HVAC filters

Jose Obregon briefed the board on air filters for the HVAC system which are designed to filter out COVID-19 particles in air. These filters are engineered to mitigate the risk of transmission. Mr. Tabano confirmed that these filters are MERV-13 filters and are not too expensive. Additionally, Jose Obregon briefed the board on portable air purifiers which can purify the air in a room size of 550 sq ft every twelve minutes. These portable air purifiers cost about \$250. Per unit. Dr. Asmussen asked Jose Obregon to proceed with acquiring these for the Queens school.

b. General

Jose Obregon briefed the board members on a walkthrough that he conducted last week in Queens to verify that items that needed to be fixed were fixed by Barone. There are still a few items that need to be fixed including windows that are not insulated and that allow cold air into the space, two leaky toilet tanks, at least two electric heater units that are not working in the B stairwell, and room heating units that are not warming the space adequately. The hallways are also cold and there is no heat in those hallways. Additionally, the B stairwell windows need to be painted. Finally, Jose Obregon briefed the board that locks still need to be replaced in the Queens school and that he will reach out to a third vendor to get pricing. Jose Obregon also reiterated that Barone has indicated that they will not pay for changing of locks, but that Steve Ramkissoon might be able to



negotiate an agreement with them. Further, the locksmiths in the Bronx who have experience working with schools will not come out to Queens. Therefore, Jose Obregon will reach out to another vendor. Dr. Asmussen reminded the board members how the safety of all and physical security is affected adversely by the inability to lock classrooms.

II. Updates on Charter Revision – Dr. Sara Asmussen

Dr. Asmussen informed the board that she spoke with the SED Charter School Office attorney about committees and they agreed that certain committees are no longer mandated except those that are needed such as the audit committee. Also, the school name change to New Dawn Charter Schools was approved.

- a. **Bylaws** – Dr. Asmussen informed the board that the bylaws are changed. Therefore, this is no longer an open item.
- b. **Investment Policy** – SED initially approved but then rescinded the investment policy proposal since they do not mandate or require such a policy. Dr. Asmussen also informed the board that SED does not require a curriculum policy. However, SED does believe it is a good idea to have one.
- c. **CTE Program** – This still has not been approved. Dr. Asmussen informed the board that under this program, students are supposed to be taking tests. Ms. Lobato is working with the State office to ascertain what can be done to get students their CTE certification outside of school or online and getting the school's culinary program started. For now, SED will allow New Dawn to continue with the program in place until the details of the CTE program are finalized.
- d. **Director of Curriculum & Instruction** – Dr. Asmussen stated that it was agreed that this proposed change needs to have some wording changed. Also, the positions will remain open at the school and a decision to fill these vacancies, such as the Director of Student Services, will be made later. Since our renewal is during this year, the school can subsequently make these changes.
- e. **Student and Parent Handbook** – Dr. Asmussen informed the board that we must remove 8th grade 15-year-old students addressed in the draft student and parent handbook.

Mr. Tabano remarked that SED is not easily or quickly approving revisions especially regarding 8th graders.



III. School Reports

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato informed the board that both an ELA and Science teacher resigned. The ELA position is now filled. She also confirmed that interviews are taking place to fill the science teacher position. Ms. Lobato also confirmed that finals are being administered now. As of today, there are at least twenty (24) seniors and possibly more that are slated to graduate in January this year. Mr. Tabano asked if the Spring term is still scheduled to begin February 2, 2021. Ms. Lobato confirmed that it will start February 2, 2021. Finally, Ms. Lobato also stated that New Dawn Brooklyn will be doing cross school PD with the NYS mentoring program.

b. Queens— Mr. Zach Flory

Mr. Flory informed the board that finals will be wrapping up this week. Students will be meeting with teachers during office hours. Additionally, he will be conducting mid-year reviews with his staff. Mr. Flory also informed the board that the school is using the Danielson framework for remote learning. Finally, Mr. Flory stated that the 1st COVID-19 testing session took place in the school last week. Right now, it is open to staff, but Mr. Flory stated that it will soon be open to students as well.

c. Resolution: COVID Vaccination—Dr. Sara Asmussen

Dr. Asmussen informed the board that some staff are concerned that they will be terminated if they do not take the vaccination. Dr. Asmussen stated that she spoke with labor law attorneys and they confirmed that the school can absolutely require employees to be vaccinated to retain their positions at the school. Dr. Asmussen also indicated that she does not want to terminate anyone that refuses to get vaccinated, but going forward, she proposes that employees will be required to perform their duties in person without any limitations. Mr. Tabano agreed that the school should not force anyone, but he agrees with Dr. Asmussen that employees will be required to perform their duties as required in person. Mr. Ramkissoon also indicated that the school will inform employees that if they are not vaccinated and are exposed to COVID-19 and they are out of sick time, they will be required to take leave without pay. Mr. Tabano asked Steve Ramkissoon to formulate a policy to present to the staff, so this expectation is perfectly clear. After the policy is generated, the board can vote to approve it next board meeting. Ms. Urbati also stated that pros and cons should be considered for the new policy. Dr. Asmussen stated that she is considering having employees sign an acknowledgement of the policy when it is



approved. Mr. Tabano stated that considering the litigation involving the DOE, Charter schools, and parochial schools concerning COVID-19 testing at the schools, it is better that the testing continues to be a paid service. Dr. Asmussen also commented that there was good participation at the Queens school since people clearly want the testing. Considering that it is more expensive to test in Brooklyn, testing will not be done at the Brooklyn school at this time. Finally, Dr. Asmussen informed the board that a benchmark will be discussed at every meeting to comply with the State’s recommendation.

IV. Charter School Performance Framework Discussion
Benchmark 9: Enrollment, Recruitment, and Retention
Donna Lobato & Zach Flory

Ms. Lobato spoke about Benchmark 9, which focuses on student enrollment targeting specifically on English language learners (ELLs), retention of students with disabilities, and recruitment and retention of economically disadvantaged students. She informed the board that this is what the school agreed with the State to do. Mr. Flory elaborated on the numbers pertaining to each of these three (3) groups. The data indicates that Brooklyn is slightly behind District 15 in enrolled ELL student percentages, but the Queens school is exceeding District 28 in ELL student percentages. Both schools are exceeding their district’s SPED and economically disadvantaged percentages. Ms. Lobato remarked that Brooklyn will be targeting the ELL student population for recruitment. Ms. Jane Sun asked for clarification of the 9% ELL population in district 15. She asked if this was a measure of high school ELL students or total number of students in the district. Dr. Asmussen confirmed that this reflects only high school percentages.

Mr. Flory informed the board that Vanguard recruiting mailings went out on January 18, 2021. He also spoke about the high target areas in both Brooklyn and Queens. Mr. Flory also stated that schools are getting some positive feedback and potential students are reaching out to both schools.

Ms. Donna Lobato spoke about upcoming home visits and reach out to those students who are failing to attend. During home visits, flyers will also be distributed throughout the community. Flyers will be distributed at local businesses, community centers, foster agencies, high schools, and the legal aid society. On the new student enrollment applications, there will be a question regarding where students are coming from so recruiting sources can be tracked. Ms. Jane Sun asked if the student enrollment can be filled out online. Ms. Lobato replied that she believes most students fill out the enrollment application online, but she will verify. Dr. Asmussen confirmed that most enrollment applications are done online.



V. New Business

There was no new business discussed. Next board meeting is scheduled for February 23, 2021 at 3:00 PM. Mr. Tabano informed the board that he will be meeting with Barone Management this coming Thursday and he will let us know if any follow up action is required.

VI. Adjournment

Mr. Tabano asked if there was a motion to adjourn the board meeting

Motion: Ms. Jane Sun motioned to adjourn the board meeting.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to adjourn the board meeting at 4:07 PM.

Board of Trustees Meeting

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

Zoom Meeting (School Closed for external meetings)

Date: February 23, 2021

Time: 2:00 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Amit Bahl, 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 Operations, NDCS, Mr. Steve Ramkissoon, Director of Finance and HR, NDCS, Mr. Zach Flory, Principal, NDCHS II, Ms. Donna Lobato, Principal, NDCHS, Dr. Lisa DiGaudio, Director of Curriculum & Instruction NDCS, Ms. Cathy Simmons, ELA teacher (B), Mr. Bernard Bazemore, Science Teacher (B), Ms. Danielle Tennant, Science Teacher (B), Mr. Ashish Abraham, Science Teacher (Q)

Mr. Tabano, Chairperson, called the meeting to order at 2:00 P.M.

I. Introduction of New Staff

Ms. Cathy Simmons, new ELA teacher, Mr. Bernard Bazemore, new Science teacher, and Ms. Danielle Tennant, new Science teacher introduced themselves to the board. Mr. Ron Tabano and all the board members welcomed them all to New Dawn Charter Schools.

II. Resolution: January 26, 2021 minutes

Mr. Tabano asked if there was a resolution to accept the January 2021 board minutes.

Motion: Ms. Jane Sun motioned to approve the January 26, 2021 Board of Trustee meeting minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the January 26, 2021 Board of Trustee meeting minutes.

III. Financials— Mr. Steve Ramkissoon

Benchmark 4: Financial Condition

Benchmark 5: Financial Management



Brooklyn School – Mr. Ramkissoon reported to the board that the Brooklyn school continues to have a net gain in revenue. He projects that the school will end with positive revenue at the end of the fiscal year if the current trend continues. Mr. Ramkissoon asked the board members if they had any specific questions on the Brooklyn Financial report. Ms. Urbati commented that she saw nothing new that merits attention.

Queens School – Revenue is at 40% as opposed to the 58% projected. However, the school still has a positive revenue due to lower expenditures. Recruitment is still behind what was projected.

Consolidated profit and loss statement: Overall, NDCS still has a positive cash flow. Mr. Tabano asked Mr. Ramkissoon where the Brooklyn school stands with the architects and contractors as far negotiating un-forecasted expenditures. Mr. Ramkissoon stated that a follow-up meeting will take place by early March with all the parties including Brian Baer. Mr. Tabano will be invited. Mr. Tabano stated that one of the partners at GKV architects called him and spoke briefly about this. Mr. Tabano believes there will be a resolution.

Mr. Tabano asked if there was a resolution to accept and approve the financials for January 2021.

a. Resolution: Financials for January 2021

Motion: Ms. Katharine Urbati motioned to accept and approve the financials for January 2021.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

b. Bond Report – Mr. Ramkissoon reported that the school is following all bond reporting requirements. Currently, there is a balance of 2.9M in the bond fund. There are some monies that will be paid out when punch list items are complete.

c. PPP Forgiveness – Mr. Ramkissoon reported that he received an email with instructions for applying for PPE loan forgiveness and he will follow up.

d. Friends of ND – Regarding the Friends of New Dawn Charter Schools, Mr. Ramkissoon will submit the application to the IRS online once the school lawyers review the application. Steven Sedereas, the school lawyer, mentioned to Mr.



Ramkissoon that he has seen such loan forgiveness applications processed and approved within two months.

IV. Facilities— Mr. Jose Obregon

Benchmark 6: Board Oversight & Governance

a. Resolution: COVID filters – Mr. Obregon presented a proposal from Brookline Mechanical for the installation of MERV-13 air filters which are recommended for filtration COVID-19 air particles. Mr. Ron Tabano asked Mr. Obregon to get another proposal from a second HVAC Mechanical company that would not require extensive modification of the filtering system.

b. Resolution: Cameras and Wiring – Mr. Obregon presented a proposal from MSP Networks and Mutual Security Systems for the wiring and installation of additional cameras at the Brooklyn school. This includes an additional Wi-Fi drop in the mechanical room on the roof. Mr. Tabano asked the board if there was a motion to accept the two proposals.

Motion: Ms. Katharine Urbati motioned to approve the two proposals from MSP Networks and Mutual Security for the wiring and installation of additional cameras and one additional Wi-Fi access point.

Motion Seconded: Ms. Jane Sun seconded the motion.

Board Vote: The board unanimously voted to accept and approve the two proposals from MSP Networks and Mutual Security for the wiring and installation of additional cameras and one additional Wi-Fi access point.

Mr. Obregon also informed the board that Mr. Steve Ramkissoon, Mr. Zach Flory, and himself met with Mr. Scott Barone and his team to discuss some of the outstanding items that needed to be fixed at the Queens facility including the heating problem in the building. Mr. Scott Barone agreed to trouble shoot the heating units in the building and add additional heating units, as necessary. Mr. Barone also agreed that he would fix any other outstanding facility items that need fixing such as plumbing leaks and the painting of entrance way areas. Mr. Barone also said that he would extend plumbing to locations in the hallways to permit the installation of water fountains. Further, Mr. Barone agreed that he would have his plumber install the eye-washing station in the science room on the 3rd floor. Finally, Mr. Barone asked that NDCS expedite the necessary documentation to submit to the IRS for establishing the Friends of New Dawn Charter School, Inc. In return, Mr. Barone agreed to give the school a credit for any expenditures incurred for the installation of new locks in the office and classroom doors.



V. Nomination of New Board Member— Mr. Ronald Tabano

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

Mr. Tabano asked the board to consider Mr. Brian Baer as a new and sixth member of the board of trustees. Mr. Tabano recommended Mr. Brian Baer as someone who is competent, who has demonstrated exceptional capacities in performing his duties as the owner’s rep during the construction process, and as an individual who will bring experience and talent to the New Dawn Charter School Team. Mr. Tabano asked that a resolution be proposed to accept Mr. Brian Baer as a member of the board of trustees.

Resolution: The New Dawn Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Brian Baer as a member to its Board of Trustees, with a term expiring on June 30, 2021, pending approval by NYSED. The resolution approving Brian Baer is adopted upon NYSED’s approval.

Motion: Ms. Jane Sun motioned to approve the resolution to select Brian Baer as a member to its Board of Trustees, with a term expiring on June 30, 2021 pending approval by NYSED. The resolution approving Brian Baer is adopted upon NYSED’s approval.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to approve the resolution to select Brian Baer as a member to its Board of Trustees, with a term expiring on June 30, 2021 pending approval by NYSED. The resolution approving Brian Baer is adopted upon NYSED’s approval.

Resolution: If the above individual is nominated, the Board moves to increase the number of Board members to 6.

Motion: Ms. Jane Sun motioned to increase the number of Board members to 6.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to increase the number of Board members to 6.

VI. Updates on CTE Application — Dr. Sara Asmussen

Benchmark 2: Teaching and Learning
Benchmark 8: Mission & Key Design Elements



Benchmark 10: Legal Compliance

a. Career and Technical Education (CTE) Program – Dr. Asmussen informed the board that the school will focus on a culinary CTE program. She stated that it will take months to set up the CTE program, but it will be worthwhile. Additionally, even if students fail to graduate and if they complete the CTE program, they will have a certification in culinary art. These CTE programs are a big draw for students. Additionally, the program is good for recruiting, retention, and the College Career Readiness and Internship Programs. This program will also be available for the Queens school in the future. Dr. Asmussen informed the board that she is looking to hire a consulting chef to help develop a curriculum. Mr. Tabano stated that several schools have adopted this program and that it is a good program.

b. Responsibilities of School – Dr. Asmussen indicated that she has a target date of August 31, 2021 as the deadline to get the program started. Those staff members who will participate in the program have already been informed of their roles and responsibilities are defined.

c. Resolution: The New Dawn Charter Schools Board of Trustees understand and resolve to undertake the planning of a Culinary Arts CTE program for submission in October 2021 for the 2022-2023 school year.

Mr. Tabano asked if there is a resolution to move forward with the CTE program at NDCHS.

Motion: Ms. Jane Sun motioned to go forward with the CTE program at NDCHS.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to move forward with the CTE program at NDCHS.

VII. Grants

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. NYC Green— Mr. Ashish Abraham

Mr. Abraham informed the board that NYC green is a mini grant totaling 2K for the construction of an outside horticultural site/space to beautify such space. It will be used to supplement horticultural/science courses. February 15, 2021 was the deadline for submitting the application and it was submitted before the deadline.



b. Mental Health/Safety Grant—Donna Lobato/Sara Asmussen

Dr. Asmussen indicated that there is staff from both schools involved in this grant. Ms. Lobato informed the board that a senior profile is being created to align to the employability profile in CDOS that will go to A game. It is also based on the 3Rs. Mr. Tabano indicated that kickboard is also effective. Dr. Asmussen indicated that the state is focused on social emotional learning and how to measure it. The employability profile will also be used and will be pushed out to teachers so they can use it with their students. Dr. Asmussen also mentioned that the COVID-19 CSP grant application is about to be submitted. The grant total is 49K for both schools together. Mr. Tabano asked the status of the CAREs act grant and Ms. Askin confirmed that it was submitted and that the school is waiting to hear back.

c. A Game— Dr. Sara Asmussen

Dr. Asmussen informed the board that A Game is looking at alternative accountability for transfer schools. It is going very well. A Game is also looking at alternatives to ESSA requirements to help transfer schools. Ms. Betty Rosa, SED commissioner is supportive of charter schools. Mr. Tabano asked what the timeline is. Dr. Asmussen indicated that she will get back to the board on the timeline.

VIII. School Reports

Benchmark 6: Board Oversight & Governance

a. Brooklyn—Ms. Donna Lobato

Ms. Lobato informed the board that C week students are now the most consistent group. Recruitment of new students is in progress. January 2021 graduates are now identified. Some of these students are going to trade schools to continue their education. There are two (2) new languages being taught at the school which includes Russian and Turkish. Finals will be administered in place of Regents this semester. Mr. Tabano also informed the board that State Supreme court ruled that COVID testing will be allowed in NYC public charter schools.

b. Queens— Mr. Zach Flory

Mr. Flory reported that enrollment is now at 180 students and other applicants are still being processed. The internship program and PLC leaders are incorporating black history month into instruction. Counselors are conducting consultation with students incorporating social/emotional learning strategies. Mr. Flory also informed the board that home visits are scheduled for the coming week.

c. Resolution: COVID Vaccination Policy—Dr. Sara Asmussen



Dr. Asmussen informed the board that the new policy states that COVID-19 vaccinations are not mandatory, but staff is expected to come to work regardless of individual vaccination status. Employees will be expected to sign an acknowledgement of the new policy. The school will continue to follow all COVID-19 protocols. This vaccination policy was reviewed by the school's attorneys. Mr. Tabano asked if there was a motion to accept and approve the COVID-19 vaccination policy.

Motion: Mr. Amit Bahl motioned to accept and approve the COVID-19 vaccination policy.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to accept and approve the COVID-19 vaccination policy.

IX. Student Outcomes & Dashboard— Ms. Nazli Askin

Benchmark 1: Student Performance

Benchmark 9: Enrollment, Recruitment & Retention

a. Outcomes

Ms. Askin reported to the board regarding several performance indicators pertaining to both schools. Among these indicators are graduates for the Brooklyn school which totaled 28 students. In Brooklyn, there are 270 students enrolled. Ms. Askin also briefed the board on the number of ELL Students in Brooklyn, Regents exam exemptions, and Free and Reduced Lunch percentages. Mr. Tabano asked when this data should be reported to BOCES and Ms. Askin reported that it should be reported by the end of August. For the Queens school, Ms. Askin reported that enrollment is at 180 students. She also briefed the board on data pertaining to Regents exams, vaccination percentages, number of ELL students assigned, and Free and Reduced Lunch percentages.

Ms. Jane Sun asked if the Regents exams were scheduled in January 2021. Dr. Asmussen confirmed that Regents classes were scheduled and school-wide (across both schools) exams were administered. Ms. Askin also stated that the Regents were cancelled, so if a student passes the Regents course, the student will get credit for passing the Regents.

Dr. Asmussen also discussed several reasons why Algebra Regents classes were reflecting a low passing rate. Included in things that affect student passing percentages is the effect that the pandemic is having on students and their participation rate. Ms. Jane Sun asked that last years data be made available to use as a comparison.

X. Charter School Performance Framework Discussion

Benchmark 2: Teaching & Learning



Ms. Donna Lobato & Mr. Zach Flory

The discussion focused on teacher classroom observations, evaluations, recruitment, and Professional Learning Communities (PLCs) led by teachers.

Ms. Lobato stated that both schools continue conducting hybrid instruction and more students are coming in consistently. The curriculum for all courses is consistent for both schools and is accessed on CHALK along with course guidance document. Teachers can access information on the One Drive. As mentioned previously, rigorous final exams were given due to Regents not being administered in January. Ms. Lobato also discussed the mid-year teacher self-reflection Danielson rubric. Mr. Flory also spoke about his school's mid-year teacher self-reflection Danielson rubric and showed they are like the Brooklyn school. Mr. Flory discussed the self-reflection process. Ms. Lobato discussed the number of "Zoom by" and walkthroughs conducted. Mr. Flory indicated that all his observations were conducted on Zoom. Final and preliminary results were also discussed by Ms. Lobato and Mr. Flory.

Ms. Lobato discussed PLCs that include, what ways and to what extent do students take responsibility for their own learning and achieve resilience (transparent-Juno Pods, Zoom) while on remote or hybrid model teaching. Differentiation of instruction/teaching practices and how it plays in motivating students to set and achieve learning goals for the school year/their post-secondary goals was also discussed. Mr. Flory indicated that PLC presentations will take place this week in Queens. Topics will include how to facilitate student interaction during remote learning using the workshop model, how to manage hybrid classes at the same time, how to engage gage ELL students virtually, and how to hold students accountable for participating in classes remotely.

Mr. Tabano encouraged everyone to keep up the good work.

XI. New Business - N/A

XII. Adjournment

Motion: Mr. Ronald Tabano motioned to adjourn at 3:30 p.m.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board voted unanimously to adjourn.

Meeting adjourned at 3:30 p.m.

Next board meeting will be held on March 23, 2021 at 2:00 PM

XIII. Executive Session

Board of Trustees Meeting

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

Zoom Meeting

Date: March 23, 2021

Time: 2:00 P.M.

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

Board Members Absent: Mr. Jonathon Carrington, Board Member, Mr. Amit Bahl, Secretary

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

Mr. Tabano, Chairperson, called the meeting to order at 2:00 P.M.

I. Introduction of Potential New Board Member—Ron Tabano

Mr. Tabano introduced and welcomed Mr. Brian Baer as the potential new board member of the New Dawn Charter Schools board of trustees.

II. Architect Update

A discussion was held about the negotiations with GKV Architects concerning over expenditures related to the construction project that were a result of architectural oversights. Several options were presented to remedy the situation of the over-expenditures. To date, there has been no resolution but conversations will continue in order to resolve this issue.

Mr. Tabano asked the board for a resolution to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

Motion: Ms. Jane Sun motioned to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

Motion Seconded: Ms. Katharine Urbati seconded the motion.



Vote: The board unanimously voted to approve and accept that Mr. Steve Ramkissoon and Mr. Brian Baer be permitted to proceed with the negotiations with GKV.

II. Resolution: February 23, 2023 board minutes
Resolution: February 23, 2021 Executive Meeting Minutes
Resolution: March 17, 2021 Executive Meeting Minutes

Mr. Tabano asked the board for a resolution of the February 23, 2021 board minutes, the executive meeting minutes of 2/23/2021, and the executive meeting minutes of 3/17/2021.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 23, 2021 Board of Trustee meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the February 23, 2021 Board of Trustee meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the February 23, 2021 Board of Trustee executive meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the February 23, 2021 Board of Trustee executive meeting minutes.

Motion: Ms. Katharine Urbati motioned to accept and approve the March 17, 2021 Board of Trustee executive meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the March 17, 2021 Board of Trustee executive meeting minutes.

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

Benchmark 4: Financial Condition

Mr. Steve Ramkissoon reported to the board that there are no red flags at either school that the board should be concerned with. Currently, the Brooklyn school is at 51% of the 67% targeted revenue. Enrollment is at 80% and fortunately, the COVID-19 pandemic lowered much of the projected operational expenses. Mr. Ramkissoon further reported that the Queens school has now 180 students enrolled and is at 46% of the projected revenue.



Benchmark 5: Financial Management

Mr. Ramkissoon informed the board that the consolidated revenue for both schools is at 481K which is approximately 75% of what was budgeted for both schools. Notwithstanding the shortage in the projected revenue, New Dawn Charter Schools remains positive in revenue. Mr. Ramkissoon stated that he believes that both schools will obtain 75% of the projected revenue by the end of the fiscal year and will remain revenue positive.

a. Resolution: Financials

Mr. Tabano asked the board if there is a motion to approve and accept the financials for February 2021.

Motion: Ms. Katharine Urbati motioned to accept and approve the financials for February 2021.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

b. PPP Forgiveness

Mr. Ramkissoon informed the board that bond compliance reporting is up to date. Specifically, he provided a copy of the temporary Certificate of Occupancy to Build NYC and submitted required bond reporting requirements to Mellon Bank. Mr. Ramkissoon also reported to the board that for PPP loan forgiveness, there is a 90-day turn around for approval. The Bank of America has received the loan forgiveness application and it is still being reviewed. Mr. Tabano informed the board that the NYC is also seeking to financially supplement NYC public schools since enrollment rates is down by 43K students in DOE school. However, this financial supplementation will not apply to Charter Schools.

c. Resolution Taxes

Mr. Tabano asked if anyone found any anomalies with the school tax filings. It was confirmed there were no issues and that the school's contracted accounting firm has reviewed the tax filings and they find them proper. Mr. Tabano asked the board for a resolution accepting and approving the tax filings for the school.

Motion: Ms. Katharine Urbati motioned to accept and approve the tax filing for New Dawn Charter Schools.



Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the tax filing for New Dawn Charter Schools.

IV. Facilities—Jose Obregon, Director of Operations
Benchmark 6: Board Oversight & Governance

a. Resolution: HVAC Maintenance Contracts

The board was presented with two (2) HVAC annual maintenance contracts for the Brooklyn school. The companies bidding for the job are Brookline Mechanical and 212HVAC. A discussion was held concerning costs and quality. It was asked that we determine the substantial completion date for the HVAC system so that we are aware of the warranty expiration date. Mr. Tabano asked the board for a resolution on the HVAC annual maintenance proposal.

Motion: Ms. Jane Sun motioned to accept and approve the 212HVAC annual maintenance proposal.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 212HVAC annual maintenance proposal.

b. Resolution: Replacement Filters

The Board was presented with two proposals for HVAC filter replacement for the Brooklyn school. A discussion about timing and costs was held. Mr. Tabano asked the board for a resolution.

Motion: Ms. Katharine Urbati motioned to accept and approve the 212HVAC filter replacement proposal.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 212HVAC filter replacement proposal.

c. Purchase of Laptops for teachers in Brooklyn and Queens school

The Board was presented with two (2) proposals from Dell, Inc., and CDW-G for the purchase of forty (40) laptops for the Queens and Brooklyn schools. After reviewing both offers, Mr. Tabano asked the board for a resolution.



Motion: Ms. Jane Sun motioned to accept and approve the Dell Inc. proposal for the purchase of 40 laptops for the Brooklyn and Queens school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the Dell Inc. proposal for the purchase of 40 laptops for the Brooklyn and Queens school.

V. Grants

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. Mental Health/Safety Grant—Sara Asmussen/Donna Lobato

Dr. Asmussen informed the board that both schools have completed Anger Replacement Therapy (ART) training. Mr. Tabano asked Ms. Lobato to explain what ART consists of. Ms. Lobato explained that the program is focused on teaching students social skills, replacing negative behaviors with positive ones. This is done through modeling and discussion. Piloting of this program will take place over the summer. Dr. Asmussen also informed the board that going forward, social/emotional learning will be included in the curriculum at both schools through the KickBoard aspects of the grant.

b. A Game— Dr. Lisa DiGaudio, Director of Curriculum & Instruction

Dr. DiGaudio informed the board that the school is working with the State to ascertain appropriate accountability measures for transfer schools. These accountability measures are alternative accountability measures. So far, the feedback is positive from the State. Mr. Tabano asked, what is the State's position on student engagement and graduation rates. Dr. DiGaudio replied that these topics are still being discussed. On a positive note, the State is considering supporting a seven (7) year COHORT.

c. Green NYC Grant—Zach Flory, Principal, NDCHS Queens

Mr. Flory informed the board that the school was awarded 2K from the Growing NYC program. A committee was organized to oversee this horticultural project. The project will begin after the Spring break and is expected to be completed by mid-May this year. Mr. Tabano informed Mr. Flory that TOSHIBA has a 5K stem grant that could augment the horticultural grant.

d. YC Teen: As Real as Me – Ms. Janisha Crawley



Ms. Crawley informed the board that New Dawn has partnered with Youth Communications to pilot their YC Teen: As Real as Me, which is a grant available for girls that teaches them self-awareness, self-management, and emotional discipline. The program is run by several New Dawn professional staff members. Ms. Crawley indicated that the students enjoy the program so far. Mr. Tabano remarked that Youth Communication is a good organization that engages effectively.

VI. School Reports

Benchmark 6: Board Oversight & Governance

a. Brooklyn—Donna Lobato, Principal, NDCHS Brooklyn

Ms. Lobato informed the board that seventeen (17) new students have enrolled since the last board meeting. The ELL percentages also increased to 9.2% of the total student population. Additionally, forty (40) home visits were completed and eleven (11) students have returned to school. The school is averaging 13-15 students in person per day. Currently there are fifty (50) students scheduled to graduate in June. A joint PD was conducted to review final exam plans to assess curriculum issues. SATs will be given on April 13, 2021. Senior pictures are scheduled in school tomorrow, March 24, 2021.

The status of the NYSED Regents exams was requested. It was reported that the NYSED is still waiting on the response of the Federal Education Department as whether the request for a waiver will be granted. All Regents exams will be waived for August 2021.

b. Queens—Zach Flory, Principal, NDCHS Queens

Mr. Flory informed the board that, currently, the school has 194 students enrolled and is still conducting recruiting efforts. Five students will be taking the SATs tomorrow. Additional assignments are being developed for at home work to support work done during class. PLC leads are being trained on how to implement protocols during PLCs. Next week, new locks will be installed at the school. Mr. Tabano asked if the AC issues were resolved in the building. Mr. Flory responded that there are no issues right now and that teachers are now aware how and when to turn them on or off to maintain appropriate room temperatures. Mr. Flory confirmed that the installation of locks was the only outstanding item needed to be completed by Barone Management.

VII. Student Outcomes & Dashboard—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

Benchmark 9: Enrollment, Recruitment & Retention



a. Outcomes

Ms. Askins reported data for both schools pertaining to student enrollment data which includes SPED, ELL, Immunization, Free Lunch, gender, and ethnicity percentages for both schools. Ms. Askin noted that Queens has a high ELL population. Otherwise, there are no significant changes in either school except for an increase in student enrollment which has increased at both locations.

VIII. Charter School Performance Framework Discussion
All Benchmarks—Dr. Sara Asmussen, Executive Director

Dr. Asmussen remarked that NDCHS has never met the ELL benchmark but finally has and more ELL students are still to enroll. Queens has always outenrolled the surrounding District with the percentages of ELLs.

a. Use of Benchmarks in Accountability Framework

Dr. Asmussen informed the board that Benchmarks will be used in accountability measurements. The board will be expected to be familiar with the benchmarks and therefore, board training is important. While there is a training in place for this year, there will be a survey sent to board members to ascertain where the board members feel they need training. Ron asked if the benchmarks were sent out to the board members and Dr. Asmussen confirmed that they were.

b. Role of the Board versus Leadership Team in Renewal

Ms. Jane Sun asked if there were any other materials that they should review. Dr. Asmussen replied that there will be several zoom meetings scheduled to discuss benchmarks and that board members are invited to attend if they have the time. Ms. Jane Sun also remarked that at one time, the NYC Charter Center had board training available. Dr. Asmussen stated that she will check if that training is still available.

IX. New Business

Dr. Asmussen asked the board if future board meetings can be scheduled at 3:30 PM on Tuesdays. Mr. Tabano asked if there were any objections. The board agreed to 3:30 and on Tuesdays for future meetings. Next board meeting will be held on Tuesday, April 27, 2021 at 3:30 PM.

X. Adjournment

The board meeting adjourned at 3:04 PM.

Board of Trustees Meeting

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

Zoom Meeting

Date: April 27, 2021

Time: 3:30 P.M.

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

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

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

Mr. Tabano, Chairperson, called the meeting to order at 3:30 P.M.

I. Resolution: March 23, 2021 minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the March 23. 2021 Board Minutes.

Motion: Ms. Jane Sun motioned to accept and approve the March 23. 2001 board Minutes.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the March 23. 2001 board Minutes.

II. Financials—Steve Ramkissoon, Director of Finance and HR

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. Resolution: Financials

Mr. Tabano asked the board members if there was a resolution to accept and approve the April 2021 Financial report.



Motion: Ms. Katharine Urbati motioned to accept and approve the April 2021 Financial report.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the April 2021 Financial report.

b. PPP Forgiveness

Mr. Steven Ramkissoon reported to the board that the school received notification that the Payroll Protection Program loan was forgiven. Now that loan is forgiven, the schools can recognize this money as revenue. The Brooklyn school currently has 77% of the year's projected revenue and has only 70% of the projected liabilities. Net income stands at 162% because of the loan forgiveness. Cash flow remains positive even though student enrollment is below forecasted projections. Brooklyn has 263 students enrolled and Queens 171 students. Queens has done well at keeping expenses low. As of this report, total revenue is at 57% and expenses are at 50% of the projected amount. This translates into a positive net income of \$331,424 for the Queens school.

c. Discussion of 403(b) match and increases (for Executive meeting)

Mr. Ramkissoon informed the board that a compensation analysis will be discussed during the Executive session. The NYC Charter school survey was used to ensure that NDCS was using relevant benchmark data.

d. Bond Update

Mr. Ramkissoon reported to the board that the mandatory Q1 Bond compliance report to Melon Bank was submitted. Additionally, the school is going out to market to get bids for Insurance contracts. A building appraiser will be at Brooklyn to provide documentation on property value so that an accurate insurance contract is obtained.

III. HR (Hiring)—Steve Ramkissoon, Director of Finance and HR

Benchmark 7: Organizational Capacity

a. Status of Queens

The Queens school will be bringing on an additional nine (9) staff members to support the additional grade that will be added the coming school year.

b. Status of Brooklyn



The Brooklyn school will be bringing on an additional three (3) staff members that will be added the coming school year. All positions have been advertised except the culinary program instructor position.

IV. Review of Evaluation Tools—Ron Tabano, Chairperson

Mr. Tabano asked when the Board evaluation and Executive Director evaluation is due. Dr. Asmussen stated that they both should be completed by May 2021.

a. Board Evaluation

Mr. Tabano asked the board members if they were comfortable doing both evaluations as a group. The board members replied that they agreed doing the evaluations as a group. Dr. Asmussen informed the board artifacts for the renewal are all available.

b. Executive Director Evaluation

The Executive Director evaluation will be done by the board members as a group in May 2021.

c. Consultant Evaluation

Mr. Tabano asked about the consultant evaluation that is coming due. Dr. Asmussen indicated that this evaluation was specifically for Accounting Solutions of NY, Inc. and should be conducted by the end of the year.

V. Policies and Procedures— Dr. Sara Asmussen, Executive Director

Benchmark 6: Board Oversight & Governance

Benchmark 8: Mission & Key Design Element

Benchmark 10: Legal Compliance

a. Resolution: Discipline & Code of Conduct

Dr Asmussen reported that one of the policies that must be submitted for renewal is the discipline and code of conduct policies. An attorney was used to review the current policies and it was found that there were items that are not needed. Most of the changes were deletions. Dr. Asmussen asked if the board had any questions. Mr. Tabano remarked that there were many more deletions recommended by the lawyer than



anticipated. Dr. Asmussen stated that the lawyer who reviewed the current discipline and code of conduct is a charter school specialist.

Mr. Tabano asked the board member if there was a motion to accept and approve the Discipline and Code of Conduct Policy

Motion: Ms. Katharine Urbati motioned to accept and approve the revised code of conduct and discipline polices.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the revised code of conduct and discipline polices.

b. Resolution: Grievance Complaint for Parents

Mr. Tabano asked the board member if there was a motion to accept and approve the Grievance Complaint Policy for Parents.

Motion: Ms. Katharine Urbati motioned to accept and approve the Grievance Complaint Policy for Parents.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the Grievance Complaint Policy for Parents.

Mr. Tabano asked if this policy was required to be on the website and Dr. Asmussen confirmed that it is required.

VI. Facilities—Jose Obregon, Director of Operations **Benchmark 6: Board Oversight & Governance**

Mr. Obregon reported to the board that the NYC FDNY came to the Brooklyn school to inspect the facilities for issue of a final of certificate of occupancy. The FDNY did not approve the final C of O since they indicated that an additional carbon monoxide sensor is needed in the kitchen. The FDNY will be back to reinspect once that device is installed. Several other fire inspections will be conducted by the schools contracted fire protection company in the next coming weeks to stay in compliance with NYC Building and Fire Codes. Additionally, there is an OATH hearing scheduled May 4, 2021 at 10:30 AM to address two violations issued to the school resulting from the accidental activation of the school fire alarm system by the fire alarm monitoring company. HVAC 212, the heating and air conditioning maintenance company, has installed MERV 13 filters at the Brooklyn school. One last camera needs to be installed in the rooftop mechanical room.



VII. Grants

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. Reso grant—Dr. Sara Asmussen, Executive Director

Dr. Asmussen reported that the grant totals 250K and was acquired through the office of the Brooklyn Borough President. The purchase of Chromebooks and a 3D printer are some of the products that can be purchased.

b. All other grants— Dr. Sara Asmussen, Executive Director

Dr. Asmussen reported that all other grants are going well and there are no updates at this time. Kickboard will be rolled out in the next two weeks.

c. Resolution: Immersion program for ELL students

A grant for ELL students is due by May 15, 202 through Two Trees and the Melantis Family Foundation. The grant is designed to support immersion of ELL students. The Grant totals 25K and will be administered to students during Internship so they do not miss any classes. Dr. Asmussen requested approval from the board to apply for the grant. The board had no objections.

VIII. School Reports 10 minutes

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

a. Brooklyn—Donna Lobato, Principal, NDCHS

Ms., Lobato reported to the board that home visits have resulted in 21 returning students to date. There are nine (9) new enrollments since the last board meeting. More students are coming to school. The basketball team will start activities again. There will be school inter-visitations activities at both school locations so staff can observe the daily operations at each location. Final exams will be reviewed by both schools.

b. Queens—Zach Flory, Principal, NDCHS II

Mr. Flory reported that recruitment is still ongoing. There are 212 students enrolled on ATS and the school is still striving to meet its goal of 249 students enrolled. A virtual College Fair was conducted by both Internship Staffs both in Brooklyn and Queens. Staff is meeting about PBIS program and students are being surveyed to ascertain who is



planning to return in person in September 2021. The 4th floor is now being assessed for preparation of the upcoming school year. Funds were received for the garden project.

IX. Report on Testing & Curriculum—Dr Lisa DiGaudio, Director of Instruction and Curriculum

- Benchmark 1: Student Performance**
- Benchmark 2: Teaching and Learning**
- Benchmark 6: Board Oversight & Governance**
- Benchmark 8: Mission & Key Design Element**
- Benchmark 10: Legal Compliance**

The Curriculum and Assessment was discussed by Dr. DiGaudio. During the COVID-19 pandemic, thought was given on how to improve and unifying the curriculums across both schools. As a result of this work, Dr. DiGaudio informed the board that she will be participating in a Chalk presentation/discussion on how NDCS does curriculum mapping. Dr. DiGaudio reported that one of the course corrections that the schools is making now will ensure that we have differentiation instruction material and supporting material as well for students. Dr. DiGaudio reported that over the Summer of 2020, over 50 courses were mapped in Chalk and aligned to the new standards (Next Generation). Additionally, staff was trained on writing lesson plans using the template that included differentiation.

Dr. DiGaudio reminded board members that projections were created as a monthly practice towards the end of each semester to prepare students for the Regents exams. Dr. DiGaudio also reported to the board that due to Regents exam waivers this year because of COVID, the schools took projection activities to a different level. Projections were based on interim assessments and if a student was not progressing, they were counseled on how to become “Regents Ready”. Students had three months to improve their performance- additional resources, extra help, parent meetings, and other outreach by the mentor provided insight (tracked on the projections spreadsheet and outreach recorded in Jupiter) was utilized. Final Exams will culminate the end of the semester.

Dr. DiGaudio also informed the board that during the first part of the year, the roll out of Chalk raised more questions on how to implement courses. For example, at the Queens school, there was additional support provided on chunking material that would be relevant for students and effectively measure their progress. Regarding development of the Curriculum Policies and Procedures, there is a full Guide on how to chunk a semester from A/B week to rolling out material over the course of a week.

Finally, Dr. DiGaudio reported to the board that final exams will continue to be administered in each class. Student progress will be measured through monthly



projections using interim assessments (classroom level assessments); final exams (district level assessments); Regents exams (anticipated January 2022); and Scantron Series (ELA and Math baseline and subsequent measures). Professional Development includes use of protocols among departments to engage in item level analysis and review of student work. This will inform our practices and determine if adjustments are necessary.

X. Student Outcomes & Dashboard—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

a. Dashboard

Ms. Nazli Askin reported that the Brooklyn school has enrolled an additional nine (9) students since the last report and total enrollment is now at 300 students. SPED enrollment is at 42%, ELL percentage is at 9%, Immunization percentages have fallen to 94% as new students enroll. The Queens school is at 212 enrolled students, SPED is at 34%, Free and Reduced Lunch percentages are at 92%, Immunizations are at 98%, and ethnicity percentages remain relatively the same since last report.

b. Review of Regents Pass Rates compared Over the Years—Dr. Sara Asmussen, Executive Director

Dr. Asmussen addressed Ms. Urbati's request for a comparison of Regents exam pass rates. Regents exam results were compared for school years 2018, 2019, and 2020. Dr. Asmussen informed the board that she has developed a PowerPoint presentation that depicts student Regents proficiency over the course of the last three school years. NYS has allowed exemptions for those students that do not pass Regents exam but are in Regents classes during COVID-19. To disprove any claims that NDCHS has taken advantage of this waiver to bolster Regents exam outcomes, the comparison graph shows that more students have passed the Regents when they have taken the exam as opposed to those that have received waivers. Regents waivers have impacted graduation numbers positively. However, clearly there is no over inflation of Regents pass rates. Mr. Tabano indicated that this was a good tool to support the school's work and legitimacy. Ms. Jane Sun asked if attendance and enrollment can be tracked similarly. Dr. Asmussen indicated that attendance is difficult to track, but she can glean attendance information from other reports. Ms. Jane Sun indicated that she just wanted to compare this year's attendance with last years. Ms. Askin is working on that now to report to the State.

c. CAP Review—Tabled until May meeting

XI. Charter School Performance Framework Discussion

All Benchmarks



a. Update on Benchmark work with Kickboard

Dr. Asmussen reported to the board that the schools are not as far along as she would like. This program will be rolled out at the schools on May 5, 2021. This will be one of the SEL measures. It will be integrated throughout both schools and in the classroom. Students must be involved so they can understand the concept.

b. Board Training— Ms. Jane Sun, Board Member and Mr. Brian Baer, Board Members

Ms. Jane Sun reported that because of the school board training, she learned that teachers have curriculum plans on hand and that they use them in conjunction with lesson plans. Additionally, Ms. Sun indicated that the training was very structured and informative.

Mr. Brian Baer reported that he learned and listened to better understand how schools function. He received a power point presentation from the Charter School Office that will also give him insight to school operations. He stated he did not know about all the work charter school staff have to complete to remain chartered.

c. Other Resources: <https://nyccharterschools.org/resources/governing-board-resources-for-schools/>

XII. New Business – Mr. Ron Tabano, Chairperson

Mr. Tabano asked the board members if there is any new business. There was no new business. Mr. Tabano then asked if there was a motion to adjourn the April 2021 board meeting.

XIII. Adjournment

Motion: Ms. Katharine Urbati motioned adjourn the April 2021 board meeting.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to adjourn the April 2021 board meeting at 4:45 P.M.

XIV. Executive Committee Meeting

a. Salary Increase

b. Staff Issues

Board of Trustees Meeting

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

Zoom Meeting

Date: May 25, 2021

Time: 1:00 P.M.

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

Board Members Absent: All present.

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

Mr. Tabano, Chairperson, called the meeting to order at 1:00 P.M.

I. Discussion about Board membership

Dr. Asmussen explained that the State never processed Mr. Jonathan Carrington's paperwork to approve him as a board member. An agreement was reached that the board would declare that the board understands what the issue is and that the board agrees to reconciling everything Mr. Jonathan Carrington voted on in the past. The State also alleged that Mr. Jonathan Carrington was never fingerprinted even though he is Principal of a charter school in NYC and has been in charter schools since the early 2000's.

a. Resolution: The Board approves all previous actions that were voted on while Mr. Carrington was in attendance.

Motion: Ms. Katharine Urbati motioned that the Board approve all previous actions that were voted on while Mr. Carrington was in attendance.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve the resolution to approve all previous actions that were voted on while Mr. Carrington was in attendance.

II. Resolution: April 27, 2021 board minutes

Mr. Ron Tabano asked the board members if there is a resolution to approve and accept the April 27, 2021, minutes.



Motion: Ms. Katharine Urbati motioned to approve and accept the April 27, 2021 minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the April 27, 2021, minutes.

Resolution: April 27, 2021, Executive Committee minutes

Mr. Ron Tabano asked the board members if there is a resolution to approve and accept the Executive Committee April 27, 2021, minutes.

Motion: Ms. Katharine Urbati motioned to approve and accept the April 27, 2021, executive committee minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the executive committee April 27, 2021, minutes.

III. Introduction of New Staff Assignment—Dr. Sara Asmussen

Dr. Asmussen informed the board that Ms. Lobato was the former Director of Student Services who oversaw the Counselors, The Internship Program, and the SPED program. Since she is now the Brooklyn school Principal, she cannot continue to do so. Therefore, Dr. Asmussen has asked Mr. Jose Obregon to take on a dual role of DSS and DO. This is also being done to allow someone who is onboard now to become prepared and assume the DSS role in 2-3 years so that New Dawn can promote internally. Subsequently, Mr. Jose Obregon will fill that role until further notice. Mr. Tabano thanked Mr. Jose Obregon and wished him well in his new assignment.

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

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

a. **Resolution: Financials**

b. **Resolution: Financials for 2021-2022 school year**

Mr. Steve Ramkissoon informed the board that the Brooklyn School has a net income of \$6,082,692. to date, which is 86% of the forecasted budget. The school has only expended 77% of its budget as of this report date. PPE monies also were a big plus for the school. Calculating current and future expenses and Bond loan repayment of approximately 1.4M, the school is still on track to have a positive net income by the end



of the year of at least \$206,018. Mr. Ramkissoon expects that this positive income maybe even greater at the end of the fiscal year.

For the Queens school, Mr. Steve Ramkissoon reported that the school has a net income of \$3,525,313. This reflects 64% of the projected budget. Expenses are only at 56% of the projected amount. After reviewing current and projected expenses, the school is projected to have a healthy \$1.3M positive net income.

Mr. Steve Ramkissoon briefed the board on the 2021-2022 budget and how he used historical data and any new projected expenses to formulate the budget. He also stated that he met with Mr. Jose Obregon to identify and determine what facility costs needed to be addressed in the budget for both schools. Brooklyn has more facility expenses than the Queens school. Mr. Ramkissoon further briefed the board on budget expenses line by line. The budget revenue was calculated with a projected FTE of 335.

Mr. Tabano asked Mr. Ramkissoon if he has started to work on the ESSR grant and if the grant money has been already allocated. Mr. Tabano also asked if the new teachers that the school is hiring can be funded with this grant. Mr. Ramkissoon deferred to Dr. Asmussen as to where funds will be allocated. Dr. Asmussen indicated that she has an appointment with Mr. Art Pritchard, the school grant consultant. Some monies must be spent on an evidenced approved program from the Federal government. Dr. Asmussen also indicated that she will ensure that the spending plan will avoid double dipping. She also indicated that she was not aware that staff would be allowed to be hired and funded by this grant. Mr. Tabano offered his assistance to help plan for the use of ESSR grant funds. Dr. Asmussen also mentioned that Mr. Obregon's new position might be funded through this grant. Mr. Tabano agreed and indicated that the grant allowed great flexibility. Dr. Asmussen informed the board that she will have that budget ready by the next two (2) weeks. The smaller budget is due June 15, 2021. Mr. Tabano also informed the board that the grant monies can be spent over three years, so the budget can be spread out accordingly.

Mr. Tabano asked the board members if there was a resolution to accept the financials as Mr. Ramkissoon presented them.

Motion: Ms. Katharine Urbati motioned to accept and approve the financials for May 2021

Motion Seconded: Ms. Jane Sun seconded the motion.

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



Dr. Asmussen informed the board that during the last oversight visit from the State, the State representatives indicated that the school had conflicting enrollment numbers. Dr. Asmussen confirmed that numbers are different, but they are not conflicting. The State does not understand how backfilling actually works which means that the school has an open enrollment policy throughout the entire year so enrollment number fluctuate weekly. Dr. Asmussen asked the board to be aware of this, so that when the time comes, they can explain this and stand by the school enrollment numbers. Mr. Tabano also remarked that the State also does not take into consideration that the school has January graduates. Mr. Tabano further informed the board that on BEDS Day, when official enrollment for schools is calculated, public schools would pack their numbers so they can receive the maximum funding by BEDS day. However, charter transfer schools always service many more students than reflected on BEDS day.

V. HR (Hiring)— Ms. Nazli Askin, Data Specialist

Benchmark 7: Organizational Capacity

Ms. Askin reported to the board that the hiring process is under way and that there are three (3) positions in Brooklyn that need to be filled and nine (9) positions in Brooklyn. Vacancies are being posted on the school website, on Indeed, and in Idealist. Vacancies were also posted on Brooklyn and Teacher College boards. The school is also attempting to post the job announcements on Touro College and LIU platforms. There will be a recruitment fair on June 2, 2021, at the Brooklyn location for both schools. Candidates will be greeted, given a tour of the facilities, and interviewed by selected staff. Mr. Tabano indicated that it is going to be tough to get new recruits since public schools are being authorized to hire additional teachers as well. Obviously, this will increase competition.

VI. Policies and Procedures— Dr. Sara Asmussen, Executive Director

Benchmark 6: Board Oversight & Governance

Benchmark 8: Mission & Key Design Element

Benchmark 10: Legal Compliance

Dr. Asmussen informed the board that these items are due for charter renewal. However, there were not many changes. Dr. Asmussen also informed the board that the 2021 Student handbook and the bylaws have not been approved yet from last December.

a. Resolution: Student Handbook



Mr. Tabano asked the board members if there was a resolution to approve and accept the 2021-2022 student handbook.

Motion: Ms. Katharine Urbati motioned to accept and approve the student handbook.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the student handbook.

Mr. Tabano asked Dr. Assmussen if there are any changes to the enrollment and admissions policy. Dr. Assmussen responded that there was one minor change. Mr. Tabano then asked if there was a motion to approve and accept enrollment and admissions policy.

b. Resolution: Enrollment and Admissions Policy

Motion: Ms. Katharine Urbati motioned to approve and accept enrollment and admissions policy.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the approve and accept enrollment and admissions policy.

VII. Contracts— Dr. Sara Assmussen, Mr. Brian Baer

Benchmark 6: Board Oversight & Governance

a. Resolution: ASNY for both Brooklyn and Queens

Dr. Assmussen informed the board that the first contract is for Accounting Solutions of New York. There is one each of this contract for the Brooklyn and Queens school. The contracts are the same as last year. Mr. Tabano then asked if there was a motion to approve and accept the ASNY contracts for both the Brooklyn and Queens school.

Motion: Ms. Jane Sun motioned to approve and accept the ASNY contracts for both the Brooklyn and Queens school.

Motion Seconded: Ms. Katharine Urbati seconded the motion.

Vote: The board unanimously voted to accept and approve the approve the ASNY contracts for both the Brooklyn and Queens school.

b. Resolution: Chalk contract

Dr. Assmussen stated that staff is happy with Chalk and that eight thousand dollars was a reasonable price for both schools for a total of three years. Ms. Katharine Urbati asked if



this was the curriculum program and Mr. Tabano confirmed that yes it was. Mr. Tabano then asked if there was a motion to approve and accept the Chalk contract for both schools.

Motion: Mr. Amit Bahl motioned to approve and accept the Chalk contract for both the Brooklyn and Queens school.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

c. Resolution: GKV

Mr. Brian Baer briefed the board that the construction project generated approximately 1.5M in change orders. 260K is directly attributed to the design team. There are ongoing talks with GKV Architects to try to come to a resolution without getting into a lengthy legal struggle. However, GKV has responded with a stop work. Mr. Baer informed the board that he is still looking to achieve a collective solution to close out the project. Mr. Brian Baer indicated that we need GKV's signatures to obtain a certificate of occupancy. There is an outstanding balance of approximately 58-59K owed to GKV to close out the work. There is also an outstanding balance of 18K that is outstanding to pay for GKV and subcontractor expenses. The debate continues as to who is responsible for the change orders. GKV does not accept responsibility for those change orders and neither does the school. Mr. Brian Baer reminded the board that without paying GKV the balances owed, the school will not be able to get the needed certificate of occupancy. The decision is whether to pay balance due and close out the project or not to pay the balance and fight it out. Mr. Tabano stated that he believes that at this juncture, the best course of action is to pay the balance and get the Certificate of Occupancy. The school can then try to negotiate another solution. Mr. Carrington asked if it is worth to try to fight GKV on this issue. Mr. Tabano replied that fighting it out would take too much time and money. Mr. Tabano recommended to the board that this matter should be resolved as quickly as possible. Dr. Asmussen also stated that hiring a new architect to complete the project would be costly and take months to resolve. Mr. Tabano asked the board if there was a motion to approve and pay the balance due to GKV. Mr. Brian Baer reminded the board members that an additional 18K is needed to close out the certificate of occupancy process.

Motion: Ms. Katharine Urbati motioned to approve and pay the balance due to GKV.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to approve and pay the balance due to GKV. Mr. Baer recused himself from the vote.

VIII. Calendars & Strategic Plan Modifications



Benchmark 10: Legal Compliance

Dr. Asmussen informed the board that it is likely that the 2022-2023 school calendar may change once the NYC DOE posts their school calendar. Notwithstanding any possible changes, Mr. Tabano asked if there was a motion to approve and accept the 2021-2022 school calendar.

a. Resolution: 2021-2022 School Year

Motion: Mr. Amit Bahl motioned to approve and accept the 2021-2022 school calendar.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 2021-2022 school calendar.

b. Resolution: 2022-2023 School Year

Mr. Tabano then asked if there was a motion to approve and accept the 2022-2023 school calendar.

Motion: Mr. Amit Bahl motioned to approve and accept the 2022-2023 school calendar.

Motion Seconded: Ms. Jane Sun seconded the motion.

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

c. Resolution: Board Calendar for 2021-2022

Mr. Tabano asked if there was a motion to approve and accept the 2021-2022 board calendar.

Motion: Ms. Katharine Urbati motioned to approve and accept the 2021-2022 Board Calendar.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the 2021-2022 Board Calendar.

d. Resolution: Strategic Plan

The strategic plan has been updated and will need to be submitted this year. Mr. Tabano asked if there was a motion to accept and approve the updates to the strategic plan.



Motion: Ms. Katharine Urbati motioned to approve and accept the strategic plan.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the strategic plan.

IX. Facilities— Mr. Jose Obregon, Director of Operations

Benchmark 6: Board Oversight & Governance

Mr. Obregon reported that there are only a couple of small items that need to be wrapped up including some lock issues at the Brooklyn school. Additionally, over the course of the last two weeks in Brooklyn, four fire control system inspections were completed including the fire alarm inspection, the sprinkler system inspection, the ANSUL system inspection in the kitchen, and the fire extinguisher inspection. In Queens, Zach Flory, Jose Obregon, and reps from Barone toured the building to look at some items that need to be addressed. These items include removal of bathroom doors, fixing of door hinges on the 2nd floor, contractor debris removal, installation of emergency eye wash station, installation of guard fence to roof top areas on stairwells A&B, and installation of dividing gate in backyard area belonging to the New Dawn school. Aside from these items there is nothing else significant to report.

X. Grants

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

a. ESSER and CRRSA grants—Dr. Sara Asmussen

Dr. Asmussen reported to the board that she will be meeting with Art Pritchard to finalize the details for these two grants and how they will be used in conjunction with Title funds. Grant application is due by June 15, 2021. The CRR grant will allocate \$398,176 to the Brooklyn school over a two-year period and \$169,948 to the Queens school. Dr. Asmussen also reported that assurances for the ESSER grant were already filed. The grant will allocate the Brooklyn school \$894,246, and the Queens school will receive \$381,680. Both grants will be coming out in the next 2-3 weeks. Dr. Asmussen stated that she will get the board a breakdown of how that money will be spent. Mr. Tabano indicated that these grant monies will have a positive effect on the bottom line for both schools all the way through 2024. Mr. Tabano also anticipates an increase in SPED per pupil funding which will benefit both schools as well. Dr. Asmussen also informed the board that the State will allow the school to use the same re-opening plan without modifications. This re-opening plan should be re-loaded to a different portal.



b. All other grants—Dr. Sara Asmussen

No other grant program was discussed because there were no changes or updates.

XI. School Reports

Benchmark 6: Board Oversight & Governance
Benchmark 9: Enrollment, Recruitment, & Retention

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

Ms. Lobato reported that home visits were conducted and 34 students will return as a result. There are 14 new students enrolled. Contact was made by the school’s internship coordinators with two (2) detention centers to reach out to students who do not have a school placement yet. Finals have started last week and will continue to the end of the semester. The numbers of students participating in finals is good. Currently, there are 30 students ready to graduate. On June 24, 2021 will be the senior brunch.

b. Queens—Zach Flory, Principal NDCHS II

Mr. Flory reported that recruitment is still ongoing. Currently, there are 223 students enrolled in ATS. Efforts are being made to re-engage students with the internship program which was interrupted by COVID. Recruiting efforts will continue over the summer. More students are now present in the building. Miniature Career Fair took place last week in the school. There were 15 students who participated. The garden program is continuing and more supplies will become available to continue that program in the school back yard. The building is being prepped to accommodate additional staff in September and the 4th floor is being set up in anticipation. Additional furniture including teacher desks, bulletin boards, and white boards will be set up as needed. Plans are in place to start building internship partnerships for students to do in person internship. Mr. Tabano remarked that he believes that recruitment will pick up over the summer as public schools start discharging students.

XII. Student Outcomes & Dashboard—Ms. Nazli Askin, Data Specialist

Benchmark 1: Student Performance

a. Dashboard— Ms. Nazli Askin Data Specialist



Ms. Askin reviewed the dashboard and reported that the Brooklyn school has 301 students enrolled, SPED percentages are at 42%, ELL is 12%, economically-disadvantaged is at 84%, and immunization is at 94%. For the Queens school, there are 223 students enrolled, SPED percentages are at 35%, ELL is 16%, economically-disadvantaged is at 91%, and immunization is at 97%. There are no other significant changes.

b. Review of Regents Pass Rates compared to District 15 and NYS compared Over the Years—Dr. Sara Asmussen

Dr. Asmussen reported to the board that she was looking at a different set up data, that from the data.nysed.gov website, again from the 2018-2019 school year which is the most current information available from NYSED, they are always at least two years behind. These are actual Regent exam results that show how New Dawn compares against the district and the State. Dr. Asmussen discussed the difference between Regents results for the 9th-grade cohort and the annual Regents results. The annual results are those students who passed the test divided by the number of students who took the test—this is NOT the analysis used for renewal. This is an assessment of how the New Dawn curriculum is working and how teachers are instructing. The 9th-grade cohort results—which is used for renewal—are all students who started 9th grade in the same year. So, if we enroll an 18-year-old who is in their 4th year of high school but only has 2 ELA credits, this student would NOT even be eligible to take the ELA Regents based on the fact they did not have the required course work. They are a freshmen based on credit accumulation, while their “cohort” group are all seniors. The assumption taken by the State is that this student should take the Regents regardless of grade level and thus this student, who did not take the Regents is counted as a fail against New Dawn and is included in the denominator of the calculation. This in no way is a reflection of what is really going on at New Dawn around curriculum and instruction.

The 2018-2019 Annual Regents Proficiency Results compared to the State and district show that when students are grade level ready and take the test, the school scores very well. The data reflects students who took the Regents exam in NYS without looking at cohorts. The State does report this data for all schools, districts, and the State, so it is possible to compare them. The data clearly reflects that New Dawn Charter High School outperformed the State in almost all the General Education and Special Education proficiency categories for each exam. In comparison to the district, except for the Algebra Regents, New Dawn outperformed the district in all categories including SPED and Gen Ed. Dr. Asmussen further emphasized that this data must be emphasized when the State conducts their oversight during the renewal visit. Conversely, the data presented here reflects success and that the school is doing very well. Ms. Jane Sun remarked that this data is clear. She also asked if there is a website that transfer schools can post their



results so they are visible. She also remarked that what the state is posting is not very fair or accurate. Dr. Sara Asmussen stated that she can post these results on the school website. Dr. Asmussen also informed Ms. Jane Sun that the school is still struggling to compare attendance. Ms. Jane Sun also commented that she did notice that the school website is updated.

c. CAP Review—Nazli Askin

Ms. Askin reported that in the 2018-2019 ELA Regents results taken from Level 0 on the BOCES system, the 2015 Cohort was reported. However, in the State report, the State did not credit SPED students who scored a 55% on their regents as passing. This omission adversely affects New Dawn's numbers since our students are always 40% or more IEP compared to schools that only have 5% IEP students. It is a violation of IDEA to keep IEP students with a score of at least 55 from graduating to meet State requirements. Ms. Askin reported that approximately half of the students that were supposed to take the exam did not because they did not have the credits to prepare them for the test. Some students passed the exam later in 2019-2020 or they transferred to another school. However, if you take the percentages of both General Ed and Special Ed. students who did take the Regents and passed, New Dawn percentages reflect that New Dawn outperformed both the district and the State. Ms. Askin also reviewed the outcome of the Regent exam results including Levels scored and the number of students who graduated after taking the Regents. Ms. Askin also reviewed the same data for the Math Regents results.

XIII. Charter School Performance Framework Discussion

All Benchmarks

No topics of discussion was presented.

XIV. New Business

No new business was discussed.

XV. Adjournment

Mr. Ron Tabano thanked all for their participation. The board adjourned at 2:53 PM

XVI. Executive Committee Meeting

Evaluations—Ron Tabano



- a. Board Evaluation**
- b. Consultant Evaluation**
- c. Executive Director Evaluation**

Due to lack of time, it was decided to move the Executive Meeting to 6/8/2021 at 1:30 p.m.



Board of Trustees Meeting Minutes

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

Zoom Meeting

Date: Wednesday, June 23, 2021

Time: 1:30 P.M.

Board Members Present: Mr. Ronald Tabano, Chairperson, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer, Mr. Brian Baer, Board Member, Mr. Amit Bahl, 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 Fiance & 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 1:30 P.M. He then asked if everyone had a chance to look at the May 25, 2021, Board Minutes, the June 2021 Executive Committee minutes, and the June 10, 2021, Finance Committee minutes. All board members present acknowledged that they did. Mr. Tabano then asked for a motion to approve the minutes.

I. Minutes

a. Resolution: May 25, 2021, Board Minutes

Motion: Ms. Katharine Urbati motioned to approve the May 25, 2021, Board of Trustees meeting minutes.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the May 25, 2021, Board of Trustees meeting minutes.

b. Resolution: June 8, 2021, Executive Committee Minutes

Motion: Mr. Amit Bahl motioned to approve the June 8, 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 8, 2021, Board of Trustees meeting minutes.



c. Resolution: June 10, 2021, Finance Committee minutes

Motion: Ms. Katharine Urbati motioned to approve the June 10, 2021, Finance Committee Minutes.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve the June 10, 2021, Finance Committee Minutes.

II. Renewal

Resolution: The Board of Trustees of New Dawn Charter Schools will submit a charter renewal for New Dawn Charter High School for the 2022-2027 time period.

Mr. Tabano informed the board that one of the things that the board must do is to vote whether the board wishes to renew the school charter. Mr. Tabano then asked for a motion if the board wishes to renew the charter.

Motion: Ms. Katharine Urbati motioned that the Board of Trustees of New Dawn Charter Schools will submit a charter renewal for New Dawn Charter High School for the 2022-2027 time period.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and approve that the Board of Trustees of New Dawn Charter Schools will submit a charter renewal for New Dawn Charter High School for the 2022-2027 time period.

III. Board Elections

Benchmark 6: Board Oversight & Governance

Benchmark 10: Legal Compliance

Resolution: Nominations & membership

Mr. Tabano asked if there is a motion to accept and approve the existing board members to continue in their roles as board members for the next year, except for Mr. Amit Bahl or has resigned effective June 30, 2021.

Motion: Ms. Jane Sun motioned to accept and approve to accept the following board members to continue in their roles for July 1, 2021 through June 30, 2022: Jane Sun, Ronald Tabano, Brian Baer, Katharine Urbati, and Jonathon Carrington.

Motion Seconded: Mr. Brian Baer seconded the motion.



Vote: The board unanimously voted to accept and approve the existing board members to continue in their roles for the next year.

Resolution: Officers Chair, Vice-Chair, Treasurer, Secretary

Mr. Tabano asked if there was a nomination and a motion to fill the Chairperson, Vice-Chair, Treasurer, and Secretary positions on the board. Ms. Katharine Urbati nominated Mr. Ron Tabano to continue as chairperson, Mr. Tabano nominated Ms. Jane Sun as the Vice-Chair, Mr. Tabano nominated Ms. Katharine Urbati as the treasurer, and Ms. Katharine Urbati nominated Mr. Brian Baer as the secretary.

Motion: Ms. Katharine Urbati motioned to accept and approve Mr. Ron Tabano to continue as chairperson, Ms. Jane Sun to be the Vice-Chair, Ms. Katharine Urbati to be the treasurer, and Mr. Brian Baer to be the secretary.

Motion Seconded: Mr. Brian Baer seconded the motion.

Vote: The board unanimously voted to accept and Mr. Ron Tabano to continue as chairperson, Ms. Jane Sun to be the Vice-Chair, Ms. Katharine Urbati to be the treasurer, and Mr. Brian Baer to be the secretary.

IV. Check Signatories

Resolution: Additions and removals

Dr. Sara Asmussen reminded the board members that since Mr. Amit Bahl will be leaving the board, that Ms. Jane Sun and Mr. Brian Baer be added as signatories for checks. Mr. Tabano then asked the board if there is a motion to accept and approve Ms. Jane Sun and Mr. Brian Baer as the new signatories for the school checking account.

Motion: Mr. Amit Bahl motioned to accept and approve Ms. Jane Sun and Mr. Brian Baer as the new signatories for the school checking account.

Motion Seconded: Mr. Ron Tabano seconded the motion.

Vote: The board unanimously voted to accept and approve Ms. Jane Sun and Mr. Brian Baer as the new signatories for the school checking account.

Mr. Tabano asked how quickly this change can take effect. Dr. Asmussen replied that as soon the banking paperwork is done the changes will take effect. Mr. Steve Ramkissoon also informed the board that most expenses were already paid, and the schools were up to date. He also suggested that perhaps issuing checks twice a month may be a viable procedure during summer school. Mr. Tabano indicated that this suggestion was fine.

V. Financials—Steve Ramkissoon



Benchmark 4: Financial Condition
Benchmark 5: Financial Management

Mr. Ramkissoon reported to the board that similarly to last month, both schools are doing well above what was budgeted for the school year. Obviously, the PPP loan has made a positive impact on the school budgets as the school year ends. At this point in the year, collectively the schools should be at 92% expenditures and revenue should be at 93%. Mr. Ramkissoon also stated that, in response to Ms. Urbati's questions this morning he offered the following response. First, Ms. Urbati noticed that from April 2021 to May 2021 in the Brooklyn school, there was a decrease in payroll services. Mr. Ramkissoon stated that this was due to an adjustment made to unemployment deductions by Paylocity, the payroll company. Once the adjustment was made, it was reflected on the books as a decrease in payroll services. Mr. Ramkissoon also reported that for the Queens school, revenue is at 76%, and expenses are at 62%. Subsequently, the Queens school will have a higher net income than projected. Additionally, the school saved considerable revenue due to lower expenses throughout the school year. In reference to Ms. Urbati's question concerning a \$18,000 expense at the Queens school, Mr. Ramkissoon stated that the expense was incurred to replace door locks in the school. Barone, the landlord, has agreed that once the school pays for the locksmith services, they will reimburse the school for the expense. In conclusion, considering the consolidated budget, both schools are doing well financially.

Mr. Tabano asked if there were no objections to the May 2021 financials and if there was a motion to accept the May 2021 financials.

a. Resolution: May 2021 Financials

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

Motion Seconded: Ms. Jane Sun seconded the motion.

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

b. Resolution: Five Year Financials for 2022-2026 school years

Mr. Tabano then asked Mr. Ramkissoon to present the five-year financials. Mr. Ramkissoon asked the board members if they all had a chance to look at the five-year financials that Dr. Asmussen emailed. All board members confirmed that they did. Mr. Tabano asked if there was a motion to accept and approve the five-year financials.

Motion: Ms. Katharine Urbati motioned to approve and accept the five-year financials.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve the five-year financials.



c. Friends of

Mr. Ramkissoon informed the board that “Friends of” is still in progress. Mr. Ramkissoon stated that he has called the IRS. He also stated that normally it takes 90 days and that it has taken a lot longer because of a backlog. Mr. Ramkissoon also stated that as soon as he knows anything, he will inform the board accordingly.

d. GKV

In reference to GKV, Dr. Asmussen stated that she emailed all the board members a letter received from GKV which was a reinstatement of services agreement. However, Dr. Asmussen stated that there is a paragraph in the letter which made her feel very uncomfortable. The letter makes it clear that GKV is going to take legal action concerning the \$241,000 that they never billed for and was covered under no contract. The school attorneys agree that if we sign the GKV letter, it will be an admittance that we owe them the \$241,000. Therefore, this is going to prevent us from getting our permanent certificate of occupancy. This is the reason we cannot sign the letter. Dr. Asmussen also stated that Steven Ramkissoon and Brian Baer are getting documentation to the school attorneys and have them work something out with the GKV attorneys.

Mr. Baer stated that his conversation with Joe Barbagallo from GKV yesterday morning was that there is still a question about the 7.5K that GKV claims is still outstanding. Mr. Brian Baer stated that this money was paid directly to the Metropolis. Mr. Baer also stated that he is uncomfortable having the school sign this letter.

VI. Insurance—Steve Ramkissoon

Benchmark 6: Board Oversight & Governance

a. Resolution: Health, Dental, Vision

Mr. Ramkissoon stated that the school should remain with Oxford since there are several staff in the middle of serious health procedures. Further, all premiums will basically be the same due to the size of NDCS. The premiums will remain the same for the dental plan with a small reduction in our vision plan and asked the Board to consider fully cover the Vision Plan with no employee match. Mr. Ramkissoon believes that the employees will be satisfied.

Mr. Ramkissoon also stated that since NDCHS is still a company with under 100 employees, it is still considered a small group by Oxford Freedom and Liberty. As such,



the Oxford Freedom and Liberty high plan includes a 3.43% increase, and the low plan includes a 5.81% increase. Mr. Ramkissoon also stated that he was reluctant to go out to market and change out Oxford since there are some employees that depend on the current benefits with Oxford.

Motion: Ms. Jane Sun motioned to approve and accept continuing with Oxford and paying the total premium for the Vision Policy.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to accept and approve continuing with Oxford and paying the entire premium on the vision policy.

b. Resolution: Short-term and Long-term Disability

Mr. Ramkissoon stated that he went out to market to look at all the ancillary benefits available including short term and long-term disability benefits, life insurance benefits, accidental death benefits, and UDI. Mr. Ramkissoon was able to get quotes from our current carrier Guardian, Lincoln, UNAM, and several other carriers.

Mr. Ramkissoon stated that one of the limitations of the current ancillary insurance policy is the short-term and long-term disability maximum benefits. Short term disability insurance only pays a maximum of 60% of an employee's salary with a cap of \$1,000. Obviously, that amount is not enough to meet an individual's financial needs. Mr. Ramkissoon also stated that he was able to find a life insurance policy with a maximum benefit of 400K versus the current 300K offered by the school's existing policy. Additionally, Mr. Ramkissoon stated even with an increase in employee life insurance benefits totaling 450K and 400K, the school will save money if it switches from Guardian. Mr. Ramkissoon also stated that he was able to eliminate the four reduction schedules which are based on an employee's age and which decrease the death benefit paid out. UNUM Insurance Co. has agreed to only two reduction schedules at age 65 and 75 at 70% of the employee's salary. Short-term disability benefits are increased to \$2,000. from the \$1,000. we currently have. Mr. Ramkissoon also informed the board that short term disability benefit costs were a little higher than the actual no matter which insurance carrier is considered.

Regarding Long Term Disability benefits, there is an increase in benefits from the \$6,000 that Guardian is currently offering to \$10,000 a month with a new provider. Additionally, there is a savings in cost. Regarding UDI, Mr. Ramkissoon informed the board that UDI is supplemental insurance to the ancillary insurance plan which will only pay up to 60% of an employee's salary. UDI will provide an additional 15% to the employee. This is an option available if the school opts to use UNUM Insurance Co. Mr. Ramkissoon stated that if the board decides to switch to UNUM Insurance Co. Mr. Ramkissoon stated that it



will save the school approximately \$6500 per year even if it includes the UDI benefit. Ms. Urbati commented that she believed that this new benefits packet was best for employees and that she recommended going with the UDI.

Mr. Tabano asked the board members if there is a motion to accept the new employee benefits package including UDI from UNUM Insurance Company.

Motion: Ms. Jane Sun motioned to approve and accept the new employee benefits package including UDI from UNUM Insurance Company.

Motion Seconded: Mr. Amit Bahl seconded the motion.

Vote: The board unanimously voted to accept and approve the new employee benefits package including UDI from UNUM Insurance Company.

c. Resolution: Liability and Building

Mr. Ramkissoon stated that last year, the board decided to accept all insurance coverages as status quo due to the pandemic. However, this year, Mr. Ramkissoon went out to market to see what was available to ascertain if the schools could do better. The current Austin insurance plan was reviewed. Mr. Ramkissoon informed the board that he reached out to Gallagher. He was informed that Gallagher insures most of the charter schools in New York City. However, because of an ongoing lawsuit at Queens, Gallagher was unable to negotiate a policy with any other carrier. Gallagher did inform us that it will take three to five years before another carrier may give the school a viable quote.

Gallagher's quote revealed that in reference to worker's compensation, currently under Austin and company for one year, Gallagher is quoting \$3,500 less which can translate into a 9K savings per year. If we decided to move those two insurances from Austin and company to Gallagher, the question becomes can student accident stand by itself or must it be combined with other insurances. Mr. Ramkissoon stated that Workers' comp insurance can stand by itself. Therefore, this is something the board would have to decide. However, it is possible to save approximately \$9,000 if we parcel out workers comp and student accident. Further, Mr. Ramkissoon stated that he believes that Gallagher is a strong company for the future.

Mr. Tabano asked Mr. Ramkissoon for his recommendation. Mr. Tabano further asked if the school should parcel out insurance coverages and would parceling out coverage have any negative effect regarding the Austin policy. Mr. Ramkissoon replied that at this time he thought that just parceling out the worker's compensation policy would be best. Mr. Ramkissoon also added that the school can save \$9,000 by going with Gallagher. Mr. Ramkissoon also stated that a positive was that Gallagher was very responsive to his requests. Mr. Tabano also asked Ms. Urbati for her recommendation. Ms. Urbati stated



that it may not be worth moving to another carrier in the wake of the lawsuit just experienced. Furthermore, even though Austin is not the only option, it may be more plausible to maintain a positive relationship until all legal matters and ramifications are resolved. Ms. Urbati also added that when all legal matters are settled, then perhaps the school can consider moving entirely over to Gallagher.

Mr. Tabano then asked the board if there was a motion to continue with Austin & Co.

Motion: Ms. Katharine Urbati motioned to continue with Austin & Co.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to continue with Austin & Co.

VII. HR (Hiring)—Nazli Askin

Benchmark 7: Organizational Capacity

Ms. Askin informed the board that the job fair was conducted at the beginning of the month. There were thirteen (13) individuals who came to the job fair. Interviews and demos were conducted for almost every candidate that attended. Of the candidates interviewed, three were moved on for positions in the Queens school, an ELA teacher, an aspiring teacher, and a guidance counselor. If the references check out, the school will be making an employment offer. Interviews are still being conducted for the math, science, and social studies teacher positions. Math and Science teaching positions have been difficult to fill. Additionally, Ms. Askin informed the board that the Brooklyn school is still seeking a college and career coordinator as well as an ELA teacher, an aspiring teacher, and a special education teacher. Ms. Askin also stated that screening calls are being conducted over the past few weeks and demos are scheduled for next week.

Mr. Tabano wished Ms. Askin luck with the process and acknowledged that it certainly is difficult to get good and qualified teachers. Further, especially during these times, Science and Math teaching positions are particularly hard to fill.

VIII. Contracts—Mr. Jose Obregon, Dr. Sara Asmussen

Benchmark 6: Board Oversight & Governance

a. Resolution: Elevator Contract

Mr. Jose Obregon informed the board that Dr. Asmussen emailed the board members two (2) proposals for elevator maintenance at the Brooklyn school. One of the contract proposals is from Precision elevator company and the other one was from Otis Elevator Company. Mr. Obregon also informed the board that the Precision Elevator proposal is



twice as costly as the Otis Elevator proposal. Precision Elevator is charging approximately \$6,000 per maintenance year and Otis Elevator approximately \$3000 per year. This translates to a monthly payment of approximately \$500 per month versus \$224 per month. Mr. Obregon acknowledged that the cost difference is significant. However, Mr. Obregon stated that he discussed these proposals with Mr. Ed Cinni, the lead supervisor for Benchmark during the school construction project. Mr. Cinni confirmed that Precision Elevator was the company that did the installation of the new elevator system. Additionally, Precision Elevator was the company servicing the elevator before the construction began in the old building. Therefore, Precision is well familiar with our device and building. So far, they have demonstrated to be efficient and reliable. Subsequently, even though they are more expensive, Mr. Obregon stated that it is probably the best course of action to stay with Precision.

Mr. Tabano remarked that the elevator system is still brand new and that, at best, Precision is going to come in and check a few things every month. He also stated that he is assuming that Precision did a good job in the installation. Mr. Tabano also stated that in the long run, rather than jumping back and forth between companies, it is better to stay with Precision at this time. He also stated that he does not anticipate anything going wrong, but if it does, it will be on Precision. Mr. Tabano asked if the elevator was still under warranty. Mr. Obregon replied that right now the elevator is still under warranty until the end of August 2021. Therefore, the school has yet another two months of service under the warranty. The new contract will take effect on the 1st of September 2021.

Mr. Tabano asked if there were any other questions or comments from the board members. Ms. Urbati asked Mr. Obregon if the elevator has had any problems to date. Mr. Obregon replied that there were only minimal problems that were quickly resolved. For example, there was two occasions where the elevator door on two separate floors was sticking and not opening properly. Precision was called and came in the same day and immediately resolved the problem. Mr. Obregon also stated that Precision also conducted the annual CAT 1 inspection for this year. This inspection is a NYC annual requirement. The elevator passed inspection without any issues.

Mr. Tabano also remarked that if something were to go wrong with the elevator during the year, we can hold Precision responsible and negotiate any price that they may try to charge the school. Mr. Tabano asked Ms. Urbati and Ms. Jane Sun what they thought. He asked them if that was a reasonable expectation. Both Ms. Urbati and Ms. Sun agreed. Mr. Tabano then asked Mr. Obregon if he thought that this was a reasonable expectation and Mr. Obregon acknowledged that it was. Mr. Obregon further added that Precision elevator is tied in with our security company. Currently, the school can control elevator access. Precision works with Mutual Alarms to ensure both systems are working together as they should be. This is just another item to consider in this decision. Mr.



Tabano stated that he believes that Precision Elevator is the best choice for this contract. He then asked the board members if there was resolution to accept and approve the Precision Elevator maintenance contract.

Motion: Ms. Jane Sun motioned to accept and approve the Precision Elevator maintenance contract.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to accept and approve the Precision Elevator maintenance contract.

b. Resolution: Auditing Contract

Mr. Tabano asked Mr. Obregon to speak about the Auditing contract. Mr. Obregon deferred to Mr. Ramkissoon who confirmed that the school wants to continue to stay with Schall & Ashenfarb, CPA's, LLC.

Mr. Tabano then remarked that Schall & Ashenfarb, CPA's, LLC. is the best choice. He also stated that the company has proven to be extremely thorough and they are cost effective. Mr. Tabano also remarked that the school has had great success with them. Therefore, he is recommending that the school stay with them. He asked if any of the board members had any objections to his recommendation. There were no objections. Mr. Tabano then asked if there was a motion to accept and approve Schall & Ashenfarb, CPA's, LLC to remain as the school's accounting firm.

Motion: Ms. Katharine Urbati motioned to accept and approve Schall & Ashenfarb, CPA's, LLC to remain as the school's accounting firm.

Motion Seconded: Ms. Jane Sun seconded the motion.

Vote: The board unanimously voted to accept and approve Schall & Ashenfarb, CPA's, LLC to remain as the school's accounting firm.

Mr. Tabano then asked the board members if there was a motion to approve and accept the pre-audit letter.

Motion: Ms. Katharine Urbati motioned to approve and accept the pre-audit letter from Schall & Ashenfarb, CPA.

Motion Seconded: Ms. Jane Sun

Vote: The board unanimously voted to approve and accept the pre-audit letter.

Mr. Tabano asked Dr. Lisa DiGaudio to take the floor.

c. Resolution: Board Works Education



Dr. DiGaudio informed the board that EdGenuity is costly and between both schools, we are paying up to \$25,000. per year. Some of this cost was offset by NYSTLL funding. However, Ms. DiGaudio was able to ascertain that Board Works Education is a better value for both schools. Dr. DiGaudio stated that Board Works is a program that comes with all the major subjects including SEL, Special Ed, and ELL resources. Lessons are already Next Generation aligned and prepared for students. So, for example if someone is out sick, the lessons are already in place. If someone is not understanding something there are additional resources. There is embedded professional development for the staff. It is a onetime fee for life. Therefore, the schools can add as many students as we want. If we replicate a school, we can add that school at no cost. The cost for this program is \$15,000. This program includes chemistry and physics even though currently we do not offer those subjects. Considering this, Dr. DiGaudio thinks she can negotiate the price down \$12,000. This cost is a onetime and lifetime fee and can be used with ESSA funding to impact learning loss occurred during the pandemic. After consideration of all these factors, Dr. DiGaudio recommended that we should purchase it as an instructional resource.

Mr. Tabano asked the board members if there was a motion to accept and approve the purchase of Board Works Education.

Motion: Ms. Jane Sun motioned to accept and approve the purchase of Board Works Education.

Motion Seconded: Ms. Katharine Urbati

Vote: The board unanimously voted to accept and motion the purchase of Board Works Education.

IX. Facilities—Jose Obregon

Benchmark 6: Board Oversight & Governance – Dr. Asmussen

Mr. Obregon stated that for the Brooklyn facilities, the monthly sprinkler system inspection was conducted with no issues. There is some signage that needs to be placed on the façade of the building indicating that there is a sprinkler system in the building and identifying the water source as per FDNY and NYC DOB requirements. Mr. Obregon also informed the board that Mr. Brian Baer is looking to submit a signed letter of completion for the construction project. Mr. Brian Baer believes that we can proceed with signing such a letter since Benchmark will complete the few punch list items that are still outstanding. This includes fixing the handicap ramp, fixing the rear exit door system, and some work that needs to be completed on the caging that houses the rooftop units. Mr. Tabano asked the board members if they wanted to discuss it now or table it and wait until later. The Board members agreed to wait until later.



Dr. Asmussen also informed the board that Todd from Benchmark is offering one of our students an eight week \$20 an hour placement at benchmark. Mr. Tabano thought that was a great opportunity.

Regarding the Queens school, Mr. Obregon stated that next month, the board is going to see at least two proposals for furniture that will be needed in the coming school year. This includes teacher desks, teacher chairs, bulletin boards, and whiteboards. Since there is only one fire alarm system for the whole building, the Queens school will also have to coordinate with GUG to coordinate next year's fire drill schedule. There is still some outstanding work that needs to be completed. For example, there is need to install a fence in the back alleyway and fencing on stairwells A and B on the fourth floor to prevent students from going up the rooftop. Mr. Obregon will discuss with Mr. Ramkissoon and Barone to determine if the school must pay for any of these projects.

X. 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

As per the Finance Committee meeting minutes, the use of these funds will spent towards learning loss. Dr. Asmussen stated that the school got \$85 more on CRR and about \$1,000 more on the larger grant. However, Dr. Asmussen also stated that there still is no instruction on how to apply for the larger grant. As discussed in the finance meeting, the grant that is due next week is going to be used for staff to combat social emotional issues and learning loss encountered during COVID. There is considerable research which shows that resolving social emotional issues greatly increases academic behaviors. This includes both schools.

Regarding the bigger grant, the plan is to renovate the kitchen in Queens to increase learning in all areas. Again, there is significant research that shows culinary impacts learning is math, reading, social studies, and science. For the Brooklyn school, Dr. Asmussen stated that the school has already started a zoning survey for the roof to convert the space on the roof into a permanent and legal classroom and to install pavers on the rooftop. The rationalization will be that the school did not want to give up the computer room that we have reserved for students with learning loss to our PE program. However, we still need to have a PE program for academic, social and emotional mental health.



b. All other grants—Sara Asmussen

Dr. Asmussen stated that the other grants are going as usual and that we are winding down the A Game grant. At our last A Game meeting, a conversation was started about how to use the outcomes of the project. Notably, the CSI is now going to use alternative measures for transfer schools during renewal. Topics such as annual Regents, which Dr. Asmussen presented last month, versus the cohort regions, and seven-year graduation rates were discussed and are being considered. Dr. Asmussen further stated that these discussions provided the motivation for moving forward. Dr. Asmussen stated that this was a positive development. Dr. Asmussen also stated that the NYS is going to analyze the data also which is just fantastic, leaving the school to analyze our specific data. Dr. Asmussen also stated that like every other school, including NDCHS, we will get our ESSA outcomes including our 30% or 24% graduation rate and other like measures. Mr. Tabano congratulated Dr. Asmussen on doing a great job with this initiative.

XI. School Reports

Benchmark 6: Board Oversight & Governance

Benchmark 9: Enrollment, Recruitment, & Retention

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

Ms. Lobato reported to the board that Regent exams are completed. Additionally, the school did a considerable amount of outreach to students and the turnout was particularly good. A total of thirteen (13) students took the ELA Regents, eighteen (18) students took the Living environment Regents exam, and fourteen (14) students took the Algebra Regents exam. The staff is still scoring the exams and will conduct an analysis and consider student attendance. Preliminary reports indicated that a good number of students did well on the Algebra Regents exam.

Ms. Lobato reported that tomorrow there are more senior activities taking place including the senior community block party from 11 AM to 3 PM. There is a permit in place to close off the block. There will be games, cotton candy, popcorn, and a barbeque. Prior to the block party, graduation will take place in the cafeteria. The January graduates will get their diplomas and then the June graduates will get their diplomas over the summer. Ms. Lobato stated that the senior committee did an outstanding job organizing the graduation and the senior graduation events. Scheduling for Summer school is now being conducted and there is a good number of students that are making appointments to get scheduled. This will impact the August 2021 graduates.

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



Mr. Zach Flory reported to the board that similar events are happenings in the Queens school. He also stated that the Queens school had less of a turnout for Regent’s exams. Nevertheless, three (3) students took the ELA exam. Six (6) students that took the Living Environment Regents and two (2) students who took the Algebra Regents. Mr. Flory stated that he was happy with the results although there was a small turn-out. Mr. Flory also stated, as Ms. Askin mentioned before, there were a couple of staff positions filled and more interviews have been scheduled. Further, the school has some math and science teachers scheduled for the first week of summer school for demo as well as some social studies teachers. Mr. Flory reported that the outreach team has been doing a lot of phone screenings and scheduling demos at the Queens building. For summer school, students will be asked to come in person for scheduling on the week of July 6th to meet with schedulers personally. The school will make the transition now in the summer, where staff is personally meeting with students and reviewing their transcripts, their audit sheets, and making sure that they are really on track to go forward. This process was interrupted by COVID. The school opened in September 2019 and closed on March 13, 2020 and thus has not really had the time to establish our process of meeting individually with students to review schedules. This will be fine tuned over the summer and implemented again with all students in September 2021.

Dr. Asmussen also informed the board that Queens has their first graduate, although the student did have to transfer to Brooklyn in order to complete his work since Queens only went to 10th grade this year and not all the classes he needed were available. Since, we are only adding a grade per year, Queens is not scheduled to have seniors until 2023. Mr. Flory added that he is really a great student. He is also an ELL student who is first generation in this country from Yemen.

XII. Student Performance—Dr. Asmussen
Benchmark 1: Student Performance

Dr. Asmussen indicated that student performance was already addressed by the two Principals.

XIII. New Business - Dr. Asmussen, Executive Director

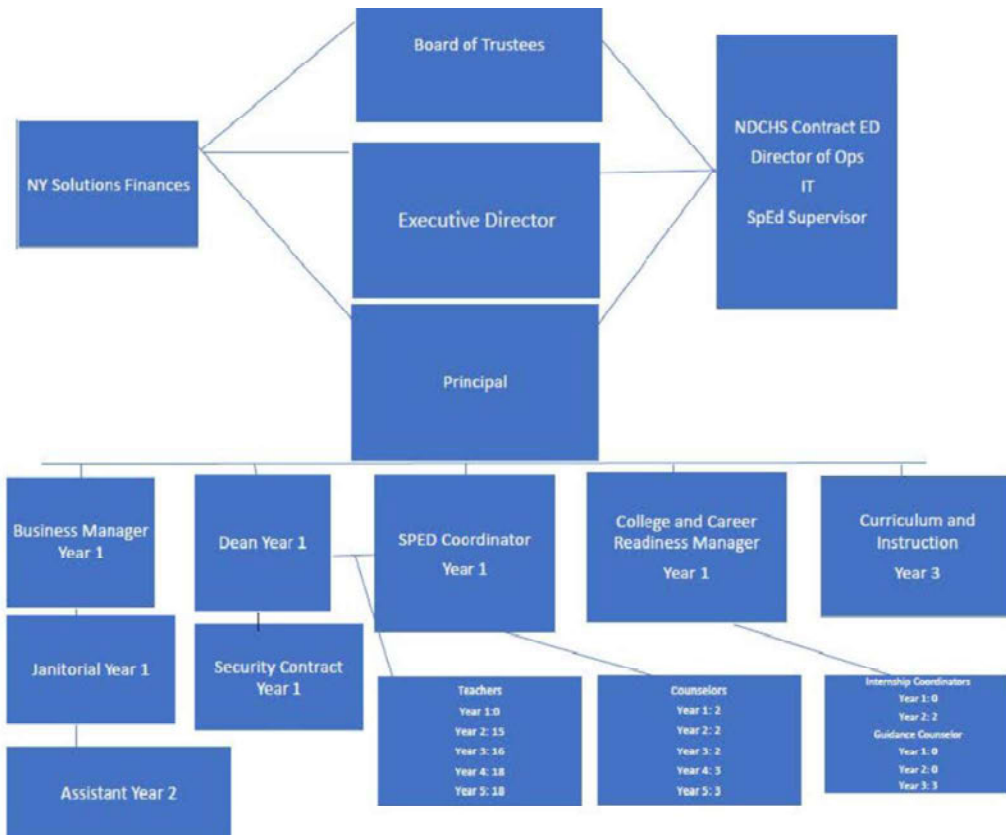
Mr. Tabano asked Dr. Asmussen if there was any new business that need to be discussed. Dr. Asmussen replied that there was none at this time. Mr. Tabano also stated that this would be Mr. Amit Bahl’s last board meeting. He further addressed Mr. Bahl and stated that the board recognized that this was his last board meeting and the board wanted to thank him and especially during these tough times. Mr. Tabano told Mr. Amit Bahl that Mr. Bahl got us to get us to where we are now. Mr. Tabano also stated it is always great to have another educator as a member of the board that brings their insight and



intelligence to the table. Finally, Mr. Tabano told Mr. Bahl that the board really appreciates what he has done for the organization.

XIV. Adjournment

Mr. Tabano complimented all in attendance for their dedication and outstanding work during this school year, especially considering all the monumental challenges everyone has faced. Mr. Tabano remarked that despite all these challenges, everyone rose to the challenge and got it done. The board agreed to meet on July 27, 2021, at 11:00 AM. The board adjourned at 2:40 PM.



2021-2022 New Dawn Charter High School Calendar

September 2021				16 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
		1—Labor Day Holiday	2—Vacation	3—Vacation
A & B Week 6—Vacation	7—Vacation	8—All Report 1 st Day of School	9	10
A & B Week 13	14	15	16—Yom Kippur Holiday	17
A & B Week 20	21	22	23	24
A & B Week 27	28	29	30	

October 2021				20 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A & B Week				1
B Week 4	5	6	7	8
A Week 11— Indigenous People Day Holiday	12	13	14	15
B Week 18	19	20	21	22
A Week 25	26	27	28	29

November 2021				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week 1	2—Instructional Day Remote	3	4	5
A Week 8	9	10	11—Veteran's Day Holiday	12
B Week 15	16	17	18	19
A Week 22	23	24	25—Thanksgiving Holiday	26—Thanksgiving Holiday
B Week 29	30			

December 2021				18 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
27— School Closed Vacation	28— School Closed Vacation	29—School Closed Vacation	30—School Closed Vacation	31—School Closed Vacation

January 2022				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 3	4	5	6	7
B Week 10	11	12	13	14—Last Day for Papers
A & B Weeks 17— MLK Day Holiday	18	19	20	21
A & B Weeks 24	25—Regents	26—Regents	27—Regents	28—Regents
B Week 31—Staff PD No Students				

February 2022				14 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week	1—Lunar New Year Holiday	2—Semester 2	3	4
A Week 7	8	9	10	11
B Week 14	15	16	17	18
21—President's Day Holiday	22—Mid Winter Break Vacation	23—Mid Winter Break Vacation	24—Mid Winter Break Vacation	25—Mid Winter Break Vacation
A Week 28				

March 2022				24 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week	1	2	3	4
B Week 7	8	9	10	11
A Week 14	15	16	17	18
B Week 21	22	23	24	25
A Week 28	29	30	31	

April 2022				15 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week				1
B Week 4	5	6	7	8
A Week 11	12	13	14	15—Good Friday & Passover Holidays
18—Spring Break Vacation	19—Spring Break Vacation	20—Spring Break Vacation	21—Spring Break Vacation	22—Spring Break Vacation
B Week 25	26	27	28	29

May 2022				20 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 2—Eid al-Fitr Holiday	3	4	5	6
B Week 9	10	11	12	13
A Week 16	17	18	19	20
B Week 23	24	25	26	27
A Week 30— Memorial Day Hol.	31			

June 2022				17 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week		1	2	3—Last Day for Internship Papers
B Week 6	7—Clerical Day, No Students	8	9—Chancellor's Day, Remote	10
A & B Week 13	14	15--Regents	16--Regents	17--Regents
A & B Week 20—June 19 th Holiday	21—Regents	22—Regents	23—Regents	24—Regents
27—Last Day of School for Students	28—Rating Day last day for staff	29—Vacation	30—Vacation	

July 2022				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
				1—Vacation
4—4 th of July Holiday	5—First Day of Summer Semester	6	7	8
11	12	13	15	15
18	19	20	21	22
25	26	27	28	29

August 2022				13 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16—Regents	17—Regents	18	19—Last Day
22—Vacation	23—Vacation	24—Vacation	25—Vacation	26—Vacation
29—Vacation	30—Vacation	31—Vacation		

We follow the NYC DOE calendar for most of the time so depending on holidays there will be anywhere from 210-216 schools day per year. For the 2021-2022 school year there are 214 days.



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 12.11.2020.

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 **09.20.2020**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

Note: Violation order E633911 issued on 09.22.2020 rescinded on 12.11.2020. FDNY Summons 11690839N cured on 09.22.2020.

_____ 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.

_____ As of XXXXXX 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

2020/09/01

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 at

89-25 161 St. E8. 180' g. 89 Ave.

Lot 31-32

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 646 of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. or A.L. No. - 6396/41

Construction classification - Fireproof

Occupancy classification - Public Bldg.

Height - stories - feet.

Date of completion - 5/2/43

Located in Bus. Use District.

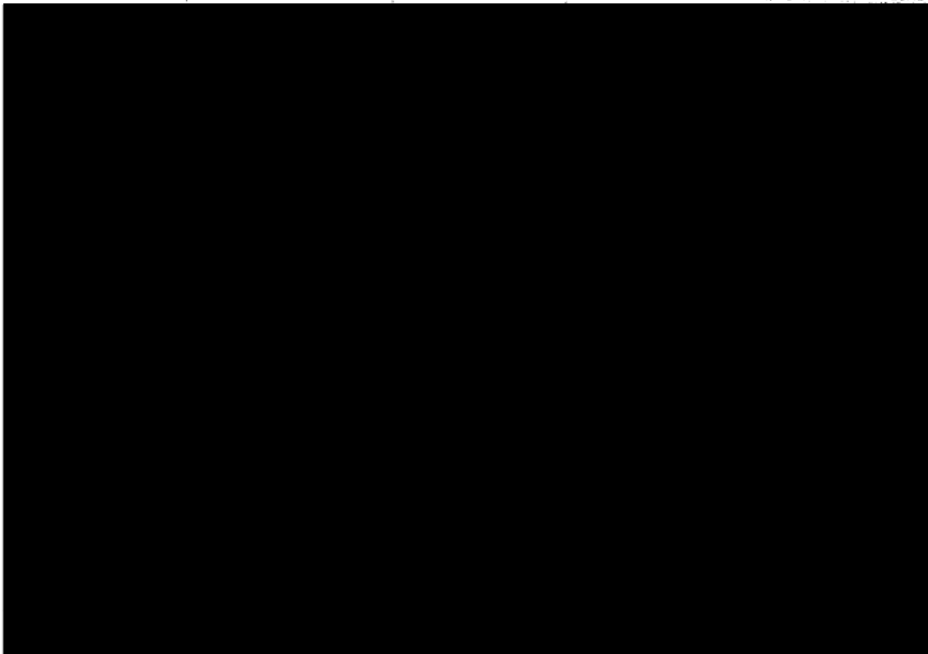
Area - Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals:

(Column numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lb. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	



Signature of Borough Superintendent and date (Page 1)

**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 direction 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.