

# Application: New Dawn Charter High School

Sara Asmussen - sasmussen@ndchsbrooklyn.org  
2022-2023 Annual Report

## Summary

ID: 0000000248

Last submitted: Oct 31 2023 02:24 PM (EDT)

Labels: Board of Regents

## Entry 1 School Info and Cover Page

Completed - Aug 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 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, 2023**) 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 800000071079

**a1. Popular School Name**

New Dawn Brooklyn

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**e. Date of Approved Initial Charter**

Sep 13 2011

**f. Date School First Opened for Instruction**

Sep 4 2012

## **g. Approved School Mission and Key Design Elements**

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

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.

**h. School Website Address**

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

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

400

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

342

**k. Grades Served**

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

**Responses Selected:**

9

10

11

12

**l. Charter Management Organization**

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

No

# FACILITIES INFORMATION

## m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 previous year (K-5, 6-9, etc.)	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	242 Hoyt Street, Brooklyn, NY 11217	347-505-9101	NYC CSD 15	9-12	9-12	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Donna Lobato	Principal	347-505-9409	██████████	<a href="mailto:dlobato@ndchsbrooklyn.org">dlobato@ndchsbrooklyn.org</a>
Operational Leader	Sara Asmussen	ED	347-505-9102	██████████	<a href="mailto:sasmussen@ndchabrooklyn.org">sasmussen@ndchabrooklyn.org</a>
Compliance Contact	Emily Predmore	Data Specialist	347-505-9101	██████████	<a href="mailto:epredmore@ndchsQueens.org">epredmore@ndchsQueens.org</a>
Complaint Contact	Sara Asmussen	ED	347-505-9102	██████████	<a href="mailto:sasmussen@ndchsbrooklyn.org">sasmussen@ndchsbrooklyn.org</a>
DASA Coordinator	Rudy Asher	Dean	347-505-9101	██████████	<a href="mailto:rasher@ndchsbrooklyn.org">rasher@ndchsbrooklyn.org</a>
Phone Contact for After Hours Emergencies	Jose Obregon	Dir of Operations	347-505-9101	██████████	<a href="mailto:jobregon@ndchsbrooklyn.org">jobregon@ndchsbrooklyn.org</a>

**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, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

**Site 1 Certificate of Occupancy (COO)**

[242 Hoyt Street Alt I TCO.pdf](#)

**Filename:** 242 Hoyt Street Alt I TCO.pdf **Size:** 54.4 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[NDCHS Fire.docx](#)

**Filename:** NDCHS Fire.docx **Size:** 12.1 kB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

Not applicable--no such building

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

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## ATTESTATIONS

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

Name	Sara M. Asmussen
Position	Executive Director
Phone/Extension	347-505-9102
Email	<a href="mailto:sasmussen@ndchsbrooklyn.org">sasmussen@ndchsbrooklyn.org</a>

**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

As outlined in ENTRY 10:

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

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 31 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

### Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

## Form for Entry 2 Links to Critical Documents on School Website

School Name: New Dawn Charter High School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item**

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.ndchsbrooklyn.org/parents_and_families_page"><u>https://www.ndchsbrooklyn.org/parents_and_families_page</u></a>
2. Board meeting notices, agendas and documents	<a href="https://www.newdawncharterschools.org/board_of_trustees"><u>https://www.newdawncharterschools.org/board_of_trustees</u></a>
3. New York State School Report Card	<a href="https://www.ndchsbrooklyn.org/parents_and_families_page"><u>https://www.ndchsbrooklyn.org/parents_and_families_page</u></a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.ndchsbrooklyn.org/parents_and_families_page"><u>https://www.ndchsbrooklyn.org/parents_and_families_page</u></a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	<a href="https://www.ndchsbrooklyn.org/policy"><u>https://www.ndchsbrooklyn.org/policy</u></a>
6. Authorizer-approved FOIL Policy	<a href="https://echalk-slate-prod.s3.amazonaws.com/private/districts/81887/site/Links/325877e0-57c4-4da7-82b4-7c3da5934291?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&amp;Expires=2005513886&amp;response-cache-control=private%2C%20max-age%3D31536000&amp;response-content-disposition=%3Bfilename%3D%22New%2520Dawn%2520Charter%2520Schools%2520Freedom%2520of%2520Information%2520Law%2520Policy.pdf%22&amp;response-content-type=application%2Fpdf&amp;Signature=qBQx6%2BOcaRGUG8eRzJEBu7%2B0qH4%3D"><u>https://echalk-slate-prod.s3.amazonaws.com/private/districts/81887/site/Links/325877e0-57c4-4da7-82b4-7c3da5934291?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&amp;Expires=2005513886&amp;response-cache-control=private%2C%20max-age%3D31536000&amp;response-content-disposition=%3Bfilename%3D%22New%2520Dawn%2520Charter%2520Schools%2520Freedom%2520of%2520Information%2520Law%2520Policy.pdf%22&amp;response-content-type=application%2Fpdf&amp;Signature=qBQx6%2BOcaRGUG8eRzJEBu7%2B0qH4%3D</u></a>

7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

<https://echalk-slate-prod.s3.amazonaws.com/private/districts/81887/site/file/Links/1cf04d44-b2d4-467f-9f58-2a6f663b94bd?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=2005426677&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Subject%2520List%2520of%2520FOIL%2520Records.pdf%22&response-content-type=application%2Fpdf&Signature=a4NCgE6Zm2TfrK3WfM2YibOepV8%3D>

Thank you.



## Entry 3 Progress Toward Goals

Completed - Oct 31 2023

### Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	(Benchmark 1) Regents Goal #1: Each year 75% of the students who take the NYSED ELA Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED ELA Common Core Regents Exam	Not Met	Total = 65.7% proficiency Jan 2023 = 75% June 2023 = 41.7% August 2023 = 85.7%  One of our ELA teachers quit in April and this had a negative impact on scores. Based on the interventions we believe that we are back on track.
Academic Goal 2	(Benchmark 1) Regents Goal #2: Each year 75% of the students who take the NYSED Algebra Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Algebra Common Cores Regents Exam	Not Met	Total = 62.5% Jan 2023 = 83.3% June 2023 = 50% Aug 2023 - 50% (only 2 students took the exam).  We are implementing embedded PD for the math teachers in the coming year. Further, they have been doing data dives to determine where the weaknesses are in the curriculum.
Academic Goal 3	(Benchmark 1) Regents Goal #3:	NYSED Living Environment	Not Met	Total = 36.8% Jan 2023 = 50%

	Each year 75% of the students who take the NYSED Living Environment Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	Regents Exam		June 2023 = 28% Aug 2023 = 60%  We believe the interventions we are putting into place are starting to impact proficiency levels. There have been data dives to determine weaknesses in the curriculum as well as added support for the Science teachers.
Academic Goal 4	(Benchmark 1) Regents Goal #4: Each year 75% of the students who take the NYSED US History & Government Regents Exam will score 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED US History & Government Regents Exam	Met	Total = 77.8% Jan 2023 18 waivers June 2023 = 75% August 2023 = 83.3%
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 65 or higher (any student) or 55-64 (SWD with safety net allowance on IEP) by August.	NYSED Global History & Regents Exam		Total = 82.4%
Academic Goal 6	(Benchmark 1) Comparison Goal	NYC DOE School Quality Snapshot for	Unable to Assess	Results not available.

	#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.	Transfer Schools		
Academic Goal 7	(Benchmark 1): Graduation Goal #1: At least 55% of the 9th grade cohort will graduate by Year 6.	School & NYC DOE records	Unable to Assess	Do not have students cohort years available.
Academic Goal 8	(Benchmark 1) Graduation Goal #2: At least 55% of students will graduate by the end of their 6th year at New Dawn.	School & NYC DOE Records	Unable to Assess	
Academic Goal 9	(Benchmark 1): Graduation Goal #3: At least 65% of the students who are identified as having 33 credits in September will graduate by August.	School Records	Met	83.9% of the 56 graduated by August.
Academic Goal 10				

**2. Do have more academic goals to add?**

No

#### 4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

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2022-2023 Progress Toward Attainment of Organization Goals

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

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	(Benchmark 4) Financial Goal #1: New Dawn will exceed annual budget targets each fiscal year resulting in a balanced budget.	Unaudited and Audited Financial Statements	Met	
Financial Goal 2	(Benchmark 4) Financial Goal #2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion.	Data Budgets are submitted to NYSED and the NDCS Board of Trustees for approval.	Met	
Financial Goal 3	(Benchmark 5) Financial Goal #3: The external 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 3 Accountability Plan Progress Reports**

Incomplete - Hidden from applicant

# Instructions

## SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

## Entry 4 - Audited Financial Statements

Completed - Oct 31 2023

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

### [New Dawn Financial Audit 6-30-2023 FINAL-combined](#)

Filename: New\_Dawn\_Financial\_Audit\_6-30-2023\_wKvrO5A.pdf Size: 1.3 MB

## 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 Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**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 - Oct 31 2023

### [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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

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

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

## [NDCHS - Audited Financial Statements](#)

Filename: NDCHS\_-\_Audited\_Financial\_Stateme\_vGmed7R.xlsx Size: 87.4 kB

### Entry 4c – Additional Financial Documents

Completed - Oct 31 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## [12](#)

Filename: 12\_BOA\_Acct8735\_-\_Jun\_2023\_NDCHS.pdf Size: 338.2 kB

### Entry 4d - Financial Contact Information

Completed - Aug 1 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Steve Ramkissoon	<a href="mailto:sramkissoon@ndchsbrooklyn.org">sramkissoon@ndchsbrooklyn.org</a>	347-505-9101

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph Albano	<a href="mailto:jalbano@saxllp.com">jalbano@saxllp.com</a>	212-268-2802	1

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Accounting Solutions NYC	Digant Bahl	241 West 37th Street, Suite 1207, NY, NY 10018	<a href="mailto:dbahl@asnyin.c.com">dbahl@asnyin.c.com</a>	917-620-9702	11

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Aug 1 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

### [NDCHS Brooklyn 2023 2024 Budget](#)

Filename: NDCHS\_Brooklyn\_2023\_2024\_Budget.xlsx Size: 39.2 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

### **Required of ALL Charter Schools**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023**

**school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## [NDCS Board Disclosure 2223](#)

Filename: NDCS\_Board\_Disclosure\_2223\_RYLZcTv.pdf Size: 6.8 MB

## Entry 7 BOT Membership Table

Completed - Aug 1 2023

## 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.

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### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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**1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Ronald Tabano	[REDACTED]	Chair	Executive, Financial, Audit	Yes	11	07/01/2022	06/30/2023	12
2	Jane Sun	[REDACTED]	Vice Chair	Executive	Yes	6	07/01/2022	06/30/2023	12
3	Katharine Urbati	[REDACTED]	Treasurer	Executive, Financial, Audit	Yes	5	07/01/2022	06/30/2023	11
4	Brian Baer	[REDACTED]	Secretary	Executive	Yes	3	07/01/2022	06/31/2023	11
5	Jonathan Carrington	[REDACTED]	Trustee/Member	None	Yes	4	07/01/2022	06/30/2023	5 or less
6									
7									
8									
9									

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

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	4
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

## 3. Number of Board meetings held during 2022-2023

12

## 4. Number of Board meetings scheduled for 2023-2024

12

## Total number of Voting Members on June 30, 2023:

4

## Total number of Voting Members added during the 2022-2023 school year:

0

**Total number of Voting Members who departed during the 2022-2023 school year:**

1

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

5

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2022-2023**

1

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

### NDCS 2022 2023 Board Minutes

Filename: NDCS\_2022\_2023\_Board\_Minutes\_073e2kV.pdf Size: 1.4 MB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2023

### Instructions for submitting Enrollment and Retention Efforts

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

#### \*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>ED students are generally overrepresented in transfer school populations. The most current data for high schools in District 15 according to NYSED for 21-22 is 73.1% ED. That year our ED population was 86%. This year our ED population was at 92%.</p>	<p>Clearly, our strategies are working and we will continue with our normal reach out strategies from the previous year. Our focus will be on all students completing lunch forms, as non-completion decreases our rate of students classified as ED.</p>
English Language Learners	<p>We will continue our work with contacts in the community that work with groups that reach out to immigrant groups. The Carroll Gardens areas of District 15 does not have a large percentage of ELL students but we continue to enroll numbers of ELL students, particularly those new to the country. We have established connections prior to the pandemic and we have been able to continue these connections under return to school. According to the latest date from NYSED (2021-2022) for high schools the percentage ELL for District 15 was 10% and we had an ELL population of 12% for the same time period. For 2022-2023 our ELL rate was 10%.</p>	<p>We will continue with our outreach efforts with groups serving immigrant youth. Further, we will continue to focus on those communities where ELL students are most likely to reside.</p>
Students with Disabilities	<p>As with ED populations, transfer schools tend to have more SWD than surrounding district schools. This is a strong area for us and we will continue to work with CSE and other organizations in the community (including district schools) to recruit IEP students. According to NYSED for the most current data 2021-2022, District 15 had a SPED rate of 22.4% for all high schools in</p>	<p>We will continue with our recruitment efforts as before. We always recruit many more SWD students than the district. We will continue to take students from District 75. We believe our high SPED enrollment is an indication of our good faith efforts to enroll students in this group.</p>

the district; NDCHS had a rate of 43%. This year our SPED rate was 40%.

**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>After the pandemic we hired an Outreach Team to work at both New Dawn schools and actively be in the community 4 days a week contacting students who are "long-term absent" and then work one day a week with staff at the schools. One counselor is assigned to those students who are LTA, again with the focus of getting them to return to school. She works closely with the Outreach Team. Counselors worked with students on the phone and on Zoom to address their needs. Working closely with the Outreach Team, we set up an outreach committee to oversee strategies to identify those students who needed home visits.</p>	<p>We will continue with the outreach team, increasing our home visits to retain our economically disadvantaged students, which we consider to be the entire school. The counselor will continue to track students for truancy and will work with the Parent Coordinator as well as Dean of Schools to work with all students.</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.</p>	<p>We will continue to work with community based organizations, 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 working with the consortium of schools and have regular PD on supporting ELL students in the classroom. 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 to transition to the school culture and climate</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 build on our efforts, as this has proven to be successful.</p>

without punitive measures which ultimately drive students out of school.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Aug 1 2023

# **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### 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 - Aug 1 2023

### 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:

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# Instructions for Reporting Percent of Uncertified Teachers

## 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.

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	2
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	2
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>2.0</b>

**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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

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

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

	FTE Count
Total	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	9

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	16

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [Organizational Chart NDCHS](#)

Filename: Organizational\_Chart\_NDCHS.pdf Size: 171.1 kB

## Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

### [School Calendar 2023 2024](#)

Filename: School\_Calendar\_2023\_2024\_puqvclf.pdf Size: 185.6 kB

## Entry 14 Staff Roster

Completed - Aug 1 2023

### [INSTRUCTIONS](#)

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

[faculty-staff-roster-template-2023 NDCHS](#)

Filename: faculty-staff-roster-template-2023\_NDCHS.xlsx Size: 21.4 kB

## Optional Additional Documents to Upload (BOR)

Incomplete

## Observations and Recommendations

To Management of  
New Dawn Charter Schools (the "School")

As a result of our audit for the year ended June 30, 2023, we want to provide a follow up to a recommendation from the prior year's audit:

### Tax-Exempt Bonds - Written Procedures for Monitoring Compliance

During fiscal year 2019, the School received proceeds from municipal bonds issued on its behalf. The IRS recommends that issuers adopt written procedures for monitoring post-issuance compliance that go beyond reliance on tax certificates included in the bond documents. They note that sole reliance on the closing bond documents may result in procedures insufficiently detailed or not incorporated into an issuer's operations.

Written procedures should contain certain key characteristics, including making provision for:

- Due diligence review at regular intervals;
- Identifying the official or employee responsible for review;
- Training of the responsible official/employee;
- Retention of adequate records to substantiate compliance (e.g., records relating to expenditure of proceeds);
- Procedures reasonably expected to timely identify noncompliance; and
- Procedures ensuring that the issuer will take steps to timely correct noncompliance.

The form 990 contains a question about whether the organization has written procedures in place. Since the form 990 is a public document, we recommended adopting written procedures for monitoring compliance that are outside of the bond closing documents.

***Follow-up for June 30, 2023:*** We continue our recommendation.

This communication is intended solely for the information and use of management, the board of trustees, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.



New York, NY  
October 30, 2023



## Communication with Those Charged with Governance

To the Board of Trustees of  
New Dawn Charter Schools

We have audited the financial statements of New Dawn Charter Schools (the "School"), as of June 30, 2023, and have issued our report thereon dated October 30, 2023. Professional standards require that we provide you with the following information related to our audits.

### Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated May 8, 2023, our responsibility, as described by professional standards, is to plan and perform our audits to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audits of the financial statements do not relieve you or management of your responsibilities.

### Planned Scope of Audit

We performed our audits according to the plan previously communicated to you in our engagement letter.

### Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. No new accounting policies were adopted during the year under audit and the application of existing policies was not changed during the year.

We noted no transactions entered into by the School during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

### Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories and to determine use of government grant funds
- Estimate for collectability of receivables
- Fixed asset depreciation methods and useful lives
- Present-value of future lease payments in order to determine right-of-use asset and lease liability balances

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

### Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. None of the adjustments proposed were considered significant.

There are no known adjustments posed to management that have not been recorded.

### Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

### Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

### Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audits.

### Management Representations

We have requested certain representations from management that are included in the management representation letter.

### Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget.

To summarize:

### **Accounting and Auditing Updates – Developments**

The Financial Accounting Standards Board (FASB) issued a proposed Accounting Standards Update (ASU), *Intangibles—Goodwill and Other—Crypto Assets (Subtopic 350-60): Accounting for and Disclosure of Crypto Assets*, which is intended to improve the accounting for and disclosure of crypto assets. Many organizations have been accounting for crypto assets as indefinite-lived intangible assets. This proposed ASU would require an entity to measure crypto assets at fair value with changes in fair value recognized in net income or change in net assets. It would also require disclosure about significant crypto asset holdings and restrictions and changes in those holdings.

Many nonprofit organizations hold crypto assets, whether received as a contribution or as an investment of resources. The proposed ASU would apply to all entities holding crypto assets that meet several criteria, including:

- Meet the definition of “intangible asset” in the Accounting Standards Codification
- Do not provide the asset holder with enforceable rights to, or claims on, underlying goods, services, or other assets
- Are fungible
- Are not created or issued by the reporting entity or its related parties

### **Accounting and Auditing Updates - Recent Standards**

In March 2023, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update 2023-01, *Leases (Topic 842): Common Control Arrangements* under Topic 842, Leases.

Topic 842 requires that entities determine whether a related party arrangement between entities under common control (hereinafter referred to as a common control arrangement) is a lease. If the arrangement is determined to be a lease, an entity must classify and account for the lease on the same basis as an arrangement with an unrelated party (on the basis of legally enforceable terms and conditions). This ASU provides private companies and not-for-profit entities that are not conduit bond obligors with a practical expedient to use the written terms and conditions of a common control arrangement to determine if a lease exists. An entity applying the practical expedient is not required to determine whether those written terms and conditions are legally enforceable.

The practical expedient may be applied on an arrangement-by-arrangement basis. If no written terms and conditions exist, an entity cannot apply the practical expedient and would continue to use the legally enforceable terms and conditions to apply Topic 842.

The ASU requires that leasehold improvements associated with leases between entities under common control be:

- Amortized by the lessee over the economic life of the leasehold improvements (regardless of the lease term) so long as the lessee controls the use of the underlying asset through a lease
- Accounted for as a transfer between entities under common control through an adjustment to net assets if and when the lessee no longer controls the use of the underlying asset

The ASU is effective for years beginning after December 15, 2023. Early adoption is permitted.

### **Implementation of Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments**

When FASB Accounting Standards Update (ASU) 2016-13, *Financial Instruments—Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, was first released, it was aimed particularly at financial institutions. However, this new current expected credit loss (CECL) standard will impact some not-for-profit entities (NFPs). This standard is effective for fiscal years beginning after December 15, 2022, i.e., calendar years ending in 2023 and fiscal years ending in 2024.

Under current U.S. GAAP, credit losses follow loss contingency guidance and are only booked when they are probable. With the issuance of ASU 2016-13, the requirement for credit losses to be probable was removed. Instead, organizations will now measure expected credit losses based on a number of factors, such as historical information, current conditions, and reasonable and supportable forecasts. This new methodology will create a CECL allowance on assets, calculated by noting historical loss and adjusting for current conditions and reasonable and supportable forecasts. For periods beyond which forecasts can be made, the NFP should revert to historical loss information.

ASU 2016-13 applies to loan and debt instruments not measured at fair value through net income, financial guarantees and loan commitments, certain lease receivables, and trade receivables from contracts recognized under the revenue recognition standard (ASC Topic 606). Contributions receivable and government grant receivable if they are following the contribution model for revenue recognition are not included in the scope of the standard. This standard will be applicable for revenue and the related receivables recognized in accordance with Topic 606.

**Steps to take to assess the impact of this standard:**

1. Evaluate the applicability - review your organization's revenue streams and balance sheets for any trade receivables recognized under Topic 606 and any loan or debt instruments that are not valued at fair value.
2. CECL standard does not require any specific methodology. Consider various options and establish a method for determining the CECL allowance related to those receivables. For example, organizations could use discounted cash flows or methods that utilize an aging schedule. The method an organization uses to estimate the CECL allowance will likely vary based on the type of asset, the organization's ability to predict the timing of cash flows, and the information available.
3. Consider pooling similar assets before performing the analysis and document how the assets are similar in nature.
4. Document the source of the data and how the data is accumulated to determine the CECL allowance. This information will be subject to audit and will also be used in the financial statement disclosures for the credit loss allowance.
5. Establish a CECL policy documenting processes, assumptions, methodology.

**Implementation of Lease Standard**

Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) ASU No. 2016-02 Leases and related ASUs became effective for entities with the years ending December 31, 2022, and later. Under this standard, all leases, including operating leases, with terms of more than twelve months are required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the present value of the total obligations created by that lease.

**Steps to take when implementing the new lease standard:**

1. Review all contracts and determine if they meet the elements of a lease.
2. Prepare a list of all leases including copy machine and storage space.
3. Review capitalization policy
4. Determine technology needs and tools to use for calculations. Depending on how many leases you have, it might be worth investing into a lease tracking software.
5. Create a tracking system for leases that will maintain major terms and conditions, calculations, and journal entries that need be recorded every year.

Donated use of property or equipment and use of property for only de minimis payments are not subject to this standard.

### In-kind Donations of Goods and Services

In September 2020, FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which became effective for the fiscal year ended June 30, 2022. The standard is intended to improve transparency of the information that is critical to various stakeholders including donors. It requires enhanced disclosures about the valuation of those contributions and their use in programs and other activities, including any donor-imposed restrictions on such use.

#### **Best practices for In-kind donations:**

1. Establish a gift acceptance policy to determine what your organization will and will not accept as some donations may require too many internal resources to manage or may not align with your organization's mission. Track your in-kind donations through the year by type noting restrictions and quantity (hours of services donated, square footage of space, number of items, etc.)
2. Develop criteria for valuation for each commonly received category of in-kind donations. For example, fair value of in-kind occupancy could be estimated using the average price per square foot of rental listings in the organization's service area. Donated legal services are valued at the standard hourly rates charged for those services.
3. Ensure proper supporting documentation in place to verify the fair value and whether there are any donor restrictions.
4. Develop a formal policy to stipulate when in-kind donations are used for organizational purposes and when they are to be monetized contributed nonfinancial assets that are monetized instead of utilized.

### Do You Issue an Annual Report?

If your organization issues an annual report, there might be additional procedures that your auditors would be required to perform with respect to information reported within the annual report.

Statement on Auditing Standards (SAS) No. 137, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports* addresses auditor's responsibilities relating to an NFP's annual report providing for performance, documentation, and reporting requirements. The auditor's main responsibility under this standard is to consider whether a material inconsistency exists between the information reported in an annual report and the audited financial statements and to remain alert for indications that a material misstatement of fact exists.

#### What constitutes an Annual Report?

Under SAS No. 137, an annual report is defined as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the entity's financial results and financial position as set out in the financial statements.

An annual report contains, accompanies, or incorporates by reference **the financial statements and the auditor's report** thereon and usually includes information about the entity's developments, its future outlook and risks and uncertainties, a statement by the entity's governing body, and reports covering governance matters. Annual reports include annual reports of governments and organizations for charitable or philanthropic purposes that are available to the public."

What to expect?

Management is responsible for the information included in the annual report to agree and be consistent with the financial statements. Your organization will be required to provide an annual report along with the reconciliation to the financial statements to the auditors to review in a timely manner **prior to issuance of the annual report**. If you issue an annual report, communicate with your audit team regarding the planned timing and issuance early to allow sufficient time for the audit procedures to be performed before your publishing team produces the final report.

## **Tax and IRS Updates**

### *NYS CHAR 500*

The Charities Bureau of the New York State Attorney General's Office has begun to reject CHAR500 filings when the audited or reviewed financial statements submitted along with the CHAR500 are prepared on the cash basis of accounting. Both New York State law and the instructions to the CHAR500 require the financial statements to be prepared in accordance with GAAP, which includes the accrual basis of accounting.

### *NYS CHAR 500 – Requirement for Electronic Filing*

As of September 19, 2022, all annual filings with the New York Attorney General's Charities Bureau must be submitted electronically. The online filing, which uses electronic signatures and online payment processes, is intended to minimize the Charities Bureau's review time, reduce errors and incomplete submissions, and reduce the time for filings to get posted to the online registry. The online filing can be initiated at:

[www.charitiesnys.com/annual\\_filing.htm](http://www.charitiesnys.com/annual_filing.htm)

### *Redacted Schedule B Required with CHAR 500*

Initially, in order to comply with the U.S. Supreme Court's decision in *Americans for Prosperity Foundation v. Bonta* (594 U.S. 2021), the New York Attorney General's Charities Bureau suspended its collection of IRS Form 990 Schedule B while it reviewed its policies, procedures, and forms related to disclosure information that identified donors. The Charities Bureau then amended its regulations and now require that registrants other than private foundations that file Schedule B with the IRS to provide a redacted Schedule B that omits the names and street addresses of donors listed on Schedule B.

The Internal Revenue Service published a new Exempt Organizations Technical Guide, "TG 3-3: Exempt Purpose, Charitable IRC 501(c)(3)". This Technical Guide discusses tax law issues related to charitable purposes of organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

### *IRS Developments*

- Received \$80 billion in funding under the Inflation Reduction Act
- Several million unprocessed returns and letters resulting from facility shutdowns early in the pandemic
- Delays remain of 6-9 months or more
- Reorganization of IRS under Taxpayer First Act with the newly created Compliance Division

### Other IRS updates

- IRS treats Cryptocurrency as property
- Contributions of cryptocurrency to a NFP must follow rules for any other type of property
  - Donor must obtain an appraisal from a qualified appraiser
  - Difficult to find one for cryptocurrency

### Employee Retention Tax Credit (ERTC):

- **General overview:**
  - Available to all employers, but there are certain tests that need to be met and different calculations for the credit based on FTE in 2019.
  - There are also two different versions of the credit for each year it is offered – 2020 and 2021.
- **Eligibility** – To qualify for ERTC. employers must experience **either of the following:**
  - Employer must experience gross receipts reductions of  $\geq 50\%$  of the comparable quarter in 2019 and gross receipts reductions of  $\geq 20\%$  of the comparable quarter in 2019/2020.
  - Full or partial suspension of business by the government due to COVID-19.
- **Gross receipts defined:**
  - Solely for purposes of determining eligibility for the Employee Retention Credit, gross receipts for a tax-exempt employer include gross receipts from all operations, not only from activities that constitute unrelated trades or businesses. For example, gross receipts for this purpose include amounts received by the organization from total sales (net of returns and allowances) and all amounts received for services, whether or not those sales or services are substantially related to the organization's exercise or performance of the exempt purpose or function constituting the basis for its exemption. Gross receipts also include the organization's investment income, including from dividends, rents, and royalties, as well as the gross amount received as contributions, gifts, grants, and similar amounts, and the gross amount received as dues or assessments from members or affiliated organizations.
  - PPP loan forgiveness is not considered part of gross income.
- **Suspension:**
  - What are not considered suspensions?
    - Ability to resume similar activity by telecommuting
    - A reduction of demand for products or services
    - Voluntary suspensions
  - Partial suspension is defined as closure of the workplace that causes the employer to suspend business operations for certain purposes, but not others:
    - Every case is unique

- Examples of partial suspension: A physical therapy facility is shut down due to government order. Prior to the shutdown, none of the employees provided services via telework and all services were rendered at the workplace. Due to the shutdown, the facility moved to an online format to serve clients remotely, but employees are unable to access specific equipment or tools and not all clients can be served remotely. Due to these factors, this is considered a partial suspension since access to the equipment is essential to the employer's operations and the business operations could not continue in a comparable manner.
- **Credit calculation:**
  - 2020 version: 50% of qualifying wages up to \$10k per employee for the period of 03/13/20 to 12/31/20.
  - 2021 version: 70% of qualifying wages up to \$10k per employee per quarter.
  - ERC applicable for wages paid through September 30, 2021.
- **How do you receive the credit?**
  - Claim the credit on Form 941 or 941-X (if amending a previously filed return for the credit).
  - Request an advance of the credit by filing Form 7200, but there is administrative work needed in reconciling the advance against the credit.
- **Interaction with PPP:**
  - Initially, PPP and ERTC were mutually exclusive when introduced by the CARES Act.
  - With the enactment of the Consolidated Appropriation Act (CAA), the initial restrictions for PPP and ERTC were removed, so employers could qualify for both programs.
  - There is no double benefit on the same eligible expenses, so it becomes an optimization effort.

**What is the deadline to file for ERTC?**

- The ERTC filing window closes only once for each year of the ERTC: for all quarters in 2020, the deadline to apply for the ERTC is April 15, 2024, and for all quarters in 2021, the deadline is April 15, 2025.
- There is still time to amend previously filed Form 941 and still qualify for retroactive ERC claims. Employment tax returns for the year are deemed to be filed on April 15, so the three-year statute of limitations would apply to the earliest affected returns.

**Government Auditing Updates**

2023 Compliance Supplement

In May 2023, the Office of Management and Budget (OMB) released the *2023 OMB Compliance Supplement*. This Supplement is effective for audits of fiscal years beginning after June 30, 2022, e.g., fiscal years ending on June 30, 2023, through May 31, 2024.

Some of the most significant highlights are:

- **Overview**
  - The Compliance Supplement is the primary document for the programs that are subject to the Uniform Guidance (UG).
  - Access the Supplement on
    - <https://www.whitehouse.gov/omb/office-federal-financialmanagement/>

- **Part 2, Matrix of Compliance Requirements**
  - Changes to the compliance requirements are identified in bold and yellow highlighting.
  - New programs are identified as “NEW.”
  - Decoupled programs (formerly in a cluster) highlighted in yellow.
  - The six-requirement mandate and its rules continue in effect (only if the program is included in the Supplement). The matrix identifies which six compliance requirements are subject to audit for a particular program.
  
- **Part 3, Compliance Requirements**
  - Includes the generic program objectives and audit procedures pertaining to the twelve types of compliance requirements.
  - Procurement changes – Build America Buy America Act (“BABAA”) establishes a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022
    - Non-federal entities are informed of a requirement to comply with BABAA by federal agencies through award terms and conditions.
    - In some cases, waivers may have been provided.
    - Auditees are responsible for supporting whether waivers in place.
    - New audit procedure to test a sample of procurement agreements for infrastructure subject to BABAA to determine whether the non-federal entity included domestic preference provisions in the agreements or obtained a waiver.
  - Cash Management changes
    - Revisions made to clarify the auditor’s responsibility when testing cash management under the reimbursement method.
    - Previous Supplements asked the auditor to ascertain if the entity “paid” for the costs in reimbursement requests prior to the date of the reimbursement period.
    - The audit objective and related procedure have been revised to ask the auditor to ascertain if the sample of expenditures in cash drawdowns tested were incurred prior to the date of the reimbursement request.
  - Performance and special reporting provisions added in 2021 were retained in CY:
    - Testing is only required for key line items that are quantifiable and capable of evaluations against objective criteria.
    - If no key line items are identified, auditor only needs to test that performance/special reports were submitted timely.
    - If key line items are included that are not quantifiable or have no objective criteria, auditors are not required to test.
    - Auditors are required to test key line items and timely submission.

- **Part 4, Agency Program Requirements**
  - There are several program additions and deletions as well as many programs with significant changes.
  - Identifies several programs as higher-risk programs, including the Education Stabilization Fund, the Provider Relief Fund and Medicaid Cluster.
  - If a program has a higher risk designation and it is a type A program, it will most likely need to be audited as a major.
  - If a program has a higher risk designation and it is a type B program, it should go through the standard risk assessment process and might not be selected as major.
  
- **Appendix V**
  - Provides an overview of the changes made from the 2022 Supplement.
  
- **Appendix VII**
  - Provides the definition of COVID-19 funding.
  - Provides guidance on how COVID-19 related awards should be reported on SEFA and SF-SAC
  - Federal Audit Clearinghouse (FAC) Transition from Census to GSA:
    - The FAC will transition from the U.S. Census Bureau (Census) to the U.S. General Services Administration (GSA) on October 1, 2023.
    - At that time, all submissions will need to be made through new FAC hosted by GSA.
    - Any draft not fully submitted to the Census FAC by October 1, 2023, may need to be completely re-started at the new GSA FAC.

#### Amendments to New York Not-for-Profit Corporation Law (N-PCL)

In November 2022, amendments were passed to the New York Not-for-Profit Corporation Law (N-PCL) that impact board governance by providing enhanced modernization. Under one of the amendments, members or directors are now permitted to take action by vote without a meeting, so long as it obtains consent of all of the members entitled to vote. Such consent may be written or electronic. Additionally, board directors who are elected to fill a vacancy of an unexpired term may hold office until either the end of the term of the director they are replacing or until the next annual meeting. Finally, directors who must leave a board meeting as a result of conflict of interest shall still be counted as present for determining if a quorum has been satisfied.

#### Secure Act 2.0 – Impact on Nonprofit Organizations

Passed at the end of 2022, the SECURE Act 2.0 includes many provisions that impact 403(b) and 401(k) plans. Among the many provisions are the following:

- 403(b) plans are now permitted to participate in pooled employer plans (“PEPS”). MEPs provide an opportunity for small nonprofit organizations to group together with the intent of making the plans more easily attainable and viable as well as to reducing administrative burdens on the organization.
- Part-time employees with two consecutive years of over 500 hours must be eligible to participate in company-sponsored plans
- A new student-loan matching program is created to treat student loan payments as plan contributions for purposes of matching contributions
- New startup plans will be required to have a mandatory automatic enrollment of 3% with annual increases of 1% up to at least 10% (maximum 15%)

Independence Issues

Sax LLP is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board members that, in our professional judgment may impair our independence.

This information is intended solely for the use of the Board of Trustees and management of New Dawn Charter Schools and should not be used for any other purpose.



October 30, 2023

**New Dawn Charter Schools**

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

# New Dawn Charter Schools

## Audited Financial Statements

June 30, 2023

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## Independent Auditor's Report

To the Board of Trustees of  
New Dawn Charter Schools

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023, 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.

#### Basis for Opinion

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

#### Responsibilities of Management for the Financial Statements

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

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

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

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

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

### **Report on Summarized Comparative Information**

The financial statements of the School, as of and for the year ended June 30, 2022 were audited by other auditors whose report dated October 17, 2022 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Financial Position by Location and Schedule of Revenue and Expenses by Location on pages 18-19 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2023 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

[REDACTED]  
New York, NY  
October 30, 2023

# New Dawn Charter Schools

## Statement of Financial Position

As of June 30, 2023  
(With comparative totals as of June 30, 2022)

	6/30/23	6/30/22
<b>ASSETS</b>		
Cash and cash equivalents	\$ 12,240,736	\$ 9,257,129
Government grant receivable - per pupil funding	196,401	267,564
Government grant receivable - NYC rental assistance	25,762	35,982
Government grant receivable - other	534,430	413,217
Program service income and other receivable	74,304	125,248
Prepaid expenses	13,307	340,676
Fixed assets, net	24,067,974	24,894,752
Restricted cash - bond proceeds	687,094	685,844
Restricted investments - bond proceeds	1,483,925	1,433,189
Operating lease right-of-use asset	26,095,196	26,562,404
Security deposit	171,300	171,300
Restricted cash - escrow account	200,038	150,020
	<b>\$ 65,790,467</b>	<b>\$ 64,337,325</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Liabilities:</b>		
Accounts payable and accrued expenses	\$ 777,559	\$ 667,949
Deferred revenue	5,050	16,622
Bond interest payable	366,202	371,619
Bonds payable, net	19,055,053	19,352,781
Operating lease liability	29,558,356	29,430,960
	<b>49,762,220</b>	<b>49,839,931</b>
<b>Net assets:</b>		
Net assets without donor restrictions	16,028,247	14,497,394
	<b>16,028,247</b>	<b>14,497,394</b>
	<b>\$ 65,790,467</b>	<b>\$ 64,337,325</b>

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

# New Dawn Charter Schools

## Statement of Activities

For the Year Ended June 30, 2023  
(With comparative totals for the year ended June 30, 2022)

	<b>Total 6/30/23</b>	<b>Total 6/30/22</b>
<b>WITHOUT DONOR RESTRICTIONS:</b>		
Public support and revenue:		
Public school district revenue:		
Resident student enrollment	\$ 8,747,847	\$ 8,109,291
Students with special education services	2,475,939	2,640,217
Subtotal public school district revenue	11,223,786	10,749,508
New York City rental assistance	1,387,472	1,136,955
Other government grants	882,878	1,007,568
Program service income	508,879	537,087
Contributions	26,579	11,703
Other income	16,148	122,200
Investment return	138,079	(12,841)
<b>Total public support and revenue</b>	<b>14,183,821</b>	<b>13,552,180</b>
 <b>EXPENSES</b>		
Program services:		
Regular education	6,093,305	5,048,369
Special education	5,060,426	5,294,302
Total program services	11,153,731	10,342,671
Supporting services - management and general	1,499,237	1,588,867
<b>Total expenses</b>	<b>12,652,968</b>	<b>11,931,538</b>
<b>Change in net assets</b>	<b>1,530,853</b>	<b>1,620,642</b>
<b>NET ASSETS, <i>beginning of year</i></b>	14,497,394	12,876,752
<b>NET ASSETS, <i>end of year</i></b>	<b>\$ 16,028,247</b>	<b>\$ 14,497,394</b>

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

# New Dawn Charter Schools

## Statement of Functional Expenses

For the Year Ended June 30, 2023

(With comparative totals for the year ended June 30, 2022)

	Program Services			Supporting Services	Total Expenses 6/30/23	Total Expenses 6/30/22
	Regular Education	Special Education	Total Program Services	Management and General		
Wages	\$ 2,452,983	\$ 2,058,032	\$ 4,511,015	\$ 507,519	\$ 5,018,534	\$ 4,695,670
Employee benefits and payroll taxes	624,365	523,837	1,148,202	129,178	1,277,380	1,174,250
<b>Total personnel costs</b>	<b>3,077,348</b>	<b>2,581,869</b>	<b>5,659,217</b>	<b>636,697</b>	<b>6,295,914</b>	<b>5,869,920</b>
Professional fees	420,345	313,511	733,856	324,682	1,058,538	885,248
Professional development	42,985	35,266	78,251	8,289	86,540	59,617
Student and staff recruitment	20,104	15,986	36,090	3,492	39,582	52,745
Curriculum and classroom expenses	38,492	21,798	60,290	-	60,290	101,517
Supplies and materials	45,353	38,051	83,404	9,384	92,788	65,152
Student transportation and food services	1,742	987	2,729	-	2,729	6,783
Occupancy and facility costs	1,145,830	961,342	2,107,172	237,067	2,344,239	2,315,757
Travel and conferences	28,141	23,610	51,751	5,823	57,574	27,076
Postage and shipping	1,995	1,674	3,669	413	4,082	3,518
Insurance	67,015	56,225	123,240	13,866	137,106	123,054
Information technology	16,666	13,982	30,648	3,448	34,096	27,491
Non-capitalized furniture and equipment	12,628	10,595	23,223	2,612	25,835	27,943
Repairs and maintenance	181,172	152,002	333,174	37,483	370,657	332,218
Depreciation	426,201	357,579	783,780	88,180	871,960	870,183
Bond interest expense	555,607	466,149	1,021,756	114,955	1,136,711	1,152,461
Other	11,681	9,800	21,481	12,846	34,327	10,855
<b>Total other than personnel costs</b>	<b>3,015,957</b>	<b>2,478,557</b>	<b>5,494,514</b>	<b>862,540</b>	<b>6,357,054</b>	<b>6,061,618</b>
<b>Total expenses</b>	<b>\$ 6,093,305</b>	<b>\$ 5,060,426</b>	<b>\$ 11,153,731</b>	<b>\$ 1,499,237</b>	<b>\$ 12,652,968</b>	<b>\$ 11,931,538</b>

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

# New Dawn Charter Schools

## Statement of Cash Flows

For the Year Ended June 30, 2023  
(With comparative totals for the year ended June 30, 2022)

	6/30/23	6/30/22
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 1,530,853	\$ 1,620,642
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Net realized and unrealized (gain)/loss on investments	(42,293)	34,462
Depreciation	871,960	870,183
Amortization of bond acquisition costs and discount	27,271	27,271
Changes in assets and liabilities:		
Government grant receivable - per pupil funding	71,163	(183,490)
Government grant receivable - NYC rental assistance	10,220	(30,782)
Government grant receivable - other	(121,213)	(141,276)
Program service income and other receivable	50,944	(39,640)
Prepaid expenses	327,369	(47,040)
Operating lease right-of-use asset and liability	594,604	725,458
Accounts payable and accrued expenses	109,610	150,182
Deferred revenue	(11,572)	16,622
Total adjustments	<b>1,888,063</b>	<b>1,381,950</b>
Net cash provided by operating activities	<b>3,418,916</b>	<b>3,002,592</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments (including reinvested dividends)	(8,443)	(12,426)
Purchase of furniture, equipment, and leasehold improvements	(45,182)	(91,000)
Capitalized cost of purchasing a building and related construction	-	(14,383)
Net cash used for investing activities	<b>(53,625)</b>	<b>(117,809)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of principal	(324,999)	(310,002)
Increase in accrued bond interest	(5,417)	(5,165)
Net cash used for financing activities	<b>(330,416)</b>	<b>(315,167)</b>
<b>Net increase in cash, cash equivalents and restricted cash</b>	<b>3,034,875</b>	<b>2,569,616</b>
<b>Cash, cash equivalents and restricted cash, <i>beginning of year</i></b>	<b>10,092,993</b>	<b>7,523,377</b>
<b>Cash, cash equivalents and restricted cash, <i>end of year</i></b>	<b>\$ 13,127,868</b>	<b>\$ 10,092,993</b>
<b>CASH, CASH EQUIVALENTS AND RESTRICTED CASH</b>		
Cash and cash equivalents	\$ 12,240,736	\$ 9,257,129
Restricted cash - bonds proceeds	687,094	685,844
Restricted cash - bonds escrow account	200,038	150,020
<b>Total cash, cash equivalents and restricted cash</b>	<b>\$ 13,127,868</b>	<b>\$ 10,092,993</b>
<b>SUPPLEMENTAL CASH FLOW INFORMATION</b>		
Interest paid	<b>\$ 1,114,856</b>	<b>\$ 1,130,230</b>
Taxes paid	<b>\$ -</b>	<b>\$ -</b>

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

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 1 - Organization and Nature of Activities

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

New Dawn Charter High School I ("New Dawn I"), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York. The School provides over-aged and under-credited students 15-21 years of age the opportunity to return to school and obtain a high school diploma through a rigorous New York State Education Department ("NYSED") standards-based education program. In June 2022, the School's charter was renewed for five years, expiring June 30, 2027.

New Dawn Charter Schools was formerly known as New Dawn Charter High School. In June 2018, the Board of Regents voted to approve and issue a charter to New Dawn Charter High School II ("New Dawn II") that expires on June 30, 2024. New Dawn II is located in Queens, New York and developed to replicate the learning experience of New Dawn I. New Dawn II opened in the Fall of 2019. At that time, the School's name was changed to New Dawn Charter Schools.

The School has the following programs:

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

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

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

### Note 2 - Significant Accounting Policies

#### *a. Basis of Accounting*

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

#### *b. Basis of Presentation*

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

- *Net Assets Without Donor Restrictions* - represents those resources for which there are no restrictions by donors as to their use.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 2 - Significant Accounting Policies – Continued

#### b. Basis of Presentation- Continued

- *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. There were no net assets with donor restrictions at June 30, 2023 or June 30, 2022.

#### c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the time a contribution 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 evaluates whether contributions are conditional or unconditional. Contributions are considered to be conditional when both a barrier must be overcome for the School to be entitled to the revenue and a right of return of the asset or right of release from the obligation exists. Conditional grants that have not been recognized amounted to \$960,000 at June 30, 2023. The grants are conditional upon achieving certain performance goals and incurring qualifying expenditures.

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

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2023 and 2022. All receivables at June 30, 2023 are expected to be received within one year.

The School also follows the requirements of FASB ASC 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.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 2 - Significant Accounting Policies - Continued

#### *d. Cash and Cash Equivalents*

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

#### *e. Investments*

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

#### *f. Concentration of Credit Risk*

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

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

#### *g. Capitalization Policy*

Property and equipment that exceed \$1,000 and have a useful life of greater than one year are capitalized at cost or at the fair value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Building and building improvements - 35 to 40 years

Land - Not depreciated

Furniture and equipment - 3 to 5 years

#### *h. Leases*

The School determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use ("ROU") assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 2 - Significant Accounting Policies - Continued

#### *i. Functional Allocation of Expenses*

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

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

- Employee benefits and payroll taxes
- Professional development
- Student and staff recruitment
- Supplies and materials
- Occupancy and facility costs
- 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.

#### *j. Advertising Costs*

Advertising costs are expensed as incurred.

#### *k. Management Estimates*

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

#### *l. 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.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 2 - Significant Accounting Policies - Continued

#### *l. Contingencies - Continued*

In the normal course of business, the School is involved in proceedings, lawsuits, and other claims. These matters are subject to many uncertainties, and outcomes are not predictable with a high degree of assurance. Consequently, the ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2023 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financial statements of the School.

#### *m. Accounting for Uncertainty of Income Taxes*

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2020 and later are subject to examination by applicable taxing authorities.

#### *n. Summarized Comparative Information*

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

### Note 3 - Government Grant Receivable - Per Pupil Funding

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

	<u>6/30/23</u>	<u>6/30/22</u>
Beginning receivable	\$ 267,564	\$ 84,074
Funding based on allowable FTE's	11,223,786	10,749,508
Advances received	<u>(11,294,949)</u>	<u>(10,566,018)</u>
Ending receivable	<u>\$ 196,401</u>	<u>\$ 267,564</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30% of the per pupil amount or actual lease costs. During the years ended June 30, 2023 and 2022, the amount of rent subsidy recognized for New Dawn II's space was \$1,387,472 and \$1,136,955, respectively, based on the per pupil cap. There was a receivable balance of \$25,762 and \$35,982 as of June 30, 2023 and 2022, respectively.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 4 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/23</u>	<u>6/30/22</u>
Building and building improvements	\$ 23,795,641	\$ 23,795,641
Land	2,000,000	2,000,000
Furniture and equipment	1,285,281	1,240,099
	<u>27,080,922</u>	<u>27,035,740</u>
Less: accumulated depreciation	(3,012,948)	(2,140,988)
Total fixed assets, net	<u>\$ 24,067,974</u>	<u>\$ 24,894,752</u>

### Note 5 - Bonds Payable

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

The bonds consist of the following:

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

While the bonds are not the debt of the School, the loan agreement the School has with Build NYC requires the School to make payments equal to the principal and interest of the bonds. Interest accrues on a monthly basis at coupon rates between 5% and 5.75% and is payable on an annual basis. Interest expense for the year ended June 30, 2023 and 2022 was \$1,109,440 and \$1,125,190, respectively.

The loan agreement is secured by the building and land that the proceeds were used to acquire. Per the terms of the agreement, the School is required to meet certain reporting and insurance covenants. As of June 30, 2023, management believes the School is in compliance with all covenants.

The bonds were issued with a discount of \$14,954 and issuance costs of \$803,165, which are amortized as interest expense over the life of the bonds. Amortization expense included in bond interest expense was \$27,271 for the years ended June 30, 2023 and 2022.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 5 - Bonds Payable - Continued

Minimum principal payments on the bonds are as follows:

Year ending:

June 30, 2024	\$ 345,000
June 30, 2025	360,000
June 30, 2026	380,000
June 30, 2027	400,000
June 30, 2028	420,000
Thereafter	<u>17,850,000</u>
Total	19,755,000
Less: unamortized bond discount	(12,794)
Less: unamortized bond issuance costs	(687,153)
Total bonds payable, net	<u><u>\$ 19,055,053</u></u>

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

Restricted cash	\$ 687,094
Restricted investments	<u>1,483,925</u>
Total restricted cash and investments - bond proceeds	<u><u>\$ 2,171,019</u></u>

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

Building costs	\$ 205,892
Debt service and contingency reserve funds	1,483,925
Bond interest payments	<u>481,202</u>
Total restricted cash and investments - bond proceeds	<u><u>\$ 2,171,019</u></u>

### Note 6 - Investments and Fair Value Measurements

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

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

Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 6 - Investments and Fair Value Measurements – Continued

The following summarizes the composition of investments:

	Level 2	
	6/30/23	6/30/22
Treasury bills	\$ 1,483,925	\$ -
Corporate bonds	-	1,433,189
	<u>\$ 1,483,925</u>	<u>\$ 1,433,189</u>

Level 2 securities are valued using observable market inputs for securities that are similar to those owned. These methods produce a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value or certain financial instruments could result in different fair value measurements.

Investment return consists of the following:

	6/30/23	6/30/22
Net realized and unrealized gain/(loss)	\$ 42,293	\$ (34,462)
Interest income	95,786	21,621
Total investment return	<u>\$ 138,079</u>	<u>\$ (12,841)</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.

The ROU assets represent the School's right to use underlying assets for the lease term, and the lease liabilities represent the School's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. The School did not have access to the rate implicit in the lease, so the School utilized the incremental borrowing rate as the discount rate. The weighted average discount rate associated with the lease was 5.75%. As of June 30, 2023, the weighted-average remaining lease term for the operating lease was 30 years.

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 \$2,235,186 associated with the lease for the year ended June 30, 2023. Cash paid for the operating lease for the year ended June 30, 2023 was \$1,526,852. There were no short-term lease costs during the year ended June 30, 2023. There were no noncash investing and financing transactions related to leasing.

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

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

Year ending:		
	June 30, 2024	\$ 1,658,090
	June 30, 2025	1,695,397
	June 30, 2026	1,733,543
	June 30, 2027	1,772,548
	June 30, 2028	1,812,430
	Thereafter	<u>58,394,646</u>
		<u>67,066,654</u>
	Less: present value discount	<u>(37,508,298)</u>
	Total lease liability at June 30, 2023	<u><u>\$ 29,558,356</u></u>

### Note 8 - Restricted Cash - Escrow

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

### Note 9 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 91% and 89% of the School's total public support and revenue was received from the NYCDOE for the years ended June 30, 2023 and 2022, respectively. If the NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

### Note 10 - Retirement Plan

The School has a retirement plan under IRS Section 403(b). Employees are eligible to participate if they serve 1,000 hours for the year. All eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts and, after 1 year of service, receive an employer base contribution equal to 50% of the salary reduction contributions made by the employee for the calendar year, not to exceed 6% of the employee's salary. In addition, the School can decide to give a discretionary based contribution. The School contributed \$122,000 and \$74,000 to the 403(b) plan during the years ended June 30, 2023 and 2022, respectively.

The following vesting periods apply:

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

# New Dawn Charter Schools

## Notes to Financial Statements

June 30, 2023

### Note 11 - Availability and Liquidity

The following reflects the School's financial assets at June 30, 2023 that are available to meet cash needs for general expenditures within one year:

Financial assets at year end:	
Cash and cash equivalents	\$ 12,240,736
Government grant receivable - per pupil funding	196,401
Government grant receivable - NYC rental assistance	25,762
Government grant receivable - other	534,430
Program service income and other receivable	<u>74,304</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$ 13,071,633</u></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 12 - Subsequent Events

Subsequent events have been evaluated through October 30, 2023, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

# New Dawn Charter Schools

## Schedule of Financial Position by Location

At June 30, 2023

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 5,774,094	\$ 6,466,642	\$ 12,240,736
Government grant receivable - per pupil funding	69,635	126,766	196,401
Government grant receivable - NYC rental assistance	-	25,762	25,762
Government grant receivable - other	413,356	121,074	534,430
Program service income and other receivable	65,424	8,880	74,304
Prepaid expenses	9,107	4,200	13,307
Fixed assets, net	23,969,119	98,855	24,067,974
Restricted cash - bond proceeds	687,094	-	687,094
Restricted investments - bond proceeds	1,483,925	-	1,483,925
Operating lease right-of-use asset	-	26,095,196	26,095,196
Security deposit	21,300	150,000	171,300
Restricted cash - escrow account	100,000	100,038	200,038
Interschool receivable /(payable) balance	567,827	(567,827)	-
<b>Total assets</b>	<b><u>\$ 33,160,881</u></b>	<b><u>\$ 32,629,586</u></b>	<b><u>\$ 65,790,467</u></b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Liabilities:</b>			
Accounts payable and accrued expenses	\$ 343,271	\$ 434,288	\$ 777,559
Deferred revenue	1,697	3,353	5,050
Bond interest payable	366,202	-	366,202
Bonds payable, net	19,055,053	-	19,055,053
Operating lease liability	-	29,558,356	29,558,356
<b>Total liabilities</b>	<b><u>19,766,223</u></b>	<b><u>29,995,997</u></b>	<b><u>49,762,220</u></b>
<b>Net assets:</b>			
Net assets without donor restrictions	13,394,658	2,633,589	16,028,247
<b>Total net assets</b>	<b><u>13,394,658</u></b>	<b><u>2,633,589</u></b>	<b><u>16,028,247</u></b>
<b>Total liabilities and net assets</b>	<b><u>\$ 33,160,881</u></b>	<b><u>\$ 32,629,586</u></b>	<b><u>\$ 65,790,467</u></b>

# New Dawn Charter Schools

## Schedule of Revenue and Expenses by Location

For the Year Ended June 30, 2023

	<u>Brooklyn</u>	<u>Queens</u>	<u>Total</u>
<b>WITHOUT DONOR RESTRICTIONS</b>			
Public support and revenue:			
Public school district revenue:			
Resident student enrollment	\$ 4,125,100	\$ 4,622,747	\$ 8,747,847
Students with special education services	1,277,881	1,198,058	2,475,939
Subtotal public school district revenue	5,402,981	5,820,805	11,223,786
New York City rental assistance	-	1,387,472	1,387,472
Other government grants	614,276	268,602	882,878
Program service income	508,879	-	508,879
Contributions	26,579	-	26,579
Other income	16,148	-	16,148
Investment return	138,062	17	138,079
<b>Total public support and revenue</b>	<b>6,706,925</b>	<b>7,476,896</b>	<b>14,183,821</b>
<b>EXPENSES</b>			
Program services:			
Wages	2,712,532	2,306,002	5,018,534
Employee benefits and payroll taxes	714,345	563,035	1,277,380
Professional fees	549,610	508,928	1,058,538
Professional development	48,668	37,872	86,540
Student and staff recruitment	25,152	14,430	39,582
Curriculum and classroom expenses	37,791	22,499	60,290
Supplies and materials	60,717	32,071	92,788
Student transportation and food services	2,569	160	2,729
Occupancy and facility costs	107,206	2,237,033	2,344,239
Travel and conferences	45,486	12,088	57,574
Postage and shipping	2,486	1,596	4,082
Insurance	68,633	68,473	137,106
Information technology	18,922	15,174	34,096
Non-capitalized furniture and equipment	20,005	5,830	25,835
Repairs and maintenance	227,612	143,045	370,657
Depreciation	811,539	60,421	871,960
Bond interest expense	1,136,711	-	1,136,711
Other	26,302	8,025	34,327
Total expenses	6,616,286	6,036,682	12,652,968
<b>Change in net assets</b>	<b>90,639</b>	<b>1,440,214</b>	<b>1,530,853</b>
<b>NET ASSETS, beginning of year</b>	13,304,019	1,193,375	14,497,394
<b>NET ASSETS, end of year</b>	<b>\$ 13,394,658</b>	<b>\$ 2,633,589</b>	<b>\$ 16,028,247</b>



**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 Schools

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Dawn Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2023, 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 30, 2023.

**Report on Internal Control over Financial Reporting**

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

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

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

**Report on Compliance and Other Matters**

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

**Purpose of this Report**

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

  
New York, NY  
October 30, 2023

# **New Dawn Charter Schools**

## Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year:

None - There were no findings in the prior year.

P.O. Box 15284  
Wilmington, DE 19850

**Customer service information**

 Customer service: 1.888.400.9009

 [bankofamerica.com](http://bankofamerica.com)

 Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

NEW DAWN CHARTER HIGH SCHOOL  
ESCROW ACCOUNT  
242 HOYT ST  
BROOKLYN, NY 11217-2913

## Your Business Advantage Relationship Banking

for June 1, 2023 to June 30, 2023

Account number: XXXXXXXXXX

**NEW DAWN CHARTER HIGH SCHOOL ESCROW ACCOUNT**

### Account summary

Beginning balance on June 1, 2023	\$100,000.00	# of deposits/credits: 0
Deposits and other credits	0.00	# of withdrawals/debits: 0
Withdrawals and other debits	-0.00	# of items-previous cycle <sup>1</sup> : 0
Checks	-0.00	# of days in cycle: 30
Service fees	-0.00	Average ledger balance: \$100,000.00
<b>Ending balance on June 30, 2023</b>	<b>\$100,000.00</b>	<sup>1</sup> Includes checks paid, deposited items and other debits

BANK OF AMERICA BUSINESS ADVANTAGE

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Inclusion on the Advisory Panel subject to qualifications.

SSM-01-23-2557.B | 5421173

## IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

**How to Contact Us** - You may call us at the telephone number listed on the front of this statement.

**Updating your contact information** - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

**Deposit agreement** - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

**Electronic transfers: In case of errors or questions about your electronic transfers** - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

**Reporting other problems** - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

**Direct deposits** - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Bank of America, N.A. Member FDIC and  Equal Housing Lender

### Daily ledger balances

Date	Balance (\$)
06/01	100,000.00

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SSM-01-23-2633.B | 5421083

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

**Trustee Name:**

Ronald Tabano

---

**Name of Charter School Education Corporation:**

New Dawn Charter Schools

---

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted]

07/26/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Brian Baer

---

**Name of Charter School Education Corporation:**

New Dawn Charter Schools

---

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

Secretary

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>
The Elevated Studio	Owner's Representative	\$14,550	Brian Baer	I recuse myself from any vote on any construction issues.

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

DocuSigned by:  
*Brian Baer*  
B2000AC2C0EC40C...

2023.July.26

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Jonathan Carrington

---

**Name of Charter School Education Corporation:**

New Dawn Charter Schools

---

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

None

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted]

7/26/23

**Signature**

**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

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

**Trustee Name:**

Katharine Urbati

---

**Name of Charter School Education Corporation:**

New Dawn Charter Schools

---

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted Signature]

7/27/2023

**Signature**

**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

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

**Trustee Name:**

Jane Sun

---

**Name of Charter School Education Corporation:**

New Dawn Charter Schools

---

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

Vice Chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

\_\_\_\_\_  
**Signature** 7/28/2023  
**Date**

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

*last revised 04/2022*

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

**New Dawn Charter Schools Board of Trustees**

**Minutes July Meeting**

**Wednesday, July 13, 2022  
11:00 a.m.**

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

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

**Tel. 347-505-9101**

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

**Date:** Wednesday, July 13, 2022

**Time:** 11:00 AM

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

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

**I. Agenda**

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

**Resolution:** July 2022 Board of Trustees meeting agenda

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

## II. Minutes

### **Resolution:** June 2022 Minutes

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

### **Resolution:** June 2022 Finance Committee Minutes

Mr. Tabano asked the board members if there was a resolution to accept and approve the June 2022 Finance Committee minutes.

**Motion:** Ms. Jan Sun motioned to accept and approve the June 2022 Finance Committee minutes.

**Motion Seconded:** Mr. Ron Tabano seconded the motion. June 2022 Finance Committee minutes.

**Vote:** The board unanimously voted to accept and approve the June 2022 Finance Committee minutes.

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

### **Benchmark 4: Financial Condition**

### **Benchmark 5: Financial Management**

Mr. Ramkissoon reported to the board that the financial standing in both schools continues to be good. The consolidated balance sheet depicts a positive net cash total for the month for both the Queens and Brooklyn school. To date, the total consolidated net income for both schools is approximately \$1.8M in cash. Regarding the Brooklyn school, Mr. Ramkissoon reported that to date, the school net income currently is at over \$400K. The Queens school's net income is at over \$1M. Mr. Ramkissoon further stated that if the enrollment numbers hold or continue to increase, there are no financial concerns for either school for the remainder of the fiscal year.

### **a. Resolution: Monthly Financials**

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

**IV. Hiring, Recruitment, and School Updates—** Dr. Sara Asmussen, Executive Director

**Benchmark 7: Organizational Capacity**

**a. Staff Hiring**

Dr. Asmussen reported to the board that recruiting efforts are still taking place to fill vacant positions in both schools and especially with certified teachers. There is a shortage of teachers at this point.

**b. Student Recruitment**

Dr. Asmussen reported that student recruitment efforts continue at both schools. To date, the student recruitment drive has resulted in new student enrollments at both school locations.

**c. School Updates**

Dr. Asmussen also reported to the board that both schools did well with Regents test results. Dr. Asmussen also stated that there is more work to be done to improve test results and to better prepare teachers. Although first year teacher results were lower than desired and can be improved, the results were acceptable for first year teachers administering the Regents test. Mr. Tabano requested that Dr. Asmussen put this information on the Board Dashboard and submit at the next Board meeting.

**d. Resolution: Renewal Action Plan**

Mr. Ron Tabano asked Dr. Asmussen if she had anything further to review or discuss. Board members had reviewed the plan earlier and Mr. Tabano asked if there was any further input. Mr. Tabano stated that he reviewed the action plan and believes that it addresses all the renewal items that need to be addressed. He asked the Board members if anyone had any concerns or felt that the plan needed to be modified or adjusted. All Board members stated individually that they believed that the action plan was acceptable and sufficient as is. Ms. Jane Sun asked a question about the effective dates of the action plan and Dr. Asmussen clarified the dates.

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

**Motion:** Ms. Jane Sun motioned to accept and approve the renewal action plan.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board unanimously voted to accept and approve the renewal action plan.

**V. Facilities—Jose Obregon**

**Benchmark 6: Board Oversight & Governance**

**a. Update on both buildings**

Regarding the Brooklyn school, Mr. Obregon reported to the board that he is concerned that there is no action being taken by Benchmark to correct the handicap ramp that continues to be not functional. Mr. Tabano asked Mr. Obregon if the leak at the roof door was fixed, and Mr. Obregon confirmed that it is not fixed yet either. Mr. Obregon confirmed that the leak at the roof door is outstanding for some time now also with no action being taken by Benchmark. Mr. Obregon further stated that the ramp issue is outstanding for a year since Benchmark was notified that it needed to be fixed. Mr. Brian Baer volunteered to liaison with Benchmark to take the necessary corrective action. Also in Brooklyn, Mr. Obregon reported that the CAT I inspection was conducted, and the elevator passed and met NYC DOB requirements.

At the Queens school, Mr. Obregon stated that there was a gas leak coming from the stove that was discovered by the inspection company that Barone management utilizes. Subsequently, the gas had to be shut down. Barone management is aware and indicated that they will act to remedy.

A discussion was held about the roof. Barone is to submit a proposal about taking the roof terrace out of the lease. This will be discussed once the proposal is received, hopefully by the next meeting.

Mr. Tabano asked the board members if there were any questions for Dr. Asmussen, Mr. Ramkissoon or Mr. Obregon. The Board members did not have any questions. Mr. Brian Baer asked Mr. Obregon to keep him posted concerning any action taken by Benchmark to address the construction issues at the Brooklyn school.

**VI. Public Comment**

No public comment was made.

**VII. New Business**

There was no new business discussed. Mr. Tabano asked the board members what date they would like to schedule the next board of trustees meeting. The board members decided that the next board meeting will take place on August 16, 2022, at 11:00 A.M.

**VIII. Adjournment**

The board adjourned at 11:35 A.M.

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

## **August 2022 Board of Trustees Meeting Minutes**

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

**Tuesday, August 16, 2022  
11:00 a.m.**

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

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

**Tel. 347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Ramkissoon, Director of Finance and HR, NDCS, Ms. Emily Predmore, Data Specialist, NDCS

#### **I. Agenda**

**Resolution:** August 2022 Agenda

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

#### **II. Minutes**

**Resolution:** July 13, 2022, board minutes

Mr. Tabano asked if there was a motion to accept and approve the July 13, 2022, board minutes.

**Motion:** Ms. Jane Sun motioned to accept and approve the July 13, 2022, Board of Trustees meeting minutes.

**Motion Seconded:** Mr. Brian seconded the motion.

**Vote:** The board voted unanimously to accept and approve the July 13, 2022, Board of Trustees meeting minutes.

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

a. **Resolution:** Monthly Financials

Mr. Ramkissoon informed the board that the July financials were not ready yet and that his report included only the June 2022 financials. Subsequently, he reported that the Brooklyn school was doing well and maintains a positive cash flow that is higher than projected. This positive cash flow was maintained with 252 students enrolled. He asked if there were any questions. The board members agreed that it was a good report and had no questions.

For the Queens school, Mr. Ramkissoon reported that despite having only 218 students enrolled, the school came close to meeting the revenue projections. Mr. Ramkissoon also stated that the revenue may be even higher since there were a few students who were since recently enrolled. Dr. Asmussen confirmed that after enrollment numbers and billing are reconciled, the DOE owes both schools approximately \$100K.

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

After the resolution, Ms. Urbati remarked that given the challenges that everyone has faced the last couple of years, she is impressed that both schools continue to be on

target in meeting their financial goals and objectives. She thanked the staff of NDCS for their challenging work and success.

Mr. Ramkissoon confirmed that the auditors will be physically on site in Brooklyn for the yearly audit. He also stated that the auditors have already submitted a list of student records that they will review. Additionally, they will be provided with all the financial records that they need to conduct the annual audit.

**b. Resolution: Contracts**

**Copy Machine Contract for Brooklyn School.** Mr. Ramkissoon reported that he was able to get a medium-size copy machine contract for approximately \$180/month versus the \$900/month lease that the school recently let expire. He reported that with the new copy machine, users will have to come to the copy machine to release their print jobs. This will save paper and money. Mr. Tabano asked the board if there a motion to accept and approve the new copy machine contract.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the new copy machine contract.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new copy machine contract.

**National Training Network Contract for both schools.** Mr. Ramkissoon informed the board that this contract needed to be renewed and needed board approval. Dr. Asmussen explained to the board that this program included an embedded and onsite visit for several days from the program to assist Math teachers. NDCHS has been using this program for approximately five (5) years. Mr. Tabano asked the board if there was a motion to accept and approve the renewal of this contract.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the National Training Network contract for both schools.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the National Training Network contract for both schools.

**Accounting Solutions Contract.** Mr. Ramkissoon reported that Accounting Solutions' annual fees increased by 5K. However, he believes that they have done an excellent job and should be renewed. Ms. Urbati asked if the school experienced any issues with Accounting Solutions in the past. Dr Asmussen confirmed that the school has not and that the accounting firm has been very consistent over the last several years. Dr. Asmussen confirmed that Accounting Solutions' fees are also much better than other accounting firms. Mr. Tabano asked the board members if there were no objections if there was a motion to accept and approve the Accounting Solutions contract.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the Accounting Solutions contract for both schools

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the Accounting Solutions contract for both schools.

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

**a. Staff Hiring— Mr. Steve Ramkissoon**

Mr. Ramkissoon reported to the board that both the Brooklyn and Queens school have staff vacancies. There were five (5) vacancies in Brooklyn and six (6) in Queens. Currently, the Brooklyn school has hired three teachers including a science teacher. Mr. Ramkissoon will send out an offer letter to a social studies teacher for Brooklyn. The Queens school was able to hire one teacher and there remains five additional vacancies that need to be filled. Additionally, Mr. Ramkissoon informed the board that Ms. Fabiano will not return to NDCS. She was scheduled to be the Director of Student Services. Nonetheless, Mr. Ramkissoon indicated that recruiting efforts will continue to fill the remaining vacant positions. Mr. Tabano remarked that it is difficult getting new teachers in view of the nation-wide teacher shortage and the number of people leaving the profession.

Dr. Asmussen informed the board that NDCS was able to recruit two culinary instructors who will set up the CTE program, the curriculum, and the Queen's kitchen. Additionally, she reported to the board that in the schools' internship program, everyone, except one person, is new in that program. Dr. Asmussen stated that she believes that they are fabulous people.

Mr. Tabano asked Mr. Ramkissoon if he knew where staff that left went. Mr. Ramkissoon stated that he believes that those personnel took other positions closer to home and especially if they lived in Long Island. Dr. Asmussen also informed the board that one of the Brooklyn school's long-time teachers moved back to Texas.

**b. Student Performance—Dr. Sara Asmussen**

Dr. Asmussen reminded the board members that she emailed the outcomes. She also reminded the board members that this is the first time since 2019 or January 2020 that the Regents exams were administered. Dr. Asmussen also stated that since Regents results and outcomes are embargoed, details of outcomes, results, etc. will not be included in the transcribed minutes.

**V. Facilities— Mr. Jose Obregon, Director of Operations**

Mr. Tabano spoke about the Barone management proposal of constructing a space in front of the building instead of proceeding with the roof project as agreed to by both parties in the lease. Mr. Tabano stated that this proposal was not acceptable and asked the board members if they agreed with him. All the board members agreed that the roof project should proceed as agreed to in the lease and that building a space in front of the building for recreational purposes was not safe or acceptable.

Mr. Brian Baer suggested that the board formally vote in favor of continuing with the roof project and oppose the construction of a recreation area in front of the school as Barone management proposed. Ms. Urbati also stated that Barone needed to address several safety issues that still needed to be fixed on the roof. Mr. Brian Baer asked Dr. Asmussen if the use of the roof was part of the lease agreement and Dr. Asmussen confirmed that it is.

Mr. Brian Baer then made the following motion:

**Motion:** NDCS will not accept Barone’s proposal to create a recreational area in front of the school and will hold Barone accountable for what is in the lease agreed to by both parties.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to not accept Barone’s proposal to create a recreational area in front of the school and will hold Barone accountable for what is in the lease agreed to by both parties.

Mr. Tabano asked Dr. Asmussen to inform Mr. Scott Baron of the board’s decision.

## **VI. Grants & Reports— Dr. Sara Asmussen**

### **Benchmark 1: Student Performance**

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

### **Benchmark 8: Mission & Key Design Elements**

Dr. Asmussen reported to the board that she sent both annual reports to the board members. There is minor change from last year’s report. Dr. Asmussen reported that on November 1 there will be a budget audit for both schools. Mr. Tabano asked if there were any questions or concerns regarding the annual reports for both schools. There were no questions or concerns. Mr. Tabano asked the board members if there was a motion to accept and approve the Queens annual report.

#### **a. Resolution: Queens Annual Report**

**Motion:** Ms. Jane Sun motioned to accept and approve the NDCHS II annual report.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCHS II annual report.

Mr. Tabano then asked the board members if there was a motion to accept and approve the Brooklyn school annual report.

**b. Resolution: Brooklyn Annual Report**

**Motion:** Ms. Jane Sun motioned to accept and approve the NDCHS annual report.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCHS annual report.

**VII. Policies and Procedures**

Mr. Tabano informed the board that the state has asked schools to revise certain policies and procedures. He asked Dr. Asmussen to explain the changes that the state is looking for the school to implement. Dr. Asmussen explained to the board that the state has directed that the school reinstate some of the policies that are incorporated in the documentation that she sent the board members. The authorizer also wants to make sure that these changes are implemented right away instead of December 2022 as previously directed. The authorizer also wants NDCS to redo the discipline policy. Dr. Asmussen informed the board that Ms. Lobato is working with the school's attorney to get this accomplished. Thus far, all changes were reviewed by Ms. Lobato, Dr. Asmussen, and the school attorney. The four policies below will be submitted once the Board approves them. The discipline policy will not be ready until September 2022 and Mr. Giovine stated that September 2022 was acceptable.

Mr. Tabano asked the board members if there was a motion to accept and approve the bylaws for the school.

**Motion:** Ms. Jane Sun motioned to accept and approve the NDCHS bylaws.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCS bylaws.

Mr. Tabano asked if there was a motion to accept and approve the parent/student handbook.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the NDCS parent/student handbook.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCS parent/student handbook.

Mr. Tabano asked the board members if there was a motion to accept and approve the NDCS grievance policy

**Motion:** Ms. Katharine Urbati motioned to accept and approve the NDCS grievance policy.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCS grievance policy

Mr. Tabano asked the board members if there was a motion to accept and approve the NDCS enrollment/admissions policy.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the NDCS enrollment/admissions policy.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new NDCS enrollment/admissions policy.

#### **VIII. New Business**

Mr. Tabano asked Dr. Asmussen about any future changes in NYS Education Department's leadership. Dr. Asmussen stated that she believes that certain individuals will move on to distinct roles. Dr. Asmussen also indicated that the individual will be invited to the school and welcomed. Mr. Tabano also stated that he is confident that whatever personnel changes are made at the NYSED, NDCS will work closely with whoever is designated to work with the school.

Dr. Asmussen stated that the board will need another board member. Ms. Urbati stated that she knows of someone who is an attorney and may be interested in joining the board. Ms. Urbati will contact that person and follow up.

#### **IX. Public Comment**

No public comment was made.

#### **X. Adjournment**

The board members agreed that the next board meeting will be held on September 27, 2022, at 11:00 A.M.

The board meeting adjourned at 11:45 A.M.

**New Dawn Charter Schools Board of Trustees  
August Meeting  
Wednesday, September 28, 2022  
11:00 a.m.**

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

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

**347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Ramkissoo, Director of Finance and HR, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Ms. Emily Predmore, Data Specialist, NDCS

**AGENDA**

**I. Resolution: Agenda**

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

**Motion:** Ms. Katharine Urbati motioned to accept and approve the September 2022, Board of Trustees meeting agenda.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

**II. Resolution: Minutes**

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

**Motion:** Mr. Brian Baer motioned to accept and approve the August 2022 Board of Trustees minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the August 2022 Board of Trustees minutes.

### **III. Financials—Steve Ramkissoon**

Mr. Ramkissoon informed the board members that NDCS has approximately \$1M dollars in a savings account with Bank of America. However, the account is not earning adequate interest and the bank fees are more than what is being earned in interest. Therefore, he asked the board members permission to move that money into a CD account with a higher interest yield. He proposed to move the moneys in increments of 250K CD account to maintain FDIC insurance. Mr. Ramkissoon also informed the board that there is also money in a banco de Ponce savings account which is not being used that can be combined with the bank of America funds.

Mr. Tabano suggested that if the money is moved, that it be moved to a three (3) and six (6) month CD only in case the rates change the money is not locked in for an extended period. Mr. Tabano also stated that he believed that the interest rates are going to change. Mr. Ramkissoon agreed that he would find out how he can do this and at the same time maintain FDIC insurability.

Mr. Tabano asked the board members if anyone had an opinion regarding moving these funds to short-term CDs. Ms. Urbati suggested that a viable way to transfer these funds in increments of \$250K to maintain FDIC insurability is to invest the money in increments of \$250K every three (3) months after each investment of \$250K. This way, there is always \$250K available before the next CD expires.

Dr. Asmussen also recommended not to withdraw money from Banco de Ponce since they are the only local bank that the school does business with and the bank also teaches finance classes at both the Queens and Brooklyn school.

Mr. Tabano asked the board members if there was a resolution that Steve Ramkissoon move the money in the Bank of America savings account to short-term CD accounts in increments of \$250K.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the transfer of Bank of America savings account funds to short-term CD accounts in increments of \$250K.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the transfer of Bank of America savings account funds to short-term CD accounts in increments of \$250K.

### **IV. Benchmark 4: Financial Condition Benchmark 5: Financial Management**

Steve Ramkissoon presented the Brooklyn school financials for the months of July 2022 and August 2022. Revenue for the two (2) months was at 16% and expenses at 13%. This reflects a positive cash flow. Steve Ramkissoon explained the revenue was only at 16% since enrollment numbers were not high those two (2) months. He also stated that he expects enrollment to

increase in September thereby increasing revenue. He also stated that he did not see any red flags.

Ms. Katharine Urbati stated that she noted a 20% increase in repairs and maintenance at the Queens school and asked Steve if these were unexpected costs. Steve replied that these repairs were the responsibility of the school and it included the installation of a new security system. However, none of the costs were unexpected.

Like the Brooklyn school, Steve stated that he believes the Queens school will increase in September 2022 when the school gains new students. Mr. Tabano asked if there were any other questions. There were no questions. Mr. Tabano then asked if there was a motion to accept and approve the July 2022 and August 2022 financials.

**a. Resolution: Monthly Financials**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the July 2022 and August 2022 financials.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve the July 2022 and August 2022 financials.

**b. Audit Update**

Steve Ramkissoon reported to the board that he and Dr. Asmussen are collaborating with the auditors. Steve will speak with them by telephone to gather any documentation that they will need. The auditors will be at the Brooklyn school on Friday to review student and employee files. Steve is in communication with the school's accounting firm as well and there are no red flags to date. Steve also stated that the only item which they will identify is that the school does not have a written policy for bond monies. However, the money that is still at Melon bank is managed in accordance with the school's investment policy which the board approved. Once the school gets the final C of O, the project will be closed and the monies will be withdrawn from Bank of Melon.

Mr. Tabano asked Dr. Asmussen if the outreach program was addressed with the auditors for those students that are absent. Dr. Asmussen confirmed that she did get that information to the auditors. Dr. Asmussen then asked the board to approve an increase the Queens school escrow funds to \$100K immediately rather than wait until the end of the year.

Mr. Tabano asked the board members if there was a motion to accept and approve increasing the Queens school escrow account to \$100K immediately.

**Motion:** Ms. Katharine Urbati motioned to accept and approve to increase the Queens school escrow account to \$100K immediately.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the motion to increase the Queens school escrow account to \$100K immediately.

**V. Hiring, Recruitment, and School Updates**

**Benchmark 1: Student Performance**

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

**Benchmark 6: Board Oversight & Governance**

**Benchmark 7: Organizational Capacity**

**a. Staff Hiring—Steve Ramkissoon**

Steve Ramkissoon informed the board that the hiring process continues. The Brooklyn school continues to look for fulltime and parttime teachers. The Queens school is seeking a SPED, an aspiring teacher, and a math teacher. Venues such as Indeed and Linked-In are being utilized to seek and interview potential prospects. Steve also mentioned that Dr. Asmussen recently interviewed a candidate for the culinary cook position and that candidate appears promising.

Mr. Tabano remarked that the school is acquiring candidates, so that is a positive indicator. Dr. Asmussen further stated that the schools are even considering hiring retired personnel who are looking to work limited hours such as from 10 AM to 3:00 PM. That time includes the highest concentration of classes during the school day.

**b. Student Performance—Embargoed**

Mr. Tabano stated to the board that student performance is still embargoed. Subsequently, Dr. Asmussen informed the board that each school met only one of NDCS performance goals. The Queens school made the goal in living environment for June and August Regents. The other subject areas target scores were not met but were not that far below the goal. There is work to be done for Math in the Queens. However, in Brooklyn, the Algebra Regents goal was met with an XX% pass rate. Dr. Asmussen informed the board that both schools are close to meeting the Regents exam pass rate. The schools are at an average of XX% pass rate but she believes that will continue to improve. Some of the challenges include teachers who do not have the experience preparing for the Regents exam and some teachers are new and inexperienced. Regardless of the Regents score outcomes, Dr. Asmussen stated that she believes that both schools are in a good trajectory to achieve higher pass rates. Item analysis is being conducted at both schools to improve student performance. Dr. Asmussen reported that students did well in multiple choice questions but not so well in areas that required writing for a particular content area. In other content areas, students did not do well in the multiple-choice portion but did well in writing. Therefore, the school will continue to conduct the necessary analysis to improve the score outcomes in each subject area test.

Mr. Tabano commented that the State is holding schools responsible for Regents exams that were taken outside of his school even as the city of New York agrees that his school should not

be held accountable for. Dr. Asmussen concurred that NDCS is facing the same challenge. Mr. Tabano remarked that the State should revise their accountability plan to reflect a more accurate and fair rating for schools.

**VI. Facilities—Jose Obregon**

**VII. Benchmark 6: Board Oversight & Governance**

**a. Resolution: Lutron Contract**

Jose Obregon presented the board a maintenance contract proposal for the lighting system at the Brooklyn School submitted by Lutron Lighting Co. The proposal included the maintenance of the lighting system in the building. Although Lutron is a reputable company, Mr. Obregon informed the board that there is a need for the lighting system to be check and adjusted since there are experiences of lighting not working properly. The lighting system is an LED lighting system which is electronically programmed and requires a technician with a programming device to do such. The contract is \$3,900 for a five-year period. Mr. Brian Barer remarked that if it covered a five (5) year span that would be acceptable. Jose Obregon recommended the silver plan which is the least expensive plan. Mr. Tabano aske the board if there was a motion to accept and approve Motion: Ms. Katharine Urbati motioned to accept and approve the lighting maintenance contract as submitted by Lutron lighting Co.

**Motion:** Mr. Brian Baer motioned to accept and approve the lighting maintenance contract as submitted by Lutron lighting Co.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the lighting maintenance contract as submitted by Lutron lighting Co.

**b. Roof top**

For the Queens school, Jose Obregon reported that Barone has agreed to begin work on the roof in Queens. They will begin work within the next two weeks.

For the Brooklyn school, Jose Obregon reported that Mr. Brian has indicated that he is ready to have the contractors begin work on the Brooklyn roof as soon as Dr. Asmussen gives him the green light to begin.

**c. COO**

Jose Obregon reported that at this time, only a final inspection of the fire alarm system is required to complete the DOB requirements for issuing a final Certificate of Occupancy for the school. Currently, the school is waiting for Metropolis to work out the final inspection with the DOB and FDNY.

#### **d. Queens Sewer**

Jose Obregon reported to the board that in the past days, there was a flood that inundated the cafeteria and much of the first floor at the Queens school. Since it was sewer water, the school had to be cleaned and disinfected to include any furniture, equipment, and walls that became contaminated. Jose Obregon reported that Barone did respond to the emergency quickly and sent a crew which cleaned and disinfected the entire space to include furniture, walls, and equipment. The cafeteria space is now available for use without limitations. Additionally, all the bathroom systems are old and do not function properly. In many cases, the old tank and pump systems constantly need to be fixed. Jose also stated that he believes that all the commodes need to be upgrade and replaced to improve performance and prevent this from happening again. Dr. Asmussen concurred and Mr. Tabano also stated that Barone must address this or it will continue to happen.

#### **e. Brooklyn Façade and Updates**

Jose Obregon reported that about a week and a half ago a slab of the stone façade that comprises the Brooklyn school outer wall came off. Mr. Tabano asked Jose Obregon to make sure that all the stones are inspected to ensure that they are properly set and installed. Finally, Jose Informed the board that an electronic strike needs to be installed on the rear door ramp to make it work properly. Mr. Ed Cinni stated that he would send the locksmith back with the correct hardware.

#### **f. Land Use Attorney—Sara Asmussen**

Dr. Asmussen reported that she submitted a request for a land use attorney to New York Lawyers for the Public Interest and they have accepted the application. NYLPI are now seeking a pro bono attorney that will assist the school so the roof project can begin.

### **VII. Grants & Reports—Sara Asmussen**

#### **Benchmark 1: Student Performance**

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

#### **Benchmark 8: Mission & Key Design Elements**

##### **a. N/A**

### **VIII. Policies and Procedures**

Mr. Tabano asked Dr. Asmussen to speak about the discipline policy. Dr. Asmussen stated that the attorney reviewed the policy. The State asked the school to change some items. These changes include the length of acceptable suspension for students which increased from five to a maximum of ten (10) days, a gun safety section was added, and the DASA section needed to be re-defined which includes anti-bullying policies. Dr. Asmussen reported that all the items that the State asked the school to adjust are now addressed in the school discipline policy.

Mr. Tabano thanked Dr. Asmussen for getting these changes implemented and stated that he believes that more changes are coming that will include emergencies in the school and security.

Mr. Tabano then asked if there was a motion to approve and accept the new discipline policy for NDCHS.

**a. Resolution: Discipline Police**

**Motion:** Ms. Jane Sun motioned to accept and approve the new discipline policy for NDCHS.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the new discipline policy for NDCHS.

**IX. New Business**

Dr. Asmussen informed the board that the only change to the open meeting law is that it will allow the board to have participants on zoom with their addresses posted. Mr. Tabano asked if there was a motion to approve and accept the Open Meeting Resolution which was distributed earlier.

**a. Resolution: Open Meeting Law**

**Motion:** Ms. Katharine Urbati motioned to accept and approve the Open Meeting Resolution.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the Open Meeting Resolution.

**X. Public Comment**

No public comment made. Dr. Asmussen did inform the board that beginning in October 2022, there will be staff returning to the board meeting and inform the board about any projects or programs in the school.

**XI. Adjournment**

The board members decided that the next meeting will take place on October 25, 2022. The board adjourned at 11:45 A.M.

**New Dawn Charter Schools Board of Trustees  
October Meeting  
Monday, October 31, 2022  
11:00 a.m.: Executive Session  
11:15 a.m.: Board Meeting**

**October 31, 2022, Board of Trustees Board Meeting Minutes**

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

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

**347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

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

**I. Executive Session**

The board went into Executive session at 11:00 AM and concluded at 11:15 AM. Afterwards, Mr. Tabano addressed staff members in attendance and reminded everyone that the City of New York has upheld the pandemic open meetings law until the end of November 2022. Therefore, the current board meeting falls under such law.

**II. Resolution: Agenda**

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

**Motion:** Ms. Katharine Urbati motioned to accept and approve the October 2022, Board of Trustees meeting agenda.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

### **III. Resolution: Minutes**

Mr. Tabano stated that there was a request to make a change in the September 28, 2022, board meeting minutes and asked Mr. Jose Obregon to explain the change. Mr. Obregon stated that Ms. Urbati asked to make a correction indicating that monies invested in CD's would be reinvested every three (3) months instead of every month. Ms. Urbati concurred. Mr. Obregon then stated that he would make that change as requested before the minutes were posted on the school website.

Subsequently, Mr. Tabano asked if there was a motion to accept and approve the September 28, 2022, board minutes.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the September 28, 2022, Board of Trustees meeting minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the September 28, 2022, Board of Trustees meeting minutes.

### **IV. Financials—Mr. Steve Ramkissoon – Director of HR & Finance**

#### **Benchmark 4: Financial Condition**

#### **Benchmark 5: Financial Management**

Mr. Steve Ramkissoon reported to the board that for the first quarter of fiscal year 2022-2023, the Brooklyn school is on track, and he sees no red flags except for the need to increase student enrollment.

Similarly, Mr. Steve Ramkissoon reported that there are no major fiscal issues in the Queens school besides the need to recruit more students. He also stated that there will be a student recruitment event on November 7, 2022, and he expects to see an increase in student enrollment as a result. Ms. Katharine Urbati asked about a \$10,007.55 expenditure listed under Student Services line and Mr. Ramkissoon explained that this expenditure was for substitute teachers used. Ms. Urbati then asked if this expenditure was expected every month and if so, would that expenditure place the school over budget. Mr. Ramkissoon explained that the expenditure is over budget, however, using substitute teachers saved the school money as opposed to hiring a permanent teacher for whom benefit costs would have to be factored in. Ms. Urbati concurred. To be clear, when and if, teachers start applying for jobs, we will hire permanent teachers replacing the substitute teachers.

#### **a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a motion to accept the October 2022 financials.

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

Mr. Tabano asked Ms. Urbati if she would report on the financial audit that NDCHS underwent. Ms. Urbati reported that she met with the auditors, and they recommended that the school have a bond policy. The auditors suggested a separate bond policy from the school's bond policy that is incorporated in the school's investment policy. Ms. Urbati then asked Mr. Ramkissoon to explain what it would take to separate the bond policy from the school's investment policy. Aside from that suggestion, Ms. Urbati reported that the audit went very well and thanked everyone who worked diligently to make sure that the school's finances are in order. Mr. Tabano also thanked Mr. Ramkissoon and Dr. Asmussen for their work to ensure a clean audit.

Mr. Ramkissoon also reported the reason that the school's money is currently invested, however, once the school acquires a permanent COO, the school will have more flexibility in using other forms of investments. Ms. Urbati asked Mr. Ramkissoon if he expects to have a new bond investment policy in place by the end of the year. Mr. Ramkissoon stated that he is hopeful to have the COO by the end of the year.

#### **b. Resolution: Audit**

Mr. Tabano then asked the board member if there was a motion to accept the results of the annual audit.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the results of the annual audit.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the results of the annual audit.

#### **c. Resolution: Incentives**

Mr. Tabano stated that the board members had met in the Executive Session to discuss incentives. He then asked was there a motion to approve the incentives discussed during the Executive session.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the incentives as discussed in the executive session.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the incentives as discussed in the executive session.

### **V. Hiring, Recruitment, and School Updates**

**Benchmark 1: Student Performance**

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

**Benchmark 6: Board Oversight & Governance**

**Benchmark 7: Organizational Capacity**

**a. Staff Hiring—Mr. Steve Ramkissoon**

Mr. Ramkissoon reported that there is one new hire starting today which is a second culinary chef. He also stated that recruiting efforts are continuing utilizing recruiting platforms like Indeed. Mr. Tabano asked what positions are vacant at each school. Mr. Ramkissoon stated that in the Brooklyn school, there are several SPED and an aspiring teacher vacancy. At the Queens school there are several SPED, a Math, and a social studies teacher position vacancy.

**b. Student Recruitment—Dr. Lisa DiGaudio**

Dr. DiGaudio informed the board that recruiting efforts are continuing with two (2) open houses scheduled at each school. Additionally, both schools are continuing to reach out to students who have stopped attending.

**c. School Updates—Ms. Donna Lobato**

Ms. Lobato reported that there were twenty-seven (27) graduates in June and seven (7) graduates in August for the Brooklyn school. The Queens school had seventeen (17) graduates in June and fifteen (15) graduates in August who transferred to Brooklyn to graduate. Lagging attendance is being addressed by mentors reaching out to students and parents. Parent Teacher conferences are scheduled this coming Monday. The conferences will be both in person and virtual for those that cannot come in person. There will be active shooter training conducted at the Queens school in the next few days.

**d. Internship & Culinary—Ms. Nazli Askin**

Ms. Askin informed the board that the Internship started up in person again since its suspension due to the COVID-19 pandemic. There are thirty-three (33) sites that the school is now working with. There are a few students working at hair salons and working with makeup artists. There are some students interested in real estate associated with us. Students are engaged and they want to go out. Ms. Askin informed the board that fifty-two (52) students are placed at an internship site to date. Regarding the culinary arts program, Ms. Askin stated that the school continues to work towards getting CTE certification. Ms. Askin will be visiting with Innovation Charter High School this coming Thursday to get more insight on their culinary program. The goal is to start the culinary program at NDCHS Brooklyn in February 2023. Ms. Askin also reported that the school found a grant to fund a salad bar. Ms. Askin also reported that there was a college fair conducted at both schools for seniors and it turned out very well. There were over twelve (12) different colleges that participated. Ms. Askin concluded by informing the board that there are twenty-four (24) seniors at the Brooklyn school and twenty-seven (27) seniors in Queens.

**e. Dashboard—Dr. Sara Asmussen**

Dr. Asmussen reported that the demographics of students at NDCS is increasing with more males than females applying. The Brooklyn school is comprised of 61% male students and 39% female students. The Queens school is comprised of 58% male students and 42% female students. There are currently 246 students enrolled in the Brooklyn school. Not many students transferred in October 2022. The students that were discharged were all transfers and there were no dropouts. Dr. Asmussen further stated that to date, there are no dropouts yet. However, there will be discharges coming. Students who are 21 years old present a challenge since NYC will not discharge them until the following year if they turn 21 in July or August of the current school year. There are sixteen (16) students in Brooklyn and nine (9) students in Queens that fall into this category. Dr. Asmussen stated that she is discussing this with the NYC Charter School Office. Dr. Asmussen also reported that SPED percentages are down. She stated that she will do further research on why the SPED student numbers have declined. Dr. Asmussen indicated that the SPED student percentages are usually between 40 and 45%. The ELL percentages have increased. Free and reduced lunch percentages have increased in Brooklyn. Percentages in this category hover around 73%. This number has now increased to 85.8%. The schools are of approximately one third Hispanic students and 60% African American. As far as test results, Dr. Asmussen stated that she is very happy with the Global Regents results. Dr. Asmussen further stated that Dr. DiGaudio is working with teachers to try to reach a 75% pass rate for all Regents exams. That is our goal.

Dr. Asmussen reported that the Queens school has 233 enrolled. The school has approximately 30% special education students which is normal for them since they usually have approximately 33 % SPED students. The Queens school's ELL percentages have dropped a little, but it is still above the district average. The free and reduced lunch percentages are low, but it is probably because they have not received all their lunch forms back from students. The school is usually at 93% for Free and reduced lunch percentages. The school is still above the 75% cutoff since anything below that percentage will cost the school money. Dr. Asmussen stated that she is sure that once they get all their forms in, the percentages will increase. Immunizations at the Queens school are at 100%.

There are more Asian students at the Queens school than in Brooklyn. There is a small percentage of Native American students, but Dr. Asmussen believes it was a misclassification of the meaning of "American Indian" as an their ethnic group. She will go back and re-examine those numbers since she does not believe that the school has 4% Native Americans. The Queens school has a lower African American student percentage than Brooklyn. As far as Regents scores, the ELA results were great as was the Global and Living environment results. Dr. Asmussen stated that there is some work to be done in Algebra regents results. Otherwise, the Queens school is doing well. Finally, Dr. Asmussen stated that Dr. DiGaudio is working with teachers to make improvements where needed.

Ms. Jane Sun asked Dr. Asmussen if the change in male to female ratio changed only for the Brooklyn school. Dr. Asmussen replied that both schools have changed and the male to female student ratio used to be 50:50. However, the Brooklyn school has experienced a huge change. Dr. Asmussen stated that statistics indicate that African American males have a higher

percentage of getting kicked out of school and the pandemic may have exacerbated those numbers. Therefore, the schools might be seeing a greater influx of male students.

Ms. Jane Sun asked if the SPED population was affected by the pandemic as well in some form. Dr. Asmussen asked Mr. Tabano to elaborate on his experience concerning the SPED population at Wildcat Charter school. Mr. Tabano confirmed that at his school the SPED population decreased by approximately 4%. Dr. Asmussen also stated that it still is not clear why the SPED population has decreased. Mr. Tabano also stated that he believes that it may be a result of all the waivers granted. Therefore, SPED students who graduated in greater numbers because of all those waivers.

## **VI. Facilities—Jose Obregon**

### **Benchmark 6: Board Oversight & Governance**

Mr. Obregon reported to the board that CFS Fire Systems is required to be part of the final NYFD fire alarm inspection since they installed the system. However, CFS has indicated that they are still owed 6K for the fire alarm installation contract. However, Steve Ramkissoon confirmed that both Benchmark and GKV Architects were paid in full. Casey Fire Systems was a subcontractor under GKV Architects. Therefore, the school is not responsible for any outstanding monies due to CFS. Mr. Obregon also stated that any outstanding monies owed to Casey Fire Systems has to be resolved so that it does not affect the final Fire Alarm inspection which is necessary to obtain the final C of O. Mr. Obregon also stated that Metropolis is still trying to work out a date with the FDNY for the final inspection. The school is waiting to get notification of the inspection date. Mr. Brian Baer also commented that the final sign-off is also part of CFS, which is the engineer of record. Mr. Brian Baer also confirmed that the money owed to Casey Fire System (CFS) is owed by GKV and not Benchmark. He also stated that he called Mr. Joe Barbagallo from GKV last Friday afternoon. So far, he has not heard back from him. Mr. Brian Baer stated that he would put an email together, copy all the interested parties on this call on that email, and see if this can get resolved sooner rather than later. Mr. Brian Baer also stated that CFS understands that it is GKV who owes them money so they will work with the school to get the inspection done.

Mr. Obregon also reported to the board that the outside façade at the Brooklyn school which was loose and falling off the side of the school is now fixed. Mr. Obregon confirmed that he was present when the repair job took place and checked to make sure that all the stone slabs were secure and not shifting. Mr. Tabano asked Mr. Obregon what the contractors did differently to re-secure the stone slabs. Mr. Obregon stated that they used a different fastener and placed them in different locations on the stone slabs. Additionally, the installers used a different adhesive than the original which was the incorrect one.

Mr. Obregon also stated that he spoke with Mr. Ed Cinni once again and he promised to get someone out to the school to finally fix the electric strike at the ramp door in the back.

At the Queens school, Mr. Obregon reported that the water pump failed and that it has affected the water pressure such that the bathrooms on the fourth floor are not fully functional. Baronne Management is aware and they are trying to replace or fix the pump this week. Also at Queens, two security guards were replaced that were not working out as needed.

Finally, Mr. Obregon asked the board to reconsider holding off on the resolution approving the Luton lighting maintenance contract for the Brooklyn school . Mr. Obregon stated that he read contract incorrectly as to the yearly amount that they will charge. Mr. Obregon said he would go back to Lutron to re-negotiate the yearly amount they are asking for.

Mr. Tabano asked if Barone secured the roof at the Queens school. Dr. Asmussen sated that they have not. Mr. Obregon further stated that the only security device installed was a door alarm on both stairwells. Mr. Obregon also stated that at one point Chris Karalis, the construction representative for Barone, was considering putting caging on both stairwells but nothing proceeded pending the roof project. Mr. Obregon will give him a call to find out what the status is. Dr. Asmussen emphasized the importance of having this safety measure installed for the students' safety.

Finally, the security system in Queens will be fully installed by next week . This will secure the doors and elevators with controlled electronic keys that will be issued to staff.

Mr. Tabano clarified the board members that the school is still negotiating the actual work to be done on the roof in Queens. Mr. Tabano also stated that the school has gone back and forth with Barone several times and hopefully there will be some conclusion or at least a plan in place. The school is pursuing that project and it is going to happen. Mr. Tabano stated that now it's just a matter of when. Mr. Tabano stated that the school wants to see so it can take the next step.

## **VII. Grants & Reports—Sara Asmussen**

### **Benchmark 1: Student Performance**

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

### **Benchmark 8: Mission & Key Design Elements**

#### **a. Land Use Attorney**

Dr. Asmussen confirmed that the school now has a land use attorney. The attorney has stated that he would like to work directly with Bruno from Metropolis. This signifies that we are going to start the roof construction project in Brooklyn. Additionally, Dr. Asmussen stated that since a second culinary chef was hired today, work on the kitchen renovation project in Queens can commence. It will not be the huge project that was visualized, but at least now that the schools have two people who understand culinary, they can work with us on redesigning the kitchen space in Queens. Dr. Asmussen stated that the schools are ready to begin those two projects.

Dr. Asmussen also informed the board that the school is group B for the ESA desktop audit. This will happen in January 2023. Dr. Asmussen also informed the board that Donna, Nazli, Sevenand, Danny, Ron, and Cecilia all went to the PBIS conference last week. Dr. Asmussen stated that up until now, the PBIS Technical Support Center had asked questions such as, what can we do for students? What positive things can we implement in our schools? How is it going to impact things? How do we control students? Now, the question is how do we get the adults to do what needs to be done? So, the group that attended the PBIS conference from NDCS are going to be part of the overriding committee that will redesign everything. Dr. Asmussen also

stated that there is already much of this in the curriculum. Part of the plan is to train Mike Di Fede so we can push into classrooms, do the PBIS, social, emotional and the educational at the same time. Dr. Asmussen believes this will be huge and it will take up a big part of next year. It will also allow us to tie both schools together, get consistent policies across both schools.

Mr. Tabano asked Dr. Asmussen to explain to the board members what they expect the adults to do now and where the focus has shifted to adults. Dr. Asmussen explained that the teachers must figure out how to look at the student who was acting out in their class and figure out why they are acting out in such a manner. Teachers will have to moderate their own emotional response and ask themselves; how do I switch that behavior to a positive behavior? Does the student need extra reading support? Does the student need extra anger management support? Therefore, it is taking control of the entire class and then working as a group and as a school to help provide the support for that student. Rather than address behaviors piecemeal, it will include a whole school approach.

### **VIII. Policies and Procedures**

- a. NA

### **IX. New Business**

No new business was discussed.

### **X. Public Comment**

No public comment was made.

### **XI. Adjournment**

The board agreed to meet again on November 22, 2022, at 11:00 A.M. The board adjourned at 12:00 PM

**New Dawn Charter Schools Board of Trustees  
November 22, 2022  
11:00 a.m.: Board Meeting**

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

**New Dawn Charter High School II  
89-25 161st Street  
Jamaica, NY 11432  
347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Lisa DiGaudio, Director of Curriculum and Instruction, Mr. Jose Obregon, Director of Operations, Ms. Nazli Askin, Director of Student Support Services, Ms. Emily Predmore, Data Specialist, all NDCS.

**I. Resolution: Agenda**

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

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

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

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

**II. Resolution: Minutes**

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

### **III. Financials—Dr. Lisa DiGaudio, Director of Curriculum and Instruction**

Dr. Lisa DiGaudio filled in for Mr. Steve Ramkissoon and reported that although the Brooklyn school shows a negative income for the monthly report, it has not affected the school’s available cash funds. Additionally, Dr. DiGaudio reported that Mr. Ramkissoon informed her that besides low student recruitment numbers, there is nothing significant or negative to report for the Brooklyn or Queens school. Ms. Urbati asked if the board should wait until next month to vote on the October and November 2022 financials simultaneously. Mr. Tabano recommended that the board go ahead and vote on the November 2022 financial. Ms. Urbati stated that she agreed on voting on the financials now and further stated that if any other questions arise, they can be addressed in the December meeting.

#### **Benchmark 4: Financial Condition Benchmark 5: Financial Management**

##### **a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a motion to accept the October 2022 financials.

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

### **IV. Hiring, Recruitment, and School Updates**

#### **Benchmark 1: Student Performance Benchmark 3: Culture, Climate, and Student & Family Engagement Benchmark 6: Board Oversight & Governance Benchmark 7: Organizational Capacity**

##### **a. Staff Hiring— Dr. Lisa DiGaudio**

Dr. DiGaudio reported that there is still a SPED teacher shortage. Dr. DiGaudio reported that committee meetings have begun and that a staff recruitment drive is scheduled to begin in January 2023. NDCHS will reach out to different schools, that will be graduating potential recruits in January 2023, and notify them that NDCS is hiring.

##### **b. Student Recruitment—Dr. Lisa DiGaudio**

Regarding student recruitment, Dr. DiGaudio informed the board that the recruiting committee is using the website Schola that shows where parents are looking to possibly matriculate their children. The website will indicate if they have considered NDCS as a potential school for their child. Subsequently, the recruiting committee will then reach out to those parents. The website is

free to use. Dr. DiGaudio also mentioned that the Queens school is in contact with Forest Hills High School and International High School in the continuing effort to recruit new students. Mr. Tabano commented that he was not aware that the Schola website was free. Dr. DiGaudio confirmed that it is free. She also mentioned that in the past year, the school was using recruiting platforms such as Vanguard without much success and now she is exploring other platforms that might be more productive. Dr. DiGaudio also mention that Schola uses multiple social media platforms that students frequent to access potential recruits.

#### **c. School Updates—Mr. Zach Flory**

Mr. Flory informed the board that Brooklyn has 245 students enrolled and the Queens school has 237 students assigned. Both schools have enrolled thirty-eight (38) new students since the beginning of the year. However, both schools have several discharges pending. Therefore, the recruiting effort must continue to enroll more students. Mr. Flory also informed the board that both schools had an active shooter drill at each school location as part of the STOP grant requirement. The scenario included a student that had hung himself in the bathroom and a soft lockdown was initiated. After the drill, both schools became aware of several areas that needed improvement including the need to streamline internal communication, the need to fix some technology issues which did not allow clear and audible announcements at the Queens school, and the need to train staff on exactly what they need to do for different types of drills. Mr. Flory reported to the board that in addition to re-training the staff on procedures for each emergency drill, a tabletop exercise should be conducted to make clear what everyone individually should be doing in each emergency scenario.

Mr. Tabano agreed that the exercises are helpful in getting the schools ready for emergency situations and he confirmed that there will be at least two (2) more drills that will be conducted.

#### **d. Curriculum & Instruction Update—Dr. Lisa DiGaudio**

Dr. Lisa DiGaudio informed the board that New York State is managing a lot of different grants that will be implemented soon. One of those grants is TRLE, which means teaching in a remote learning environment. The State will also provide a course to every teacher and administrator in New York State that will be for free. Dr. DiGaudio also informed the board that after reviewing changes in the Next Generation Standards, the testing dates, and delays she believes that the school's curriculum and mapping will need to be adjusted.

Some of the changes that the state has made includes implementation of Next Generation across subject areas, the alignment to updated SEL Benchmarks, including graduation profile targets. Also. There are modifications in TRLE big ideas including: Equity Centered-Trauma Informed Instruction, and Resilient Design Framework, alternate assessment, and updates in Project Based Learning footprints.

Since adoption in 2019, 162 maps have been developed and revised.

Regarding CHALK, over the summer, all Fall 2022 maps were re-written to adopt new changes from NYSED and reflect the integration of SEL and Academics rather than stand-alone

elements. Fifty-two (52) maps were rewritten and re-aligned over the summer vacation. These changes provide more flexibility to teachers in content choices. Other changes include aligned RDL, ECT, SEL and PBIS elements across subject areas. Adjustments were made in incorporated Project Based Learning in every subject area that did not culminate with a Regents exam including service-learning opportunities in the advisory courses.

Dr. DiGaudio informed the board that PBIS, Positive Behavior Interventions and Supports, is a widely accepted framework for encouraging a positive school culture that is not punitive in nature but preventative. Dr. Asmussen, Ms. Lobato, Ms. Askin, Mr. Sevenand, and Mr. Rabinovich attended the conference. Subsequently, a steering committee comprising these attendees and Mr. Flory was created to ensure the main themes of the conference are aligned to our curriculum and professional development plan. Important to PBIS is the alignment in chalk. This alignment is inherent from summer revisions. Also, PLCs will that there is a focus on identifying and cultivating positive behaviors through February.

Dr. DiGaudio informed the board that IXL is the replaced Scantron. Not surprisingly, there is significant gaps in different skills across grade levels. Teachers will use IXL for interventions as well as for Regents Prep. IXL is easy to use and is multi-modal such that students can work from a Chromebooks or off-site on their phones. It uses real-time data which is calculated as students work in class or off-site. IXL also offers suggestions to remedy skill deficiencies.

Dr. DiGaudio informed the board that professional development (PD) is multi-faceted. PD is done in a whole group (Opening Sessions and Mandatory Trainings). It occurs during pre-service, election day, and Superintendent Conference Days. Department meetings are scheduled monthly. Additionally, PLCs replace the weekly PD and is focused on integrating PBIS with academics. Principals and Dr. DiGaudio participate and ensure that individual meetings continue to occur.

Finally, regarding upcoming events and goals, Dr. DiGaudio reported to the board that school leaders continue to strive to be leaders in working with OAUC students. School leaders will be representing our work at the RAPSAs conference and serving on several leadership panels represented by other state Education departments that also prioritize OAUC programming during this convening. Dr. DiGaudio stated to the board that this is a great honor to be considered leaders in this field. New Dawn will continue to treat curriculum as a living document that must change with the students and the needs of the community. Anticipated changes for the Spring 2023 semester will include planning for PBIS and positive behaviors, as well as the best practices that PLCs shared to encourage student engagement and interaction in each classroom.

The goal is to ultimately build an OER site for OAUC educators that can easily implement teaching moves and strategies that will reflect the New Dawn key design as a gold standard in design for at-risk students and other alternative programming sites.

Mr. Tabano congratulated Dr. DiGaudio for her thorough work and presentation. Ms. Jane Sun asked Dr. DiGaudio to confirm that Scantron was replaced by IXL entirely and Dr. DiGaudio confirmed that it was.

## **VII. Policies and Procedures**

### **a. BEDS data.**

Ms. Emily Predmore confirmed that BEDS data was submitted. Mr. Tabano asked what information was submitted with the BEDS data report. Ms. Predmore confirmed that data such as number of enrollments per school, free and reduced lunch numbers, internships, employment training, and career planning. Dr. DiGaudio also stated that the BEDS data is a snapshot of the school. Mr. Tabano asked the board members if there were any questions regarding the BEDS data that was submitted. There were no questions.

### **b. Sweatshirts from Queens—Dr Lisa DiGaudio**

Dr. DiGaudio asked the board members to approve the school sweatshirt design. All board members liked and approved the Queens school new sweatshirt design.

## **IX. New Business**

Mr. Tabano asked if there is new business. There was no new business. Mr. Tabano asked Mr. Obregon, Director of Operations, if there were any facility issues to report. Mr. Obregon stated that the handicap ramp door was serviced. Now, Mutual security must come to the school to sync the door lock device on the wall with the locking mechanism. Mr. Tabano asked Mr. Obregon where the Queens school was with the caging that needs to be installed on stairwell A and Stairwell B to prevent access to the roof. Mr. Obregon stated that Barone was in the process of moving to install such caging but stopped when the roof project was initiated. Mr. Obregon stated that he will reach out to Mr. Scott Barone and Mr. Chris Karalis to ask about the caging installation. Mr. Tabano informed the board that Andrew is no longer working with Barone, so Mr. Obregon should continue to work directly with Mr. Scott Barone regarding these construction issues. Finally, Mr. Obregon informed the board that the water pump at the Queens school was still not fixed and that he will continue to press so it is fixed.

## **X. Public Comment**

No public comment was made.

## **XI. Adjournment**

The board members agreed that the next board meeting is scheduled for December 20, 2022, at 11:00 A.M. The board members then adjourned the meeting at 11:36 A.M.

**New Dawn Charter Schools Board of Trustees  
December Meeting Board Minutes  
Tuesday, December 19, 2022  
11:00 a.m.: Executive Session  
11:15 a.m.: Board Meeting**

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

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

**Tel: 347-505-9101**

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

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

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, Ms. Donna Lobato, Principal Brooklyn, Mr. Zach Flory, Principal Queens, Dr. Lisa DiGaudio, Director of Curriculum and Instruction, Mr. Jose Obregon, Director of Operations, Mr. Steve Ramkissoon, Director of HR and Finance, Ms. Nazli Askin, Director of Student Support Services, Ms. Emily Predmore, Data Specialist

**I. Executive Session**

Legal issues were discussed.

**II. Resolution: December 2022 Board Agenda**

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

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

**Motion Seconded:** Mr. Brian Baer seconded the motion.

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

**III. Resolution: November 2022 Board Minutes**

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

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

**Motion Seconded:** Mr. Brian Baer seconded the motion.

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

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

**a. Resolution: Monthly Financials**

Brooklyn is currently standing at negative 286K. However, embedded in the monthly financial report is depreciation and amortization net income of 338K, which is not part of the school cash flow budget, but actually gives the school a positive income for the month. Mr. Ramkissoon asked if there were any questions regarding the Brooklyn School budget. There were no questions. Mr. Ramkissoon reported that the Queens school has a positive income of \$113K with a depreciation total of \$30K. This results in a positive income for the Queens school. Mr. Ramkissoon also stated that after the month of December 2022, he will be able to give the board a six-month report and how he projects the schools will fair the remaining of the fiscal year. Mr. Ramkissoon reiterated that student enrollment and recruiting has a direct impact on each school's revenue. Mr. Ramkissoon asked if there re any questions regarding the Queens' school financial report. There were no questions.

Mr. Tabano the asked the board members if there was a motion to accept the November 2022 financials.

**Motion:** Mr. Brian Baer motioned to accept and approve the November 2022 monthly financials.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

**V. Hiring, Recruitment, and School Updates**

**Benchmark 1: Student Performance**  
**Benchmark 3: Culture, Climate, and Student & Family Engagement**  
**Benchmark 6: Board Oversight & Governance**  
**Benchmark 7: Organizational Capacity**

**a. Dashboard & Comparison Data—Dr. Sara Asmussen**

Dr. Asmussen confirmed Mr. Ramkissoon's statement regarding student enrollment and student recruitment having a direct impact on revenue. Dr. Asmussen then reported to the board that she conducted a comparison between NDCHS and other transfer schools. She informed the board that she made the comparison from school year 17-18 through school year 2021. She discovered

that all schools are doing fairly the same. Dr. Asmussen also reported that NDCHS along with Wildcat Academy were the only schools that administered the Regents exams last June and all other schools opted to grant waivers. Dr. Asmussen also stated that while NDCHS could have achieved better results with Regents scores, the schools still did well despite the pandemic. Both schools are focused on attendance for the next semester.

There are strategies in place to improve Regents results and attendance. Dr. Asmussen stated that everything that will be done for the rest of the year is going to be focused on consistent behaviors between the schools and engaging students through those consistent behaviors. In other words, she asked, what do we want to see in the classrooms? What do we want to see in the hallways? What don't we want to see staff do? How do we want staff to do it? Dr. Asmussen also stated that these behaviors will be codified through the PLCs. Dr. Asmussen further stated that Mr. Mike Di Fide will be supervising the mentoring program at both schools with the goal of trying to get students to start attending school regularly and consistently.

Mr. Tabano stated to the board that this poor student attendance is one of the repercussions of the pandemic that all schools are still trying to recover from. Mr. Tabano also mentioned that all schools across NYC are reporting 30% long-term absences. Therefore, this problem is not a unique NDCHS problem. However, it is a problem that must be addressed.

#### **b. Mentoring Program—Mr. Michael Di Fede**

Mr. Di Fide introduced himself to the board members and described the mentoring program at NDCHS. He stated that each staff member receives a group of students that each staff member is responsible to contact each week. Every Monday from 4 P.M. to 5 P.M. staff is given time to reach out to their mentees or their mentees' guardians to discuss student progress including attendance, grades, and other issues that may be prevalent during the school day or school year. The mentoring program also is designed to build an improved student-teacher relationship, build an improved guardian-teacher relationship, and to make parents allies in order to create an outlet for students to self-advocate. The mentoring program also increases communication among the staff, teachers, counselors, and administrators about student progress. It is also designed to increase student engagement at school. Mr. Di Fide described different scenarios on how a mentor can interact with a student to help the student engage and continue to succeed in school. One of the examples that Mr. Di Fide provided was a mentor dealing with a student who is undergoing a family hardship. In such a case, the mentor is responsible for getting proper counseling support for that student while using the appropriate level of confidentiality. The mentor will also alert teachers to be patient with the student. Therefore, mentoring not only involves self-advocating for students, but also calls for mentors to make sure that students get the right support that they need during difficult times that they may be experiencing. Mr. Di Fide asked the board members if they had any questions. There were no questions and Mr. Tabano wished Mr. Di Fide well.

#### **c. Staff Hiring—Mr. Steve Ramkissoon**

Mr. Ramkissoon reported to the board that the staff recruitment committee meets every other week. Recently, there was a career fair hosted at the Brooklyn school. Unfortunately, that event

was not as successful as those conducted previously. Mr. Ramkissoon stated that he believes that the sparse showing can be attributed to the proximity of the holidays and the end of year. However, before the end of year, NDCHS will host another career fair. Mr. Ramkissoon confirmed that for 2023, the schools have renewed all job postings on Indeed. The focus will be to recruit certified SPED teachers.

Dr. Lisa DiGaudio also stated that Urban Dove and Wildcat Academy will be participating with NDCHS at the next career fair at the Brooklyn school.

**d. Student Recruitment—Dr. Lisa DiGaudio**

Dr. DiGaudio informed the board that she has conducted a few inquiries on different methods to advertise. Dr. DiGaudio stated that many of the online student recruiting platforms are not very lucrative. Additionally, these student recruiting platforms charge a considerable amount of money. Therefore, another student recruiting venue will have to be considered. Certainly, advertising in public buses is still an option that will get the school immediate visibility in the field. Dr. DiGaudio also mentioned that the recruiting committee has conducted a huge campaign among all the schools throughout Brooklyn and Queens for both NDCS campuses. The goal is to set up school visits and to reach out directly to the community. So far, there has been good feedback resulting in a student enrollment uptick for the Queens school.

**e. School Updates—Donna Lobato/Zach Flory**

Mr. Flory reported to the board that, currently, the Queens school has 248 students enrolled. Since the last report to the board, there were twelve (12) new student admissions and five (5) discharges. Unfortunately, there are still several more students that are pending discharge. Mr. Flory expects to continue to increase student enrollment despite the potential losses. Mr. Flory reported to the board that Regent Chin visited the Queens school recently. Mr. Flory stated that it was a positive experience. Regent Chin met with a panel of students to speak about graduation measures. The conversation was two way and she was very happy to speak with them and hear their thoughts on how they are assessed as students. They spoke about the Regents exams and they spoke about the positives and negatives of the Regents exams. This was a good opportunity for students to be heard. Mr. Flory stated that students are willing to be assessed, but they want it to be done fairly. Regent Chin also had the opportunity to observe classes as well. After the observations, there was a good follow up meeting including Regents Chin, Dr. Asmussen, Ms. Lobato, Mr. Flory, and Dr. DiGaudio.

Ms. Lobato confirmed that the meeting with Regent Chin was productive and there was much positive feedback provided in both directions. A discussion was then held about the direction the Regent's committee was headed in terms of overhauling the Regents Exams.

Ms. Lobato reported that for the Brooklyn school that there are two hundred fifty students (250) enrolled. There were six (6) new enrollments and no discharges since the last board meeting. Notwithstanding, there are a few students that will be discharged soon. Finally, Ms. Lobato stated that there is a SPED teacher demo scheduled for tomorrow.

**f. Internship & Culinary—Ms. Nazli Askin**

Ms. Askin reported to the board that the internship program is going well in both schools. Students are once again getting used to going to their internship sites and reporting back to the school. There are two (2) new partnerships that seem promising. One of these partnerships is in Brooklyn with New York Edge. New York Edge is a huge nonprofit organization and works with younger students in after school programs. Subsequently, NDCHS students are going to be working with them. The students will be paid and paid well at \$17 an hour. There is another site at PS 15 in Queens They are also looking for after school counselors, and they are willing to take in as many kids as needed. Regarding the culinary program, Ms. Askin stated that NDCS is still working on its CTE application. It is a long process. The schools' culinary chefs are working on ordering supplies and working on a syllabus and curriculum with Dr. DiGaudio. The program will start next semester. In January 2023, the schools will send out an application to the students for participation in the program. The plan is to conduct interviews with students and then begin the program.

## **VI. Facilities—Jose Obregon**

### **Benchmark 6: Board Oversight & Governance**

Mr. Obregon informed Mr. Tabano that he had followed up with Mr. Scott Barone from Barone Management about the caging requirement to prevent students from accessing the roof area. Mr. Barone was emailed about the outstanding project and the importance of getting it done as soon as possible. To date, there is no response from Barone management on this issue.

Mr. Tabano asked Mr. Brian Baer if he knew where the school was regarding the rooftop project. Mr. Baer stated that he believes that Barone's schedule for work on the roof at the Queens school is aggressive and unrealistic. Mr. Tabano then asked Dr. Asmussen when the school was with meeting with Barone management. Dr. Asmussen confirmed that it will happen after the holidays. Mr. Tabano also stated that he reached out to GKV Architects in reference to monies that they owe the Fire Alarm company that did the installation at the Brooklyn school but he has not heard back from them. Mr. Tabano indicated that he would reach out to GKV Architects one more time. Mr. Brian Baer stated that he would reach out to GKV as well.

Mr. Obregon suggested to the board that Mr. Brian Baer come out and look at the roof at the Queens school to confirm and compare what Barone is depicting as their scope of work on the roof to make sure that all parties are in agreement. Mr. Brian Baer agreed to come out and look at the roof.

Mr. Obregon reported to the board that the water pump was finally fixed at the Queens school, but there remains a heating issue in the entire building. Individual heating units are not functioning as they should and the hallways are constantly cold.

Finally, Mr. Obregon stated that he has the kitchen equipment installers will be coming to the Brooklyn school to make sure that everyone is trained on the use and maintenance of the equipment.

## **VII. Grants & Reports—Sara Asmussen**

**Benchmark 1: Student Performance**  
**Benchmark 3: Culture, Climate, and Student & Family Engagement**  
**Benchmark 8: Mission & Key Design Elements**

**a. Land Use Attorney**

Dr. Asmussen stated that the land-use attorney believes that he can file successfully to get the open space on the rooftop to be used as a classroom. He has a positive and can-do attitude and the prospects of getting this done are good.

**b. Queens Kitchen**

Dr. Asmussen stated that she will re-schedule the walkthrough with Ilya the architect who will be designing the kitchen in Queens and Mr. Brian Baer in the second week of January 2023.

**VIII. Policies and Procedures**

a. NA

**IX. New Business**

There was no new business discussed.

**X. Public Comment**

There was no public comment.

**XI. Adjournment**

The next meeting is scheduled for January 24, 2023. The Board adjourned at 12:05 PM.

**New Dawn Charter Schools Board of Trustees  
January 23, 2023 Board Meeting Minutes  
11:00 a.m.: Executive Committee Meeting  
11:10 A.M.: Full Board Meeting**

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

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

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of HR (Human Resources)

**I. Executive Session**

**II Resolution: Agenda**

Mr. Tabano asked the board members if there was a motion to accept and approve the January 2023 Board of Trustees meeting agenda.

**Motion:** Mr. Brian Baer motioned to accept and approve the January 2023, Board of Trustees meeting agenda.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the January 2023 Board of Trustees meeting agenda.

**III. Resolution: Minutes**

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

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

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

**Benchmark 4: Financial Condition**

**Benchmark 5: Financial Management**

Mr. Ramkissoon stated that, as in past reports, the budget is off what was projected in both schools. Regarding the Brooklyn school, the school has been in the negative for the last six (6) months. However, when amortization and depreciation are factored in, there is a positive income of \$260K. Subsequently, the Brooklyn school continues to do well. Of course, the budget will be monitored closely. Student recruitment is still continuous. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school.

Ms. Urbati stated that she reviewed the monthly budget report. Ms. Urbati further stated that this was clearly a result of low student enrollment. Additionally, there is only so much that can be cut from the budget. Ms. Urbati also stated that she believes that expenses reported are very reasonable. Ms. Urbati further stated that she believes that both schools are keeping a watchful eye on the budget and are doing the best they can to maintain financial resiliency.

Mr. Ramkissoon stated that as the third financial quarter ends, there will be a clearer picture of the final financial outcome for both schools. Notwithstanding the student enrollment shortage, Mr. Ramkissoon stated that he believes both schools are doing well. Like the Brooklyn school, the Queens school has a positive net income. Their depreciation is approximately \$34K to date. There are no red flag and the financial standing of both schools is being monitored closely. Mr. Ramkissoon also stated that vacant staff positions have allowed both schools to stay within a positive income. He also stated that the hiring of SPED (special education) teachers is still a priority for both schools. Mr. Ramkissoon asked if there were any questions regarding the Queens school. There were no questions.

Ms. Urbati asked Mr. Ramkissoon if by the end of March 2023, he would be able forecast the end of year financial standing of both schools. Mr. Ramkissoon confirmed that he would be able to do so.

**a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a motion to accept the December 2022 financials.

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

**Motion Seconded:** Ms. Jane Sun seconded the motion.

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

## 2. Hiring, Recruitment, and School Updates

### **Benchmark 6: Board Oversight & Governance**

### **Benchmark 7: Organizational Capacity**

#### **a. Staff Hiring—Mr. Steve Ramkissoon**

Mr. Ramkissoon reported that there was a transfer school career fair recently at the Brooklyn school where NDCHS, Wildcat Academy, and Urban Dove Charter School jointly participated. Also, there was a vacancy ad posted and two candidates demonstrated interest online. The day of the fair, there were three (3) candidates that attended. There will be another career fair on February 7, 2023. Mr. Ramkissoon also confirmed that he re-posted position vacancies on Indeed. The goal is to have a staff recruitment event twice per month.

Mr. Tabano asked the board members if there were any questions regarding staff hiring and there were none.

#### **b. Student Recruitment—Sara Asmussen**

Dr. Asmussen reported to the board that Dr. Lisa DiGaudio is doing an excellent job in student recruitment for the Queens school and she will re-focus her effort on the Brooklyn school. In Queens, the recruiting team was able to set up a table at John Jay High School and successfully recruit students. The same strategy is being used for NDCHS Brooklyn with no results yet, but the recruiting efforts will continue. There are over two thousand students enrolled in that Queens school and the principal is giving New Dawn those students that he believes will do better in a smaller school. Dr. Asmussen also stated that she has started to do billing and there are at least twenty (20) new students enrolled at the Queens school and she believes that student enrollment numbers will continue to increase.

#### **c. Resolution: Leadership Consultant**

Mr. Tabano asked the board members if there was any further discussion needed regarding the hiring of a leadership consultant. There was no discussion initiated.

Mr. Tabano then asked the board members if there was a motion to proceed with the hiring of a leadership consultant.

**Motion:** Ms. Katharine Urbati motioned to proceed with the hiring of a leadership consultant.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to proceed with the hiring of a leadership consultant.

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

Mr. Obregon informed the board that he has solicited two (2) bids from separate contractors for the extension of power in the kitchen in the Brooklyn school and the addition of several electrical outlets to support multiple appliances that will be used in the culinary program. He will present those bids to the board once he receives them. Also, Mr. Obregon reminded the board that he is still waiting for Metropolis to complete filing for the schools permanent C of O.

For the Queens school, Mr. Obregon confirmed that Mr. Brian Baer and the new architect, Ilya came out to the school to survey the kitchen and for the remodeling project. There were no issues. Mr. Obregon stated that he asked for the building's electrical plans. Unfortunately, Barone Management does not have the electrical plans available. It is Mr. Obregon's understanding that Ilya will get an electrician to look at the electrical layout in the building so he can get an idea of how it is wired.

Lastly, Mr. Obregon stated that he confirmed with Barone Management that that the roof plan for the space that the school will be allocated as a student area, is limited to what is outlined in the architect drawings that Barone sent to the school. It meets the square footage that Barone agreed to give the school in the original lease with no additional space allocated.

Mr. Tabano asked if there was any resolution to the \$6K that the firm alarm company says is still owed to them. Mr. Tabano stated that GKV Architects were supposed to get with the alarm company and dispute the charge since the work being charged for by the alarm company was not in GKV's plans. Mr. Brain Baer stated that he had not heard anything back from GKV in several weeks to confirm resolution. Mr. Tabano stated that he will call GKV Architects once again.

#### **V. New Business**

Mr. Tabano asked if there was any new business. There was no new business. Mr. Tabano then mentioned that Barone Management stated that GUG was planning to buy their side of the building and asked New Dawn if they would be interested in buying the side that it currently occupies. Mr. Tabano stated that the board would have to see the term sheet before it considers any purchase.

#### **VI. Public Comment**

There was no public comment.

#### **VII. Adjournment**

The next board meeting was scheduled for February 28, 2023, at 11:00 A.M. The board then adjourned at 11:45 A.M.

**New Dawn Charter Schools Board of Trustees  
February 2023 Board Meeting Minutes  
11:00 a.m.: Executive Committee Meeting  
11:10 A.M.: Full Board Meeting**

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

**New Dawn Charter High School II  
89-25 161st Street  
Jamaica, NY 11432  
347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Mr. Steve Ramkissoon, Director of HR, NDCS, Ms. Donna Lobato, Principal, NDCHS, Mr. Zach Flory, Principal, NDCHS II, Ms. Emily Predmore, Data Specialist, NDCS

**I. Executive Meeting**

Real estate and staffing issues were discussed.

**II. Resolution: Agenda—Mr. Ronald Tabano - Chairperson**

Mr. Tabano asked the board members if there was a motion to accept and approve the February 2023 Agenda.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the February 2023, Board agenda.

**Motion Seconded:** Mr. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the February 2023 Board of Trustees meeting agenda.

**III. Resolution: January 2023 Minutes—Mr. Ronald Tabano – Chairperson**

Mr. Tabano then asked if there was a motion to accept and approve the January 2023 board minutes.

**Motion:** Mr. Brian Baer motioned to accept and approve the January 2023 Board of Trustees meeting minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the January 2023 Board of Trustees meeting minutes.

#### **IV. Financials—Mr. Steve Ramkissoon - Director of HR & Finance**

##### **Benchmark 4: Financial Condition**

##### **Benchmark 5: Financial Management**

Mr. Ramkissoon reported to the board that the NDCHS Brooklyn monthly financial report is like similar to the previous month's report. Additionally, Mr. Ramkissoon reported that although the Brooklyn school is showing a negative income, the depreciation and amortization numbers place the school in \$250K positive income posture. Mr. Ramkissoon stated that this seems to be the norm for the third quarter and possibly the 4<sup>th</sup> quarter. Mr. Ramkissoon further stated that Dr. DiGaudio will brief the board on student recruitment which directly affects revenue. However, Mr. Ramkissoon feels that the school is doing well and he will continue to keep the board informed if he sees any red flags. Mr. Ramkissoon asked the board members if there were any questions regarding the Brooklyn school financials.

Ms. Urbati, Board Treasurer, stated that she believes that all is in order with the Brooklyn school financials and does not see anything that is surprising or troubling.

Mr. Ramkissoon continued to report to the board regarding the NDCHS Queens monthly financials. He stated that the Queens school is reporting better numbers with a positive income of \$185K. After factoring in depreciation values of approximately \$40K, the school's net income is reported at approximately \$215. Mr. Ramkissoon stated that he is also monitoring the school's expenses closely, but he believes the school will end the fiscal year in a good financial position. He stated to the board members that he will keep them informed should any red flags or concerns arise. He then asked if there were any questions regarding the Queens school's financials.

Ms. Katharine Urbati stated that she had no questions, as neither did the other board members, and stated that the Queen's school financials were in order and she did not see anything that was concerning to her.

##### **a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a resolution to accept the monthly financial report.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the January 2023 monthly financials.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the January 2023 monthly financials.

#### **V. Staff Recruitment—Mr. Steve Ramkissoon - Director of HR & Finance**

Mr. Ramkissoon reported to the board that staff recruitment is going very slow. Mr. Ramkissoon reported that there is one new hire that will start on Thursday for a SPED position in Queens. Mr. Ramkissoon also stated that he is looking for other avenues to facilitate staff recruitment. He further stated that as school recruitment season nears, there may be more potential candidates applying for vacant positions at New Dawn. In the meantime, Mr. Ramkissoon will keep posting job vacancy announcements. The goal is to obtain more candidates. However, to date, the process is going slow.

Mr. Tabano stated that he believes that staff recruitment is a city-wide problem. Mr. Tabano also stated that he hopes that in the April timeframe there may be more applicants since that is when people start searching for employment in other places.

## **VI. Student Recruitment – Dr. Lisa DiGaudio, Director of Curriculum, and Instruction**

Dr. DiGaudio informed the board that NDCS has been very aggressive in its communication across the city in its recruiting efforts. As a result, there has been a good number of potential students that have reached out to NDCS. NDCS has established communication with schools that have state they have potential recruits for the Queens school. Currently, there are twenty (20) new admits and several other students that are in the process of being enrolled for the Queens school. Additionally, Dr. DiGaudio stated that schools have visited the Brooklyn campus. Additionally, NDCS has attended several recruitment fairs and Dr. DiGaudio has conducted several remote meetings with different schools in the attempt to recruit new students to NDCS. Dr. DiGaudio confirmed that NDCHS Brooklyn has recently recruited ten (10) new students and also has several students that are in the process of being enrolled. Additionally, Dr. DiGaudio reported that NDCS has updated its marketing materials. These new materials include a new tablecloth poster, some pens with the school's name, and updated its flyers. All these items have all gone out to the community and are regularly circulated monthly.

Mr. Tabano thanked Dr. DiGaudio for her update to the board.

## **Benchmark 6: Board Oversight & Governance**

### **Benchmark 7: Organizational Capacity**

## **VII. School Updates (with Dashboard)**

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

Ms. Lobato reported to the board that the school administered the January Regents exam. Ms. Lobato stated that overall, the Regents results were successful. The pass rate was 68% for ELA and Algebra had an 83% pass rate. US history regents still received a waiver this test period. Global History had a 75% pass rate Living environment had a 50% pass rate. To improve Regents test outcomes, Ms. Lobato stated that there are planned targeted interventions for students that need such help. Ms. Lobato stated that current enrollment is at two hundred forty-nine (249) students and several more students are scheduled to enroll. Ms. Lobato believes that the school is in an upswing in most areas. Finally, Ms. Lobato reported to the board that the Spring semester has just begun and that NDCHS Brooklyn school basketball team made it all the

way to the final, but unfortunately lost in the final seconds of the game. Mr. Tabano asked that Mr. Asher be congratulated for his work, as well as the team, for a job well done and for making the finals. Mr. Tabano stated that this was truly an accomplishment. Mr. Tabano stated that all of New Dawn is proud of Mr. Asher and proud of the team.

#### **b. Queens—Mr. Zach Flory**

Mr. Zach Flory reported that for the Regents exam, ELA had 72% pass rate and Algebra, which had the lowest pass rate, was at 25%. Mr. Flory also reported that Global History achieved a 72% pass rate. Living Environment had a 62% pass rate. Mr. Flory also reported that the Queens school is experiencing an increase in enrollment and the school now has 260 students enrolled. Mr. Flory expects the enrollment number to continue to increase. Mr. Flory reported that recently, the staff put together an exceptional Black History Month celebration for the students. There was food prepared by staff and students brought in food as well. Mr. Flory also reported that the student events committee is planning some similar event in March for Women's History Month. Finally, Mr. Flory stated that this kind of culture is a positive for both students and staff.

Mr. Tabano asked if there were any questions for Mr. Flory. There were no questions. Mr. Tabano then proceeded to say, that he understood that Mr. Flory would be leaving NDCHS II. Mr. Tabano then thanked Mr. Flory for all that Mr. Flory has done for the school. Mr. Tabano stated that it is a monumental task to start a school, get it off the ground, and make all the little things work that most people do not have the slightest idea on how do so. Mr. Tabano stated that Mr. Flory handled everything well. He also stated that Mr. Flory had a positive influence on students and staff. He wished Mr. Flory well. Mr. Tabano also stated that Mr. Flory's professional experience at New Dawn Charter Schools will certainly benefit Mr. Flory in any future endeavor that Mr. Flory may seek. Mr. Tabano wished Mr. Flory good luck, success, and finally sated that Mr. Flory will be missed.

Mr. Flory thanked Mr. Tabano for the opportunity to serve New Dawn Charter Schools and for the opportunity to have served its students. Finally, Mr. Flory stated that he would take with him many valuable experiences, great memories, and will miss New Dawn.

#### **VII. Facilities—Mr. Jose Obregon – Director of Operations**

Mr. Obregon reported to the board that he obtained three (3) separate bids to conduct electrical work in the culinary kitchen at the Brooklyn school. The electrical work needed includes the addition of at least three (3) electrical wall outlets to support appliances, the installation of a drop-down multiple outlet electrical pole that will support a teaching section in the culinary kitchen, the wiring and installation of at least three additional circuit breakers in the electrical panel, and the fixing of the hood lighting that is not functioning properly. Mr. Obregon informed the board that the three bids received ranged from \$6,900. to \$8,975. for the electrical work needed. Mr. Obregon recommended using SM Electrical Corp which was the least costly. Mr. Obregon further stated to the board that he had researched SM Electrical Company and he found

them to be licensed and reputable. Mr. Tabano also stated that he researched SM Electrical Corp and found that the company had good reviews. Mr. Tabano then asked the board members if there was a motion to accept the SM Electrical Corp as the company to perform the electrical work in the culinary kitchen in Brooklyn.

**a. Resolution: Brooklyn Electricians bid**

**Motion:** Mr. Brian Baer motioned to accept and approve the SM Electrical Corp bid to perform the electrical work in the culinary kitchen in Brooklyn.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the SM Electrical Corp bid to perform the electrical work in the culinary kitchen in Brooklyn.

**b. Update on Roof in Queens – Mr. Jose Obregon – Director of Operations**

Mr. Obregon reported to the board that he was informed by Mr. Chris Karalis that he and some workers would be coming to the school during the Winter break to work on the roof. Mr. Obregon stated that no one came to the school during the Winter break. Subsequently, Mr. Obregon contacted Mr. Karalis to find out what happened. Mr. Karalis then told Mr. Obregon that he would come to the school in a few days with a crew to survey the roof but not to work on it. Mr. Tabano stated that Mr. Obregon should remain diligent about what needs to be done on the roof.

**V. New Business**

There was no new business discussed.

**VI. Public Comment**

There was no public comment made.

**VII. Adjournment**

The board decided to meet again on March 28, 2023, at 11:00 A.M. The board agreed to adjourn the meeting at 11: 27 A.M.

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

**March Meeting**

**Tuesday, March 28, 2023  
11:00 a.m.**

**New Dawn Charter High School**

**Board Members Present:** Mr. Ronald Tabano, Chair; Ms. Jane Sun, Vice-Chair; Mr. Baer, Secretary; Katharine Urbati, Treasurer

**Board Members Absent:** Jonathon Carrington, Member

**Staff Present:** Sara Asmussen, ED, NDCS; Steve Ramkissoon, DOF & HR, NDCS; Jose Obregon, DO, NDCS, Principal, NDCHS II; Lisa DiGaudio, DoCI, NDCS; Nazli Askin, DSS, NDCS; Emily Predmore, Data Specialist, NDCS; and Donna Lobato, Principal, NDCHS

**I. Executive Session**

Certain employee issues were discussed.

**II. Approval of Agenda**

Mr. Tabano asked for a resolution to accept the March Agenda.

**Resolution:** Ms. Urbati moved to approve the March agenda.

**Second:** Ms. Sun

**Vote:** Unanimous

**III. Minutes**

Mr. Tabano asked if everyone had a chance to review the February meeting minutes. He asked if there were any questions, concerns, or edits. Being none, he requested a motion to accept the February minutes.

**Resolution:** Mr. Baer moved to approve the February minutes.

**Second:** Ms. Sun

**Vote:** Unanimous

**IV. Introduction of New Queens Principal—Sara Asmussen**

Dr. Asmussen introduced Mr. Obregon as the new principal of NDCHS II. Mr. Tabano thanked Mr. Obregon for stepping up and covering for the school until a new principal is identified.

## V. Financials—Steve Ramkissoon

### a. Monthly Financials

Mr. Ramkissoon reviewed the financials which had already been distributed to Board members. Both budgets are balanced, and both are net income positive.

Mr. Tabano asked if there were any questions or concerns. If not, he requested a motion to approve the monthly financials.

**Resolution:** Ms. Urbati moved to approve the monthly financials.

**Second:** Mr. Baer

**Vote:** Unanimous

### b. Merrill Lynch Discussion

Mr. Ramkissoon informed the Board that the Merrill Lynch deposit, which had been voted on at a prior meeting, was rejected on the grounds that they do not work with not-for-profit schools. Various other options were discussed at other financial institutions. At this point we are paying more in fees than we are making in interest in the account that the money is deposited. Ms. Urbati recommended we move the money since we are actually losing money.

Mr. Tabano requested a motion to move the money from the current deposit account to IDB which pays 3.5% interest.

**Resolution:** Ms. Urbati moved to approve the transfer of funds to IDB.

**Second:** Mr. Baer

**Vote:** Unanimous

### c. IDB Signature Cards

Mr. Ramkissoon explained that Dr. Asmussen, Ms. Sun, and Mr.'s Tabano and Baer would be receiving signature cards for the existing banking account. This is to ensure that in the event people are not available, there will always be a second signer and someone to approve the payment on the Bond.

### d. Metropolis Bill

Mr. Ramkissoon reported that we have received another notice for renewing our temporary certificate of occupancy. A discussion was held about if we should pay the money which GKV owes CFS (a bill that New Dawn has already paid) or if we should just pay to have the temporary COO extended. It was agreed to have the temporary COO extended and Mr. Tabano and Mr. Baer will follow up again with Joe Barbagallo about paying the bill.

Mr. Tabano asked for a motion to pay for the temporary COO for now.

**Resolution:** Mr. Baer moved to pay the temporary bill and then follow up with GKV.

**Second:** Ms. Urbati

**Vote:** Unanimous

**VI. Resolution/Bids**

**5 minutes**

a. Resolution: Graduation Space

Mr. Ramkissoon discussed the space for graduation and ask for a resolution to pay for the rental at Hunter College.

**Resolution:** Mr. Baer moved to rent the Hunter College space.

**Second:** Ms. Urbati

**Vote:** Unanimous

b. Resolution: Chalk

Dr. Asmussen confirmed that PowerSchool no longer sends invoices or quotes and that you can only have the invoice once you sign the agreement to pay. This was a cost of over \$5,000 and needs Board approval so she will spend the next month attempting to get a copy of the quote.

**VII. Hiring, Recruitment, and School Updates**

a. Dashboard

Dr. Asmussen reviewed the Dashboard with the Board. Both schools are improving their enrollment numbers and more students are expected to enroll in the coming months. Queens added new students yet did not impact the billing; while Brooklyn billing increased with fewer students. It is probably due to the number of SPED students in Brooklyn.

b. Staff Hiring

Mr. Ramkissoon reported that we have hired two new SPED teachers and one new counselor. We have posted for the new principal and are posting for all positions just in case people change their minds and leave last minutes.

c. Student Recruitment

Dr. DiGaudio reported on student recruitment. There were recruitment fairs at both schools, both schools are visiting schools in the area, and Dr. DiGaudio has been reaching out directly to counselors and principals at local schools.

d. School Updates

Ms. Lobato reported that the culinary program is really up and running and Mrs. Flores will report later on this. Ms. Lobato reported that the DOE was going to audit all IEPs for post-secondary goals. She reported that she has two additional calls with two SPED teachers. It is the end of the marking period, so students are a little stressed. Senior pictures have been done and senior activities are ongoing. It was reported that about 60 students will graduate between the two schools.

## **VIII. Facilities**

### a. Update on both buildings

Mr. Obregon reported that the outlets in the kitchen had been updated for teaching in the kitchen. There was a fire alarm inspection with Casey Fire Systems (CFS) so we should try to work the bill that GKV owes them out with them.

In Queens there is some electrical work being done in the cafeteria due to the gym class and stray balls, this will be New Dawn responsibility. The electrical costs that are being done in the hallways will be Barone's responsibility. There are no gates cutting off the roof.

## **IX. Grants & Reports**

### a. ESSER Desk Review

This has been submitted for schools. It was extremely cumbersome. We do believe that they will come back and request more information.

### b. ESSER Annual Report

This was also submitted for both schools so all our Consolidated reports are good.

## **X. Project Updates**

### a. Internship

Both internship programs are up and running. Students are adjusting since they have been out of work for two years, so there is going to be a transition phase. We have 85 students placed as well as students with their own jobs. New students are completing their portfolios and being placed quickly. The internship papers are going very well.

### b. Culinary

The Culinary Program is an internship site and students have increased their attendance due to their participation in the program. We are continuing to work on our CTE certification.

### c. College/Career

The Bridge and the Guidance Counselors are also up and running. They have had two career/college fairs. Students are getting their acceptance letters. One student just was accepted to FIT and another student was just hired by the Department of Sanitation.

**XI. Public Comment**

No public comment

**XII. New Business**

The date for the next meeting will be April 25, 2023.

**XIII. Adjournment**

Meeting was adjourned at 11:45.

**New Dawn Charter Schools Board of Trustees  
April 25, 2023, Board Meeting Minutes  
11:00 a.m.: Executive Committee Meeting  
11:10 A.M.: Full Board Meeting**

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

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

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

**Board Members Absent:** Jonathon Carrington, Member

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Mr. Steve Ramkissoon, Director of HR (Human Resources), Ms. Donna Lobato, Principal NDCHS, Mr. Jose Obregon Director of Operations and Acting Principal NDCHS II, Dr. Lisa DiGaudio, Director of Curriculum, and Instruction

**I. Executive Session**

**II. Agenda**

**Resolution: April 2023 Agenda**

Mr. Tabano asked the board members if there was a motion to accept and approve the April 2023 Board of Trustees meeting agenda.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the April 2023, Board of Trustees meeting agenda.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the April 2023 Board of Trustees meeting agenda.

**III. Minutes**

**Resolution: March 2023 Minutes**

Mr. Tabano asked the board members if there was a motion to accept and approve the March 2023 Board of Trustees minutes.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the March 2023 Board of Trustees minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the March 2023 Board of Trustees minutes.

#### **IV. Financials—Steve Ramkissoon**

Mr. Ramkissoon reported that the Brooklyn school is projected to end the year with a positive net income. Student enrollment is increasing. Mr. Ramkissoon further stated that although the monthly financial indicate that the Brooklyn school has a negative income of 33K, depreciation is at 608K. Therefore, financially, the school is at 575K positive income. He further stated that there are still last the last quarter expenses that need to be factored in. However, Mr. Ramkissoon predicted that the Brooklyn school would finish the fiscal year close to where the school was projected to be. Mr. Ramkissoon then asked if there were any questions regarding the Brooklyn school.

Ms. Urbati indicated to Mr. Ramkissoon, that if you looked at the bar graph that depicted what was budgeted and what was expensed, it was not noticeably clear regarding the specific contract services and operations costs for next month. Ms. Urbati asked Mr. Ramkissoon for further clarification on the expenses that are being reported. Ms. Urbati further asked Mr. Ramkissoon to clarify the expenses next month so they could be easily identified. Mr. Ramkissoon replied that he would give the breakdown to Ms. Urbati at the next board meeting. Ms. Urbati also stated that the numbers are holding steady compared to prior months, but a more specific breakdown of expenses will be helpful in the next report. Ms. Urbati also noticed that there was an increase in some line items at the Queens school in maintenance and repair expenses that she was not clear about as well. Ms. Urbati stated that regardless of the lack of clarity regarding some of the expenses in the monthly financial report, both schools were sticking with the budget.

Mr. Ramkissoon stated that the Queens' school expenses did increase more than what was expected because of the installation of the new security camera system an additional electrical work.

For the Queens school, Mr. Ramkissoon reported that the school is holding steady. Although the school is not currently where it was budgeted, it is still doing well considering that the school has not met its target enrollment of 350 students. Mr. Ramkissoon predicted that the school would end the fiscal year with a positive income of approximately 845K. Mr. Ramkissoon also stated that he had projected a 1.1M positive income for the year for the Queens school. Additionally, Mr. Ramkissoon stated that despite having student enrollment drop, the Queens school is doing well and he is monitoring expenses closely.

Mr. Ramkissoon asked if there were any questions regarding the Queens school budget. Ms. Urbati stated that she had no further questions and neither did the other board members.

#### **Benchmark 4: Financial Condition**

#### **Benchmark 5: Financial Management**

##### **a. Resolution: Monthly Financials**

Mr. Tabano asked the board members if there was a motion to accept the March 2023 financials.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the March 2023 monthly financials.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the March 2023 monthly financials.

**b. Update on 2023-2024 Budgeting Process**

Mr. Ramkissoon informed the members of the board that during the next two weeks or so, he will be working on the budget. He also stated that that Dr. Asmussen has provided him with current enrollment numbers and he will be using 18K as the per pupil enrollment rate to project next year's budget. This will be a 3.34% increase from the prior year. Mr. Ramkissoon also stated that he consulted with the school's accounting firm to make sure that this projection is viable. The school's accounting firm indicated that this is a viable number to project next year's budget. Subsequently, Mr. Ramkissoon stated that, although the per pupil rate has not yet been approved, he will use the 3.34% projected increase to plan next year's budget. Mr. Ramkissoon will also inform the Finance committee about the projection. Mr. Ramkissoon also informed the board that he will meet with Dr. Asmussen and Mr. Obregon to discuss next year's projected operational expenses. Mr. Ramkissoon stated that he can present his proposed budget to the finance committee by the middle of May so the board can vote on it. This will allow New Dawn Charter Schools to get contracts out to new employees at the beginning of June. Mr. Ramkissoon also informed the board members that he has conducted stay interviews with employees to inform them that NDCS is looking to have them return for the next school year. The plan is to get them their contract soon after the budget is approved.

**c. Resolution: Phone voting for Tax Returns**

Dr. Asmussen stated to the board members that she received the schools' tax returns yesterday. However, if the board members want to see the returns first and vote later by phone to accept them after the board meeting, a resolution must be approved to take that vote by phone. Mr. Tabano asked all the board members if they wanted to review the tax forms before voting and later take a vote by phone. All board members agreed that they should review first and later vote by phone. Mr. Tabano then asked if there was a motion to vote on the tax forms by phone, after they were reviewed.

**Motion:** Ms. Katharine Urbati motioned to vote on the tax forms by phone, after they were reviewed.

**Motion Seconded:** Mr. Brian Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve voting on the tax forms by phone, after they were reviewed.

**V. Resolution/Bids**

**a. Tier Consulting: Charter Renewal**

Dr. Asmussen reported to the board that she sent a proposal from Ms. Mary Grace Eapen regarding the renewal for NDCHS Queens renewal. Dr. Asmussen stated that Ms. Eapen did the renewal for Wildcat Academy and for NDCHS Brooklyn. Both schools were able to get a five (5) year renewal. Therefore Dr. Asmussen recommended that she be allowed to do the Queens school renewal.

Mr. Tabano asked the board if there was a motion to accept Tier Consulting to do the renewal for the Queens school.

**Motion:** Ms. Katharine Urbati motioned to accept Tier consulting to do the renewal for the Queens school.

**Motion Seconded:** Ms. Jane Sun Baer seconded the motion.

**Vote:** The board voted unanimously to accept and approve Tier consulting to do the renewal for the Queens school.

## **VI. Hiring, Recruitment, and School Updates**

### **Benchmark 7: Organizational Capacity**

#### **a. Dashboard—Dr. Sara Asmussen**

Dr. Asmussen informed the board that since Ms. Emily Predmore was out sick for several days, she was not able to obtain data for the Queens school. Therefore, Dr. Asmussen stated that she will get the information once Ms. Predmore returns. Mr. Tabano and the board concurred.

#### **b. Staff Hiring—Mr. Steve Ramkissoon**

Mr. Ramkissoon reported that this month there were two (2) new individuals hired: a counselor and writing consultant who will be replacing Ms. Josephine DiGaudio. Mr. Ramkissoon also reported to the board that last month NDCS hired two (2) SPED teachers. Mr. Ramkissoon further stated that this week he will be posting for every position despite that stay interviews that were conducted. Mr. Ramkissoon stated that this was just a safety measure in case someone decided at the last minute not to stay. Mr. Tabano asked what happened to Ms. Josephine DiGaudio and Mr. Ramkissoon stated that her schedule did not work out as she had planned. Ms. DiGaudio only worked twelve (12) hours and her full-time job and her young son's schedule made it difficult for her to continue. Dr. Asmussen stated that she expects Ms. DiGaudio to return once she works out her schedule. Mr. Tabano and the board were assured that someone would fill her position as the writing consultant for the internship program. Dr. Asmussen also mentioned to the board that with the hiring of an additional staff member in July 2023, all the grant positions will be filled.

#### **c. Student Recruitment—Lisa DiGaudio**

Dr. DiGaudio reported that NDCS is doing well with the recruitment drive. She also stated that there were satisfactory results obtained in the month of March 2023, with twenty-two (22) admissions for the Brooklyn school and twenty-five (25) for the Queens schools. Further in April 2023, Dr. DiGaudio reported that there were four (4) admissions in the Brooklyn school and eight (8) in the Queens school. Dr. DiGaudio also stated that there are five (5) pending admissions for the Brooklyn school and six (6) pending admissions for the Queens school. Dr. DiGaudio also reported to the board that there are many more applications that were submitted and received via the school's online application portal that still need to be processed. Dr. DiGaudio stated that she has several meetings scheduled this week with parents and counselors regarding new applications and admissions. Dr. DiGaudio also stated that she will continue to target the highest feeder schools to remind the feeder schools that NDCS will be open during the summer and will be able to continue to receive new students. Dr. DiGaudio informed the board that she is also working on a summer recruitment plan. She also stated that the Brooklyn school has not benefited as much from the student recruitment drive as the Queens school, but that she will focus on increasing student recruitment numbers for the Brooklyn school. Regardless, Dr. DiGaudio expressed to the board that she believes the student recruitment number is good and will continue to get better.

Mr. Tabano asked the board members if there were any questions. There were no questions. Mr. Tabano then thanked Dr. DiGaudio for her excellent work.

#### **d. School Updates—Ms. Donna Lobato/Mr. Jose Obregon**

Ms. Lobato reported to the board that finding SPED teachers is still very difficult, but we continue to work on the issue. Currently, there are thirty-seven (37) students that need CSE meetings by the end of June. Ms. Lobato stated that she is collaborating with the Queens staff to make this deadline. Ms. Lobato also stated that the newly hired SPED teachers are doing well and she expects those SPED teachers will help both schools catch up with any SPED requirement that needs to be completed by June. Ms. Lobato further stated that some LTA students have returned to school and the focus will be to catch them up and to prepare other students for end of year exams including the Regents. Mr. Tabano asked Ms. Lobato how are returning LTA students affecting the SPED compliance requirements. Ms. Lobato stated that it certainly makes it more difficult to get all the requirements done before the end of the year, but that she is working with CSC to meet the necessary requirements for both schools.

Mr. Obregon reported that at Queens school, the SAT is being administered today. Mr. Obregon also stated that forecasted in the next couple of weeks is NYSESLAT for both the Queens and Brooklyn school. He will be working with Dr. DiGaudio to coordinate the administration of that exam also. Additionally, Mr. Obregon acknowledged that he realizes that time is getting short and the Regents exam will soon happen. Mr. Obregon also stated that he believes that, overall, things are progressing at NDCHS Queens. Mr. Obregon also thanked Dr. Asmussen, Dr. DiGaudio, and Ms. Lobato for their support in helping him assume the position of acting principal in Queens.

Mr. Tabano thanked Mr. Obregon for stepping up and helping at the Queens school and complimented him for his efforts.

Mr. Tabano then asked Dr. DiGaudio if NDCHS is scheduled for field testing since Wildcat Academies has not received any testing materials yet. Dr. DiGaudio responded that NDCHS is scheduled to receive the ELA and Living Environment field tests but has not received them yet.

## **VII. Facilities—Mr. Jose Obregon, Director of Operations**

### **Benchmark 6: Board Oversight & Governance**

#### **a. Update on both buildings**

Mr. Obregon reported to the board that, for the Queens school, John Palmer, who was the facilities point of contact for Barone Management is no longer with Barone. The new facility person for Barone is Sandra Encarnacion. Mr. Obregon also reported that in the last couple of weeks, Barone did complete some electrical work at the Queens school including replacing some lighting that was out and, also, addressed some of the heating issues since the stairwell heating units were not functioning properly. Mr. Obregon also stated that there were some bathrooms that were fixed that were experiencing water leaks. Mr. Obregon stated that he believes that the water leaks may persist since the piping in the building is old. Nevertheless, Mr. Obregon stated that Barone continues to respond by fixing the leaks as they happen. Mr. Obregon further reported to the board that the Queens school finally acquired the necessary NYC Food Service Establishment permit from the NYC Department of Health. This Food Service Establishment permit is a requirement that the DOE has for the school to continue serving breakfast and lunch meals. As for the Brooklyn school, Mr. Obregon confirmed that he will be meeting with Dr. Asmussen and Mr. Ramkissoon next week to discuss projected facility maintenance costs for next school year's budget.

Mr. Tabano then asked Mr. Brain Baer if he knew where the Brooklyn school was with the permanent C of O since Mr. Tabano had spoken recently to Joe Barbagallo at GKV. Mr. Baer stated that his understanding is that the fire alarm drawings have been created by CFS and are now in the hands of the

electrical contractor to do the final filing. Once that has been filed, the necessary paperwork for the final certificate of occupancy can be filed as well. Mr. Tabano asked Mr. Baer if that action by GKV part of the 6K that was allegedly owed to CFS and Mr. Baer confirmed that it was. Mr. Tabano thanked Mr. Baer that the procedures for obtaining the final C of O were in motion again.

**VIII. Grants & Reports—Sara Asmussen**

Benchmark 1: Student Performance

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

Benchmark 8: Mission & Key Design Elements

**a. Two Trees/Walentas Foundation: Community Grant**

Dr. Asmussen reported that the Two Trees/Walentas Foundation grant is due this weekend. Dr. Asmussen stated the grant will be used to support the culinary program at the Brooklyn school. A specific part of culinary program must be identified for the grant. The grant totals \$25,000. The school did get the grant in 2018 and it was taken away two weeks later after it was awarded. Notwithstanding what happened in the past, Dr. Asmussen stated that she will re-apply again this year. Mr. Tabano agreed that Dr. Asmussen should reapply.

**IX. Public Comment**

There was no public comment made.

**X. New Business**

There was no new business discussed.

**XI. Adjournment**

The board agreed to meet again on May 23, 2023, at 11:00 A.M. The meeting adjourned at 11:44 A.M.

**New Dawn Charter Schools Board of Trustees  
May 23, 2023, Board Meeting Minutes  
11:00 A.M, Executive Committee Meeting  
11:10 A.M,/ Full Board Meeting**

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

**New Dawn Charter High School II  
89-25 161st Street  
Jamaica, NY 11432  
347-505-9101**

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

**Board Members Absent:** Jonathon Carrington, Member

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

**I. Agenda**

**Resolution: May 2023 Agenda**

Mr. Tabano asked the board members if there was a motion to accept and approve the April 2023 Board of Trustees meeting agenda.

**Motion:** Mr. Brian Baer motioned to accept and approve the May 2023, Board of Trustees meeting agenda.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the May 2023 Board of Trustees meeting agenda.

**II. Minutes**

**Resolution: April 2023 Minutes**

Mr. Tabano asked the board members if there was a motion to accept and approve the April 2023 Board of Trustees board minutes.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the April 2023 Board of Trustees minutes.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the April 2023 Board of Trustees minutes.

### **III. Resignation of Mr. Jonathan Carrington**

Mr. Tabano asked Dr. Asmussen to address the resignation of Mr. Jonathan Carrington. Dr. Asmussen stated that since Mr. Carrington has not communicated with the board for several months, she believes that it is in the best interest of the board to view this as his official resignation from the board of trustees. Mr. Tabano and the Board of Trustees agreed to officially recognize Mr. Carrington's resignation from New Dawn Charter Schools board of trustees.

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

#### **a. Report of the Finance Committee—Katharine Urbati**

Mr. Ramkissoon reported that the finance committee met to discuss the upcoming fiscal year's budget to include cost of living increases. The finance committee also discussed student enrollment and the need to continue recruiting new students to support the projected budget.

Ms. Urbati reported to the board that although she was initially skeptical about next fiscal year's budget, she acknowledged that student enrollment has gone up. This fact supports next fiscal year's budget based on a projected three hundred fifty (350) student enrollment count. Further, Ms. Urbati stated that the new fiscal year's budget allowed for an appropriate cost of living increase. Ms. Urbati also stated that rising insurance costs, including employee health and dental insurance, were considered as part of the new budget. Ms. Urbati also stated that investment strategies were discussed. Lastly, Ms. Urbati stated that she believes that NDCS has a solid budget in place.

#### **b. Resolution: Salary Increases**

Mr. Ramkissoon informed the board that current market rates indicate that salary increases range from 3.5% to 4.6%. Further the salary for federal employees will increase between 4.5% to 4.7%. These predictions, along with employee performance, were used for the proposed salary increases.

Mr. Tabano asked the board members if there was a motion to accept and approve the salary increases for the upcoming fiscal year.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the salary increases for the upcoming fiscal year.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve salary increases for the upcoming fiscal year.

### **Resolution: Monthly Financials**

Mr. Ramkissoon reported to the board that the Brooklyn school's net income is now at a positive \$700K. There are two (2) more months remaining in the fiscal year and Mr. Ramkissoon stated that he foresees no surprises. He also reported that the Brooklyn school has 231 FTE students.

For the Queens school, Mr. Ramkissoon reported that the school has a net income of \$1.1M and 258 FTE students. Mr. Ramkissoon further stated that the Queens school is also financially on track. The consolidated net income for both schools is now approximately \$1.2M.

Mr. Tabano asked the board members 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:** Ms. Jane Sun seconded the motion.

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

### **c. Resolution: 2023-2024 Budget**

Mr. Ramkissoon informed the board, as he had previously mentioned, that COLA increases were calculated based on current market rates and quoted the sources that he used to make his calculations. Mr. Ramkissoon also informed the board of NDCHS's employee turnover rates. There was approximately a 60% turnover rate for those employee positions funded by grants. NDCHS II had a 45.2% turnover rate and NDCHS a 39.4% employee turnover rate. The average turnover rate considering these three employee categories averaged approximately 32%, which is equivalent to last year's employee turnover rate. Both schools are actively seeking teachers. Mr. Ramkissoon informed the board that a 3.5% salary increase based on employee performance is projected in the budget. He also spoke about the rising costs of insurance and that he is still waiting for a quote from Austin Insurance company. Mr. Ramkissoon stated that, nevertheless, he expects no significant changes in the proposed budget.

Mr. Tabano then asked the board members if there was a motion to approve and accept the 2023-2024 budget.

**Motion:** Ms. Katharine Urbati motioned to accept and approve the 2023-2024 budget.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve the 2023-2024 budget.

#### **d. Resolution: Tax Returns**

Dr. Asmussen stated that the board previously discussed tax returns in a phone conference. Mr. Tabano subsequently stated that the board needed to vote on accepting and approving last year's tax returns.

**Motion:** Ms. Katharine Urbati motioned to accept and approve last year's tax returns.

**Motion Seconded:** Ms. Jane Sun seconded the motion.

**Vote:** The board voted unanimously to accept and approve last year's tax returns.

### **V. Resolution/Bids**

Dr. Asmussen reported to the board that there is a renewal cost for Chalk which is the platform for the school's curriculum package. The cost of the renewal is \$8,900. For a two-year renewal.

Mr. Tabano asked if there was a motion to accept and approve the renewal of the Chalk contract as described by Dr. Asmussen.

#### **a. Chalk Curriculum Renewal**

**Motion:** Ms. Jane Sun motioned to accept and approve the renewal of the Chalk contract

**Motion Seconded:** Mr. Brian Baer Sun seconded the motion.

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

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

#### **a. Dashboard—Dr. Sara Asmussen**

Dr. Asmussen reported to the board that the outreach effort is doing very well. At the Queens school, there were twenty- one (21) students recruited in the month of February, twenty-eight (28) in the month of March, and fourteen (14) in the month of April. Simultaneously, in the Brooklyn school there were twelve students (12) recruited in the month of February, ten (10) in March, and sixteen (16) in April. Dr. Asmussen also pointed out that the ELL student population has dropped in both schools. However,

she pointed out that this was primarily because other students that do not fall into this category are being recruited.

**b. Staff Hiring—Steve Ramkissoon**

Mr. Ramkissoon informed the board that he posted ten (10) positions on Indeed. Some of the postings are for actual vacancies and other postings are for backup hires in case a staff member decides to leave at the last minute. He also mentioned that there were interviews conducted for the principal position in Queens, for a PE teacher in Brooklyn and for SPED teachers which is a priority. Mr. Ramkissoon stated that he plans to have another job Fair before the summer to get more candidates to fill vacant positions in both schools. Mr. Ramkissoon also mentioned that there were two (2) contract offerings made to individuals funded through grant monies. These individuals were offered contracts to function as interns in the counseling department.

**c. Student Recruitment—Dr. Lisa DiGaudio**

Dr. DiGaudio reported to the board that both schools continue to receive applications for enrollment. Dr. DiGaudio further stated that this week there are eight enrollment (8) appointments scheduled and five (5) at the Queens school. Dr. DiGaudio also stated that open houses are still being scheduled for potential new recruits, zoom meetings are being conducted, and the distribution of enrollment packages is continuing. Dr. DiGaudio also mentioned that schools are attempting to discharge students who are LTA, but it must be approved by the NYC DOE.

Mr. Tabano stated that this was expected and that New Dawn should take advantage of the opportunity to recruit these students that other schools want to discharge. Mr. Tabano asked Ms. Lobato if only students scheduled to take the June 1, regents exam will be admitted into the school. Ms. Lobato confirmed that only students taking the U.S. history Regents on June 1 will be allowed into the school. Mr. Tabano informed the board that the June 1 regents exam was a “test regents” exam and this is the reason that it is not being administered with the other scheduled regents exam.

**d. School Updates—Donna Lobato/Jose Obregon**

Ms. Lobato stated that the ELA teacher resigned and took a position in the DOE. The school is seeking potential candidates to fill that position. Ms. Lobato also stated that students are preparing to take the regents exam. Additionally, Ms. Lobato reported that a new staff member accepted a contract as a counselor position at the school which is being funded by a grant.

Mr. Tabano remarked that it is good that interns are hired to fill those grant funded positions since it satisfies some of the grant requirements.

Mr. Obregon reported to the board that this week the NYESLAT exam is being administered and that students continue to prepare for the upcoming regents exam. Mr. Obregon also confirmed that the Queens school is receiving a significant number of

students who are transferring from other schools. He further stated that many of these students are ELLs. Additionally, Mr. Obregon reported that, today, the Queens school will be hosting Principal interviews.

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

**a. Update on both buildings**

Regarding facilities, Mr. Obregon reported that there are no significant facility issues. Barone Management did address some minor plumbing issues at the Queens school and is scheduled to send an electrician to extend power for the leased water fountains that are being used in the building. Mr. Obregon also informed the board that Mr. Brian Baer was able to secure another TCO that will be good until the end of July for the Brooklyn school. Mr. Brian Baer confirmed that he is working with GKV to obtain the as-built drawings that are necessary for the final inspection.

Mr. Tabano asked Mr. Baer if the money that CFS claimed was due to them ever resolved. Mr. Baer confirmed that CFS and GKV worked that issue out. Mr. Tabano also asked if the construction projects that Barone is supposed to complete have started. Mr. Obregon replied that Barone visited the school to conduct a construction survey. However, no other action has been taken by Barone.

**VIII. Grants & Reports—Sara Asmussen** **10 minutes**  
**Benchmark 1: Student Performance**  
**Benchmark 3: Culture, Climate, and Student & Family Engagement**  
**Benchmark 8: Mission & Key Design Elements**

**a. Discussion on Re-Opening Plan**

Dr. Asmussen reported that regarding ESSER grants, both applications were rejected mostly for financial reasons. One of the things the school was supposed to do was to discuss the reopening plan every six (6) months. Dr. Asmussen stated that there were no changes from the original plan.. As everyone knows, all students are back in class, and there is no remote instruction. Dr. Asmussen asked if anybody had any questions regarding the reopening that happened two years ago. There were no questions.

**IX. Public Comment**

No public comment was made.

**X. New Business**

Dr. Asmussen informed the board that the U.S. History Regents scoring packet may be delayed until June 23, 2023, which is after graduation. Therefore, we will not have an actual count of graduates until after this.

Dr. Asmussen also informed the board that there are six (6) people coming in to interview for the principal position over the next two (2) weeks. Dr. Asmussen then asked Mr. Steve Ramkissoon to talk about the school's investment plan which was shared with the board members.

Mr. Ramkissoon stated that in his plan, he detailed how much money is in interest earning accounts. He also identified escrows accounts and what accounts are not earning interest. He reminded the board members that two board meetings ago, the board had approved Merrill Lynch as an investment manager. However, after the completion of all the paperwork, Merrill Lynch remembered that they do not work with charter schools. The board then agreed to keep monies in Bank of America and later move the monies to IDB. The school also has two (2) interest accounts with Vanguard and IDB. The bond money is still with Mellon bank and cannot be touched. That money is earning interest at Mellon Bank. Mr. Ramkissoon stated that the biggest concern is for Queens school. The Queens school has a high cash balance. Mr. Ramkissoon stated that he has communicated with Chase Bank where the Queens School funds are kept. He discussed the rates that are being offered by Chase Bank for CD accounts and treasury notes which are more secure. Mr. Ramkissoon recommended that, for the Queens school, the monies are placed in CDs or U.S. Treasury notes.

Mr. Tabano asked Mr. Ramkissoon what the interest rate is with IDB. Mr. Ramkissoon replied that he must recheck but he believes it to be 3.5%. Mr. Tabano further stated that the school needs to understand how much liquidity will be needed and then figure out if the remaining monies should be invested in CDs or Treasury notes. Mr. Tabano also stated that interest rates will probably go down and, therefore, the school needs to decide quickly which investment strategy it will use. Mr. Tabano asked Mr. Ramkissoon to come back to the board with a further analysis and Mr. Ramkissoon's recommendation on the best investment strategy. Mr. Ramkissoon agreed to do so and would submit his recommendations to the board within the next week.

Ms. Urbati added that it seems like interest rates are hovering at or right below 5%. Therefore, there is not much of a difference. However, Ms. Urbati stated that the school should proceed with whatever it is most comfortable with if it is staggered so that it has access to liquid funds as it rolls over.

Dr. Asmussen reminded the board members that the school calendar must be approved, but she is waiting for the DOE to publish NDCHS's final calendar. Dr. Asmussen will have the final Calendar before the end of June. The board agreed to have the next board meeting on Tuesday, June 20, 2023, at 1:00 P.M.

Mr. Tabano also stated that after the meeting, the board members will look at board evaluations.

## **XI. Adjournment**

The board meeting was adjourned at 1154 A.M.



New Dawn Charter Schools Board of Trustees  
June 13, 2023, 11:00 A.M. Board Meeting Minutes

New Dawn Charter School  
242 Hoyt Street  
Brooklyn, NY 11217

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

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

**Board Members Absent:** Mr. Brian Baer, Secretary

**Staff Members/Visitors Present:** NDCH: Dr. Sara Asmussen, Executive Director; Mr. Steve Ramkissoon, Director of Finance & HR; Mr. Jose Obregon Director of Operations and Acting Principal NDCHS II; Dr. Lisa DiGaudio, Director of Curriculum, and Instruction

**I. Agenda**

**Resolution: July 2023 Agenda**

Mr. Tabano asked the board members if there was a motion to accept and approve the July 2023 Board of Trustees meeting agenda.

**Motion:** Ms. Jane Sun motioned to accept and approve the June 2023, Board of Trustees meeting agenda.

**Seconded:** Ms. Katharine Urbati seconded the motion.

**Vote:** The board voted unanimously to accept and approve the July 2023 Board of Trustees meeting agenda.

**II. Minutes**

**Resolution: June 2023 Minutes**

Mr. Tabano asked the board members if there was a motion to accept and approve the May 2023 Board of Trustees board minutes.

**Motion:** Ms. Jane Sun motioned to accept and approve the May 2023 Board of Trustees minutes.

**Motion Seconded:** Ms. Katharine Urbati seconded the motion. **M**

**Vote:** The Board unanimously accepted and approved the May 2023 Board Trust's minutes.

**III. Resolution: June 2023 Finance Committee Minutes**

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

**Benchmark 4: Financial Condition**

**Benchmark 5: Financial Management**

**Resolution: Monthly Financials**

Mr. Ramkissoon reported that Brooklyn Science is netting \$173K. However, considering the amortization and depreciation value switcher currently at \$744K, the science division is netting a budgetary cost of \$173K. Mr. Ramkissoon also stated that the rising enrollment includes an increase in live students at Brooklyn Science will double. Mr. Ramkissoon also reported that enrollment is at 231 students. Mr. Ramkissoon also stated that the membership review requirements regarding Brooklyn Science. The review requirements.

Mr. Ramkissoon reported that Queens Science is positive \$1.4M. The budgetary projection was \$1.1M. However, the amortization and depreciation is calculated in the budgetary switcher is approximately \$56K. Overall, the Queens Science division will increase. The science division has 258 students enrolled. Mr. Ramkissoon also stated that enrollment is not significant, however, the enrollment in June still needs to be reviewed. Mr. Ramkissoon also stated that the student enrollment is still in the science division, predicts that the campus will not increase. However, the membership review requirements. The review requirements. Ms. Urtecho stated that the membership review requirements monthly in the science division.

Mr. Tannenbaum stated that the membership review requirements accepted and approved the May 2023 monthly financials.

**Motion:** Ms. Ms. Ketrin Urtecho motioned to accept and approved the May 2023 monthly financials.

**Motion Seconded:** Ms. Jon Sun seconded the motion.

**Vote:** The Board unanimously accepted and approved the May 2023 monthly financials.

Mr. Tannenbaum stated that Mr. Ramkissoon is not reporting the insurance premiums. Mr. Ramkissoon also explained that the total cost for NDCHS is approximately \$169K in insurance premiums. Mr. Ramkissoon also stated that the premium is 15% increase in insurance costs. However, the result of the total insurance costs is only \$174K which is only a 1.2% increase in the primary rate.

board agreed a waiver personally good new financial cooperation project objectives.

Mr. Tabano asked board members for waiver motion approval and acceptance financial contract for coming fiscal year.

**Motion:** Mr. Kaarn Urban motion do accept and approval financial contract for coming fiscal year.

**Motion Seconded:** Ms. Jan Sun second motion.

**Vote:** The board voted unanimously to accept and approval financial contract for coming fiscal year.

Mr. Tabano asked Dr. D Gaudin to brief board on IXL. Dr. D Gaudin explained a IXL replaced Scanlon last year and a waiver asking board for approval of grant new. Dr. D Gaudin explained to board a IXL used for printing and new year come in for enrollment of a year calendar corrected. The additional programming advanced in IXL. I advised program a all off a number of school program for financial support a well.

Mr. Tabano asked if Scanlon was coming back. Dr. D Gaudin replied a waiver no contract and another company bought Scanlon out. Mr. Tabano asked board members for waiver motion approval renewal of IXL.

**Motion:** Mr. Kaarn Urban motion do accept and approval renewal of IXL.

**Motion Seconded:** Ms. Jan Sun second motion.

**Vote:** The board voted unanimously to accept and approval renewal of IXL.

#### **IV. Hiring, Recruitment, and School Updates— Dr. Sara Asmussen**

##### **Benchmark 7: Organizational Capacity**

###### **a. Dashboard**

Dr. Asmussen reported a dashboard going forward and a no change. Dr. Asmussen also stated that the only real problem is the schools' Regents score was a embargoed a point. However, a dashboard will be ruled on board members.

A discussion was held about preliminary rules. Board members will get actual rule once contract is no longer embargoed.

Ms. Jan Sun asked why not Regent rule was for and Dr. Asmussen advised a new June Regent rule. Dr. Asmussen advised a January Regent rule was much better and a a and a will be implemented for future rules.

Mr. Taba a d Dr. A mu t updat th b ard th hiri g f th w Pri cipal f r th Qu ch l. Dr. A (mu tat d a tir day wa p t by taff i t rvi wi g ca didat . Dr. A mu tat d that th r w r thr 3) ca didat Dr. A mu furth r tat d that all ca didat ar g d a d came fr m ap l f i ca didat . Th xt t pi t ch c r f r c . Dr. A mu tat d that N w Daw i u i g c ulta t t c duct th r f r c ch c . Th c ulta t ar g i g t a th p cific qu ti that v ryb dy u d t rat ach ca didat i f ur 4) diff r t d mai . Dr. A mu tat d that th i t rvi w pr c ( wa v ry Da i l -li . Wea ar a w r id tifi di ach ca didat a d th w a ar a will driv th qu ti that will b p cifically a d f th r f r c r gardi g th ca didat . Dr. A mu tat d that h a ticipat havi g a w pri cipal by mid-July.

A di cu i r gardi g th AIM ch l l avi g N w Vi i wa h ld.

### **Staff Hiring – Mr. Steve Ramkissoon**

Mr. Ramki r p r t d t th b ard that h i c ti ui g t p t th vaca ci f r b th ch l . H i al r c ivi g ig d c tract fr m th curr t taff. Additi ally, a w E gli h t ach r wa hir d. Mr. Taba a d h w ma y vaca ci till d t b fill d. Mr. Ramki tat d that th r ar tw 2) vaca t SPED t ach r p iti at ach ch l. Additi ally, th r may b a d f r a math t ach ri Qu . Al , a utr ach p r will b d di Br ly i c f th utr ach p r l w r r c tly pr m o d t th i t r hip d partme t. Th r i al a PE t ach r vaca cy i Br ly a d a Gl bal Hi t ry t ach r vaca cy i Qu .

### **Student Recruitment – Dr. DiGaudio**

Dr. DiGaudi r p r t d that th umb r ar p t d th da hb ard. Sh b li v that r ll me t umb r ar movi gi ap itiv dir cti . S v rali t rvi w a d app i tm t w r mad at b th ch l v r th c ur f th mo th. Stud t r ll d will b tarti gi July. l Br ly , th r ar f ur t 14) w r cruit tarti g th fir t day f ch l a d at th Qu ch l ha ixt 16) w r cruit . Dr. DiGaudi furth r tat d that applicati ar till c mi gi . Sh al a ur d th b ard that r cruiti g will c ti u thr ugh ut th umm r a d y ar-r u d.

## **V. School Updates**

### **a. New Dawn II – Mr. Jose Obregon, Acting Principal**

A Dr. A mu pr vi u ly tat d, Mr. Obr g r p r t d t th b ard that th ch l ju t fi i h d c ducti g R g t xams. Mr. Obr g al r p r t d t th b ard that graduati will ta plac t m o r w at Hu t r C ll g . Additi ally, th Qu taff i pr pari g f r umm r ch l. Mr. Obr g al tat d that Dr. DiGaudi i h lpi g with th curriculum, pla f r umm r ch l, a d f r xt fall.

## **VI. Facilities— Mr. Jose Obregon – Director of Operations**

### **Benchmark 6: Board Oversight & Governance**

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## **Update t ildi gs**

Mr. Obregon reported to the board that arone Management has not communicated with him lately. Additionally, their new facilities manager, recently resigned. Dr. Asmussen stated that there is a meeting with arone, Thursday, at 1:00 PM. Mr. Tabano asked Dr. Asmussen to send him the Zoom invite.

Dr. Asmussen reported to the board that the ESSER desk audit paperwork was received from the State. She anticipates that the state will come back and ask her some clarifying questions but we are good for now. She informed the board that these questions are a compliance requirement in order to receive Federal funds.

Regarding the five-year renewal for the Queens school, the state does not have the application out yet. Dr. Asmussen stated that staff has attended training but the state communicated not to start on the templates until the school gets the new application. Dr. Asmussen also reported that she is moving to have the eight (8) sections of the application already written. This includes board governance. She informed the board members that she will be asking the board members for their signatures on the Disclosure statements.

Mr. Tabano asked if there were any questions for Dr. Asmussen. There were none.

### **VII. P lic C mme t**

No public comment was made.

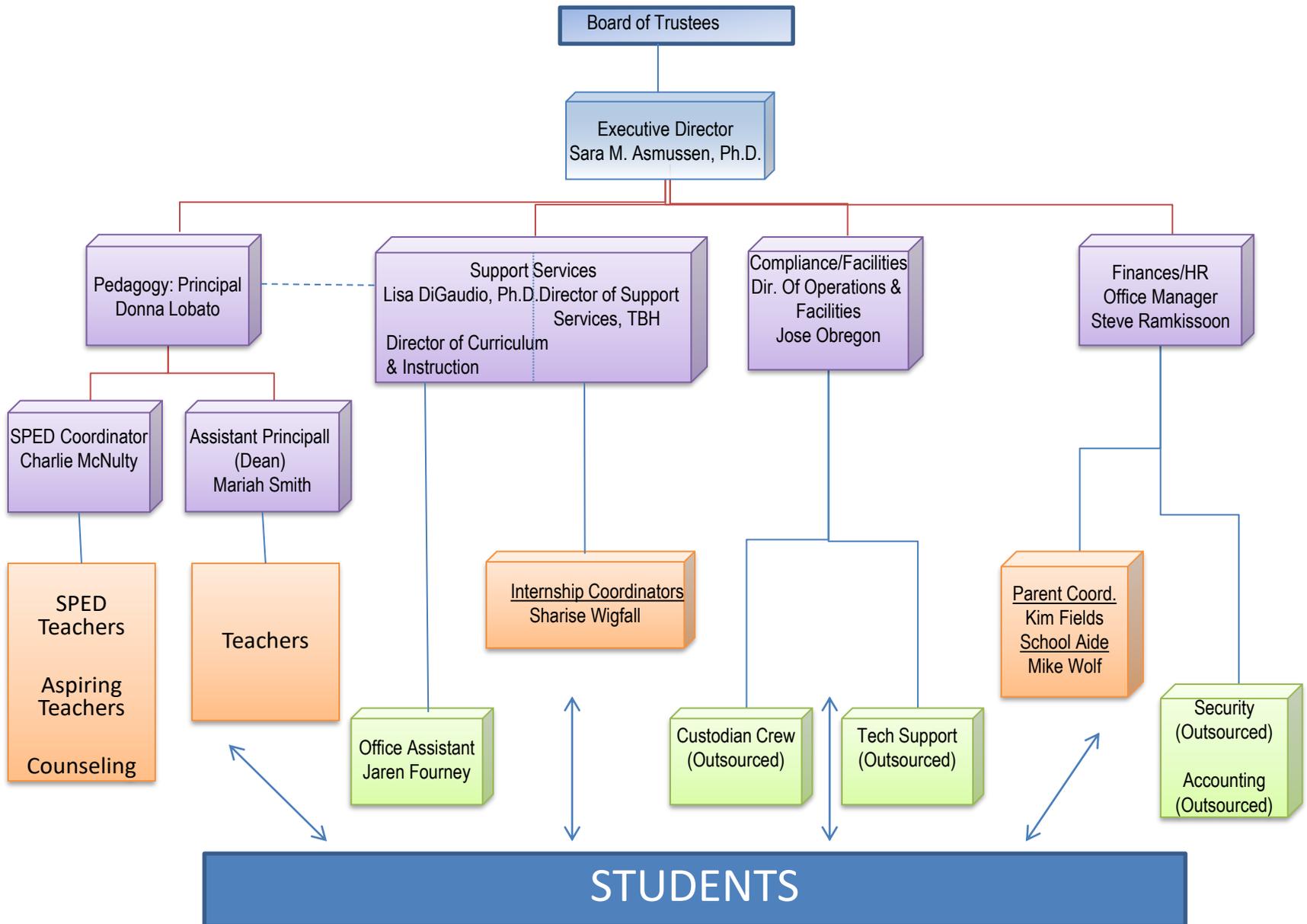
### **VIII. New B si ess B**

There was no new business.

### **IX. Adj r me t**

The board agreed to meet on July 25, 2023, at 11:00 A.M. The meeting adjourned at 1:35 P.M. B

# New Dawn Charter High School Org Chart



## 2023-2024 New Dawn Charter Schools Calendar

September 2023				16 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
				1—Vacation
A & B Week 4—Labor Day Holiday	5— All Report 1 <sup>st</sup> Day of School	6	7—Students report	8
A & B Week 11	12	13	14	15
A Week 18	19	20	21	22
B Week 25—Yom Kippur Holiday	26	27	28	29

October 2023				21 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 2	3	4	5	6
B Week 9— Indigenous People Day Holiday	10	11	12	13
A Week 16	17	18	19	20
B Week 23	24	25	26	27
A Week 30	31			

November 2023				19 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week		1	2	3—End Q1
B Week 6—Q2 Starts	7—Remote Instructional Day	8	9	10—Veteran's Day Holiday
A Week 13	14	15	16	17
B Week 20	21	22	23—Thanksgiving Holiday	24—Thanksgiving Holiday
A Week 27	28	29	30	

<b>December 2023</b>				<b>16 School Days</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
A Week				1
B Week 4	5	6	7	8
A Week 11	12	13	14	15
B Week 18	19	20	21	22
25—Christmas Holiday	26— School Closed Vacation	27—School Closed Vacation	28—School Closed Vacation	29—School Closed Vacation

<b>January 2024</b>				<b>21 School Days</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
A Week 1—New Year's Holiday	2	3	4	5
B Week 8	9	10	11	12—Last Day for Papers
A & B Weeks 15— MLK Day Holiday	16	14	18	19
A & B Weeks 22	23—Regents	24—Regents	25—Regents	26—Regents S1 Ends
A & B Week 29—Staff PD Students Remote	30—New Semester	31		

<b>February 2024</b>				<b>16 School Days</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
A & B Week			1	2
B Week 5	6	7	8	9
A Week 12	13	14	15	16
19—President's Day Holiday	20—Mid Winter Break Vacation	21—Mid Winter Break Vacation	22—Mid Winter Break Vacation	23—Mid Winter Break Vacation
B Week 26	27	28	29	

<b>March 2024</b>				<b>20 School Days</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
B Week				1
A Week 4	5	6	7	8
B Week 11	12	13	14	15
A Week 18	19	20	21	22
B Week 25	26	27	28—Q3 Ends	29—Good Friday

April 2024				13 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 1— Easter Holiday	2—Q 4 Starts	3	4	5
B Week 8	9	10—Eid al-Fitr Holiday	11	12
A Week 15	16	17	18	19
22—Spring Break Vacation	23—Spring Break Vacation	24—Spring Break Vacation	25—Spring Break Vacation	26—Spring Break Vacation
29—Spring Break Vacation	30—Spring Break Vacation			

May 2024				22 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
B Week		1	2	3
A Week 6	7	8	9	10
B Week 13	14	15	16	17
A Week 20	21	22	23	24
B Week 27— Memorial Day Hol.	28	29	30	31—Papers Due

June 2024				16 School Days
Monday	Tuesday	Wednesday	Thursday	Friday
A Week 3	4—Algebra Regents	5	6—Chancellor's Day Remote Instruction	7
A & B Week 10	11	12—Last Day for Internship Papers	13	14—Regents
A & B Week 17—Eid Al-Adha	18—Regents	19—Juneteenth	20—Regents	21—Regents
A & B Week 24—Regents	25—Regents	26—Regents Last Day of School	27	28

**Summer Semester**

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

There are 180 days of school between September 2023-June 2024 and an additional 32 days of summer semester for a total of 212 school days.

School days = 212

Vacation days = 28

Holidays = 17



# Certificate of Occupancy

CO Number:3006570-0000003

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified.No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued.*This document or a copy shall be available for inspection at the building at all reasonable times.*

<p>A. <b>Borough:</b> BROOKLYN  <b>Address:</b> 242 HOYT STREET  <b>Building Identification Number(BIN):</b> 3006570</p>	<p><b>Block Number:</b> 409  <b>Lot Number(s):</b> 38  <b>Additional Lot Number(s):</b>  <b>Application Type:</b> A1 - ALTERATION TYPE 1</p>	<p><b>Full Building Certificate Type:</b>  Temporary  <b>Date Issued:</b> 05/03/2023</p>
<p><b>This building is subject to this Building Code:</b> 1968</p>		
<p><b>This Certificate of Occupancy is associated with job#</b> 322005922-01</p>		
<p>B. <b>Construction Classification:</b> 3: NON-FIREPROOF STRUCTURES  <b>Building Occupancy Group classification:</b> E - EDUCATIONAL  <b>Multiple Dwelling Law Classification:</b> Not Available</p>		
<p><b>No.of stories:</b> 4</p>	<p><b>Height in feet:</b> 46</p>	<p><b>No.of dwelling units:</b> Not Available</p>
<p>C. <b>Fire Protection Equipment:</b> Fire Alarm System, Sprinkler System</p>		
<p>D. <b>Parking Spaces and Loading Berths:</b>  Open Parking Spaces: 0  Enclosed Parking Spaces: 0  Total Loading Berths: Not available</p>		
<p>E. <b>This Certificate is issued with the following legal limitations:</b>  Restrictive Declaration: None      Zoning Exhibit: None  BSA Calendar Number(s): None      CPC Calendar Number(s): None</p>		
<p><b>Borough Comments:</b> Fireguards are required for all occupied floors. Occupancy limited to 74 persons or less for PA spaces until all PA requirements are met. Live load for ROOF shall be listed in BSO &amp; BIS Schedule A prior to next renewal.</p>		

Borough Commissioner



Commissioner



Acting Commissioner of Buildings



## Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Floor 1	E	135	OG	3, 3B		322005922	Temporary	08/01/2023
Description of Use: Academies and schools OFFICES, STORAGE, CAFETERIA, KITCHEN, RECEPTION SECURITY						Exceptions:		
Floor 1	F-2	N/A	OG	3B		322005922	Temporary	08/01/2023
Description of Use: Mechanical and/or electrical equipment rooms ELECTRICAL ROOM						Exceptions:		
Floor 1	A-3	175	OG	3		322005922	Temporary	08/01/2023
Description of Use: Cafeteria - school up to grade 12 EDU PLACE OF ASSEMBLY FOR SCHOOL MULTI PURPOSE ROOM						Exceptions:		
Floor 2	E	102	50	3, 3B		322005922	Temporary	08/01/2023
Description of Use: Academies and schools CLASSROOMS, OFFICES, SMALL CONFERENCE ROOM, STORAGE ROOMS						Exceptions:		
Floor 3	E	101	50	3, 3B		322005922	Temporary	08/01/2023
Description of Use: Academies and schools CLASSROOMS, TEACHER'S LOUNGE, OFFICE, STORAGE ROOMS, CONFERENCE ROOM						Exceptions:		
Floor 4	E	137	50	3, 3B		322005922	Temporary	08/01/2023
Description of Use: Academies and schools CLASSROOMS, COUNSELING ROOMS, OFFICE						Exceptions:		



## Permissible Use and Occupancy

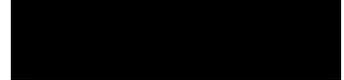
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Roof	E	72	N/A	3B		322005922	Temporary	08/01/2023
Description of Use: Academies and schools PLAY AREA ACCESSORY TO CLASSROOMS AND MECHANICAL EQUIPMENT ROOM						Exceptions:		

**CofO Comments:**

Borough Commissioner



Commissioner



Acting Commissioner of Buildings