

Board Meeting Minutes

Draft

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, October 20, 2014 at the NYC Autism Charter School Life Skills Center 433 East 100th Street New York, NY 10029.

Attending Trustees:

Charles Chigas
Ashley Garret

Nancy Needle
Hugh O' Rourke

Carol Santiago

Absent Trustees:

Ilene Lainer
Maureen Bateman
Mitch Baum
Ben Hartman

Attendees at the invitation of Trustees

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Moira Cray, Director of Transition and Community Outreach
Nicole Pearson, Director of Education
Susan Michaelson, Special Education Compliance Specialist
Yarissa Soriano, Executive Administrative Assistant

1. Opening Items

a. Call to Order

- Ms. Needle called the general meeting to order at 5:00pm.

2. Board Business

a. The minutes of September 22nd, 2014 were reviewed.

- **Action: The minutes of September 22nd, 2014 were approved.**

3. Charter Renewal Update

a. Renewal Application

- Trustees were given the opportunity to review the Charter application documents prior to the meeting. There were no questions or comments.
- **Action: The Charter Renewal application documents were approved.**

CreatingPossibilities.

- Any changes to the charter renewal exhibits (e.g., bylaws) will be voted on at the November 17th, 2014 Board meeting.

b. Charter Renewal Timeline

- The date to submit Charter Renewal Documents has been postponed to December 1, 2014.
- The site visit may take place in early December or January.
- Documents will be sent to the Board of Regents in March.
- A public meeting will be held sometime in January. Trustees are encouraged to attend in support of NYCACS.
- Final formatting of all of the Charter Renewal documents are currently in the finishing stages.

4. Education Update

a. Back to School Night

- Ms. Fisher summarized the information presented to parents, such as: updates on the Charter Renewal process and changes to the Parent Association.
- A rough cut of the new website video highlighting community based instruction was shown to parents.

b. Families seeking transition to residential programs

- Three students are in different phases of transitioning from the program: two of those three will move to a more restrictive residential setting, one to a less restrictive educational setting.

c. Clinical Supervisor Update

- A former teacher has been hired for the Clinical Supervisor position. Her start date will be in early November.

5. Committee Reports

a. Operations

- Ms. Santiago summarized discussions of the last Operations Committee meeting that took place on September 30, 2014.
- The External Program Evaluation was discussed. A clearer definition will be generated and shared at the next Board meeting.
- The Committee recommended that \$10,000 be allocated as a stipend - \$5,000 to be paid until December at which point the need for additional funds would be determined - to one of the current Clinical Supervisors as compensation for the support she has and will continue to provide during the gap period until the new Clinical Supervisor begins. Additionally, she will provide training and guidance to the new Clinical Supervisor once she starts.
- **Action: The motion to allocate \$10,000 toward coverage and support during the absence of a Clinical Supervisor was approved.**

b. Governance

- Mr. O' Rourke and Ms. Bateman were nominated as Secretary and Vice President respectively.
- **Action: The Board approved Ms. Bateman as Vice President and Mr. O' Rourke as Treasurer.**
- Ms. Fisher reviewed the Trustee recruitment guidelines.
- A Trustee candidate will be visiting the school next week to tour and meet with Ms. Needle.
- Ms. Fisher is actively reaching out to persons who may have knowledge of Charter Schools and Applied Behavior Analysis.
- Board members were encouraged to recommend potential Trustee candidates.

C. Finance

- Mr. Saretsky reviewed the financial report.
- The financial audit went smoothly.
- The fiscal year ended with an increase in net assets. The fringe benefit ratio is satisfactory and our funds are strong.

6. Board Timeline

a. January Planning Meeting

- Discussion around the schedule and content for the January Board planning meeting will continue. A date will be fixed by the next Board meeting.

7. Closing Items

- There may be some facility maintenance that may impact students during the summer. Ms. Fisher will gain clarity and report back at the next Board meeting.
- NYCACS purchased 50 tickets for the Broadway play *The Curious Incident of the Dog in the Night Time* to be sold as part of a fundraising effort. The Broadway play is on January 29, 2014. Trustees can email Mr. Saretsky or Ms. Fisher if interested in participating.

Meeting Adjourned at 5:48pm.