

MINUTES
March 17, 2014
NYCACs BOARD MEETING

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, March 17, 2014 at the NYC Autism Charter School located at 433 E. 100th Street (at PS/IS 50), New York, NY. The following Trustees attended: Maureen Bateman, Charles Chigas, Ben Hartman, Steve Jorgensen, Laura Slatkin (via telephone), Nancy Needle, Hugh O'Rourke, Virginia Ryan, and Carol Santiago. The following Trustees were absent from the meeting: Mitch Baum, Alan Capper, Ashley Garrett, Ilene Lainer, and Ophelia Rudin. The following individuals were present at the invitation of the Board: Julie Fisher, Executive Director, Mark Saretsky, Chief Financial Officer, Shirley Torres, Administrative Assistant. The meeting began at 4:35 p.m. and adjourned at 6:15p.m.

1. **Call to Order** – Ms. Needle called the general meeting to order at 4:35 p.m.
2. **Board Business**
 - a) The minutes of the January 27, 2014 meeting were reviewed.
 - i. **ACTION: The minutes of the January 27, 2014 meeting were approved.**
 - b) Ms. Needle requested that Trustees adhere to the timeline of board activities as they work through committees. The goal is to have content items ready for the school's charter renewal application by the end of June.
3. **Update from Executive Director**
 - a) **Young adult programming** - Ms. Fisher informed Trustees that one additional student is participating in the school's supported volunteer program at Fairway and one additional student is going to Asphalt Green for fitness instruction. In addition, she reported that there has been collaborative work with QSAC, including planning for the upcoming Bridges to Transition conference. Staff members will be presenting at that conference, along with the upcoming YAI Conference and ABAI Conference. In addition, staff members have recently conducted workshops at El Museo del Barrio as well as Harlem RBI.
 - b) **Staffing** - Ms. Fisher announced that one instructor recently left NYCACS and the classroom from which he left is receiving gap coverage from the floating instructor. Prospects are being interviewed at the moment. Ms. Fisher also announced that the Administrative Assistant would be leaving as of March 21, 2014. A temp has been identified and will be receiving training over the next few days.
 - c) **Board scheduling and timing of meetings** – Ms. Fisher reported that she is working with the management consultant on how to reallocate time

due to schedule overcrowding, and, moving forward, will be looking to spread committee and Board meetings out more across months . Mr. Saretsky announced that matching funds for the project to air condition the school's hallways and interior rooms have been approved. NYCACS is now waiting for the department of school facilities to approve the request. Mr. Saretsky informed Trustees that he met with the contractor last week and was told the project will take about three weeks.

4. **Charter School Coalition** – Ms. Needle reported that there has been vast media coverage on charter schools due to the new mayor and his proposed policies. She reviewed the different groups of charter schools, each of which is approaching work with the new administration somewhat differently. There was a discussion among Trustees regarding Executive Director's involvement in the Coalition of Community Charter Schools. Although her involvement had been discussed and supported by those on the Executive Committee, some Trustees expressed concern over the risk of NYC Autism Charter School's involvement in this coalition.

- a) **ACTION: Motion to approve the Executive Director's involvement in the Coalition of Community Charter Schools was approved.**

5. **Committee Updates**

- a) **Fundraising Committee** - Ms. Santiago announced there is no significant change in fundraising. We are approximately \$14,000 under in fundraising and in order to meet the fundraising goal, events in April have been planned.

- b) **Supervision and Administration Committee** – Ms. Ryan reported that the consultant, Joan Garry, has been working with the Executive Director and meeting with administrative staff in order to better define their roles. The consultant has also reassessed the need for the Executive Director to be present at all the committee meetings. Ms. Garry will provide her assessment in a presentation to the Supervision and Administration Committee and subsequently to the larger Board.

- c) **Trustee Committee** – Ms. Bateman reported that they are still trying to finalize meeting dates but feels that maintaining an ad hoc mentality around meetings (i.e., scheduling if there are specific issues to address) is appropriate. There are no updates since last board meeting.

- d) **Education Committee** - Ms. Needle announced that there is nothing new to report aside from conversations regarding student-staffing ratios. Ms. Fisher informed Trustees that she is seeking feedback from the DOE about hiring a viable candidate for an instructor position who does not yet have his bachelors degree. She will be reporting back to the Education Committee with their response.

- e) **Special Projects Committee** - Mr. Jorgensen reported that the committee has not met since last board meeting. He announced that the Executive Director and CFO met with Civic Builders and that Ms. Fisher, Ms. Needle and Ms. Lainer met to craft a proposal that might allow for additional space for adolescent/young adult programming. Ms. Fisher also spoke

with a DOE official about visiting different high schools that might have space to allot for such programming. The Special Projects committee meeting in May will revisit facilities planning as well as progress within the scope of the school's dissemination grant.

Financial Outlook – Trustees reviewed financials presented by Mr. O'Rourke and Mr. Saretsky. A five-year outlook was presented showing the impact on budgets and reserves with a variety of assumptions relative to rent and other potential second site expenses. It was reported that with those assumptions in place the school had sufficient resources to move forward with second site planning and implementation.

6. **Additional Items and Public Comment** - There were no additional items or public comment.

Meeting was adjourned at 6:15pm.