



## **Board Meeting Minutes**

**January 11th, 2016 – 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, January 11th, 2016 at the NYC Autism Charter School 433 East 100<sup>th</sup> Street New York, NY 10029

### **Attending Trustees:**

Carol Santiago  
Ashley Garrett  
Alvin Shih  
Hannah Hoch  
Mitchel Baum  
Hugh O'Rourke  
Chas Chigas  
Paul O'Neill (Video Conferenced In)  
Ilene Lainer  
Benjamin Hartman  
Rick Larios

### **Attendees at the Invitation of the Board:**

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Maira Cray, Director of Transition and Community Outreach  
Nicole Pearson, Director of Education  
Susan Michaelson, Special Education Compliance Specialist  
Christina Secharan, Executive Administrative Assistant  
(temp)

#### **1. Call to order**

**Action:** Ms. Santiago called the general meeting to order at 5:01pm.

#### **2. Board Business**

- a.** The minutes of December 7<sup>th</sup>, 2015 meeting were reviewed at 5:01pm. Mr. Larios' attendance was noted incorrectly as present and will be adjusted. **Action:** Mr. Baum requested a motion to approve minutes after the necessary adjustment. Mr. Larios seconded the motion in which the Board voted, and minutes were unanimously approved.

#### **3. Expansion Task Force - NYCACS Bronx Charter Application**

- a.** At 5:02pm Ms. Fisher informed the Board that the application for the new charter school has been sent out for formatting before submittal.
- b.** At 5:04pm Ms. Fisher brought to the Board's attention that SUNY CSI has asked for a business plan that Mr. Saretsky and Ms. Michaelson are assisting with.
- c.** At 5:08pm Mr. Saretsky informed the Board that the Finance committee has been

- involved reviewing and finalizing the business plan. He proceeded to review key aspects of the business plan, including financial projections and impact for fiscal years 2017 to 2022. He also reviewed opportunities for new revenue for both East Harlem and Bronx charter schools.
- d.** At 5:36pm Ms. Lainer inquired about per pupil rate increase for the school from the DOE. Mr. Saretsky informed Trustees that a rate increase had been requested and declined approximately 1 year ago, but that this issue is currently being discussed within relevant arms of the Department of Education.
  - e.** At 5:53pm the Board agreed to designate the Operations Committee to oversee future efforts to gain an increase in per pupil funding.
  - f.** At 5:54, Mr. Saretsky reviews the partnership arrangement that will take place (assuming the application is approved) between NYCACS East Harlem and NYCACS Bronx, and the financial support that will need to be provided from NYCACS East Harlem to NYCACS Bronx in the first several years.
  - g.** At 6:15, Ms. Fisher reviewed organization charts for management structure for Years 1 and 5, and discussed adjustments and implications for both programs.
  - h. Action:** At 6:24pm Mr. Chigas motioned that (pending the charter application approval by SUNY CSI) a funding commitment for NYCACS Bronx of \$350,000.00 (Three Hundred and Fifty Thousand Dollars), plus 10% contingency, shall be provided in Fiscal Year 2018; \$300,00.00 (Three Hundred Thousand Dollars), plus a 10% contingency, shall be provided in Fiscal Year 2019; and \$150,000.00 (One Hundred and Fifty Thousand Dollars), plus a 10% contingency, shall be provided in Fiscal Year 2020. Ms. Lainer seconded the motion in which the Board voted and was unanimously approved.
  - i.** At 6:25pm Ms. Fisher reviewed updates to parent and personnel manuals. **Action:** Ms. Santiago moves to vote. Ms. Garrett motions to approve updates and Mr. O'Rourke seconds the motion. The Board votes and it is unanimously approved.
  - j. Action:** At 6:27pm Ms. Garrett motioned to approve the SUNY CSI application to open a charter school in the Bronx, and Mr. Baum seconded the motion. The Board voted and it was unanimously approved.
  - k. Next Steps -** Ms. Fisher is expecting to receive an official response in regard to the application by spring 2016.

#### **4. Committee Updates**

##### **a. Operations**

- At 6:28pm the Board reviewed the planning schedule leading up to the fiscal year 2017 operations budget.
- At 6:30pm Ms. Santiago requested that the operations committee have an update on the per pupil rate by the next board meeting.

##### **b. Root Cause Consultation Update**

- At 6:31pm Mr. Shih reviewed the recent call with Root Cause. They will be providing more quantitative data to support their suggested management structure. It is hoped that information will help to better understand recommendations and to plan for the future.
- The Board agreed to move forward with Phase Three on Root Cause advisement

plan.

## **5. Executive Session**

- a Action:** At 6:38 Mr. Baum motioned to move to an Executive Session in order to discuss the CFO's annual performance evaluation. Mr. O'Rourke seconded the motion, the Board voted and it was unanimously approved.

## **6. Additional Items and Public Comments**

## **7. Closing Items**

- a Action:** Mr. Baum motioned to adjourn the meeting and Mr. O'Rourke seconded the motion. Ms. Santiago moved to vote, and meeting adjournment was unanimously approved at 7:10pm.