



Board Meeting Minutes

March 14, 2016 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, March 14, 2016 at the NYC Autism Charter School 433 East 100th Street New York, NY 10029

Attending Trustees:

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

Absent Trustees

Rick Larios

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Susan Michaelson, Special Education Compliance Specialist
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the general meeting to order at 5:04pm.

2. Board Business

- a** At 5:04pm the minutes of March 14, 2016 meeting were reviewed. **Action:** Ms. Garrett requested a motion to approve minutes. Ms. Lainer seconded the motion in which the Board voted, and minutes were unanimously approved.

3. Updates

a. Special Education Update

- At 5:05pm Ms. Fisher provides an update on Special Education, with some follow up to last meeting's discussion around admissions criteria.

b. NYCACS Bronx Charter Application

- At 5:24pm Ms. Fisher recaps the interview with the SUNY CSI team and some NYCACS Trustees. Ms. Fisher also informs the Board that the 500k of start up funding expected from the federal level will not be included in the budget. Mr. O'Neill further explains that the U.S State Departments restricts funds to those charter schools that do not include a preference in their lottery or use a weighted

lottery generator. Our preference for children with autism exempts us from the 500K federal start-up funding.

- At 5:33pm Ms. Fisher informs the Board that Mr. Saretsky is re-working the budget but would like to request an additional 200k to the 800k approved, now totaling 1 Million.
- At 5:36pm Ms. Fisher requests a vote on the additional 200k being taken out of reserves in addition to accelerating the enrollment rate for the proposed NYCACS Bronx as follows: Year 1 - 12 Students, Year 2 - 12 students, Year 3 - 8 students.
- Ms. Lainer counter offers by changing the growth of the new charter school to (Year 1 - 12 Students, Year 2 - 8 students, Year 3:- 12 students), to adjust to a steadier pace for training and hiring of new staff.
- At 5:40pm Mr. Saretsky requests 1.1 Million rather than 1 Million due to the slowing down of admissions as previously requested by Ms. Lanier.
- **Action:** At 5:51pm Ms. Lainer motions to modify onboarding of students to a minimum of 12 in Year 1, a minimum of 8 in Year 2, and a minimum of 12 in Year 3 with the maximum not exceeding 32 students by the end of the first charter period, and proposed an increase in the amount to be allocated to the proposed NYCACS Bronx to 1.1 Million. Ms. Garrett seconds the motion in which the Board votes and it is unanimously approved.
- **Action:** At 5:57pm Mr. Chigas motions to re-examine the previously passed motion (5:51pm) at the July 2016 board meeting once the level of per pupil funding for NYCACS Bronx has been established, in order to ensure that the proposed new school (with a projected budget based upon current per pupil funding at NYCACS East Harlem) is financially viable. Ms. Lainer seconds the motion in which the Board votes and it is unanimously approved.

c. Young Adult Program Annex Space

- At 5:57pm Ms. Fisher updated the Board that initial proposed annex space was not available and a second proposed location, Life Science Secondary School, was not an appropriate space for the program. Therefore, the Young Adult Program will not move forward in the Fall 2016. Ms. Fisher will continue to research other options in conjunction with the NYC DOE.

d. Possible Charter School Training Opportunity

- At 6:03pm Ms. Fisher informs the Board that other charter schools addressing special needs have reached out expressing an interest in visiting and/or receiving some form of training for staff. Such efforts will be explored in more detail moving forward.

e. Technology

- At 6:06pm Mr. Saretsky addressed the Board on technology improvements such as new server with more memory, as well as his work with Network Outsouce on help desk procedures. Mr. Hartman will also be working with Mr. Saretsky on ways to index and reduce paper storage.

4. Committee Update

a. Finance

- YTD Financials

- i. At 6:14pm Mr. Saretsky discussed the FY2016 forecast based on December actuals. Ordinary revenue is projected slightly lower than plan due to turnover of 2 students. Personal expenses are projected to have savings of \$37K, due to higher than planned staff turnover and modest benefit related savings. Fundraising revenue is projected to be \$40K higher than plan due to unplanned donations from Morgan Stanley and The Baseball center, as well as higher year-end appeal results. Spending on special projects is projected to total \$144K, \$19K less than the BOT authorized funding. Overall, a deficit of approximately \$50K is projected for the fiscal year ending June 30.

b. Operations

- Root Cause Consultation

- i. At 6:20pm Ms. Fisher provided the Board with an update that Root Cause consultants have created a Gantt chart with action plans, clarified roles and transitioned functions to other team members. Ms. Fisher will share all information provided from Root Cause to Board members and can, if needed, address further at next board meeting.

c. Governance

- Board Self Evaluation

- i. At 6:22pm Ms. Fisher provides a Board Self Evaluation template for the Board to review prior to the next board meeting.

5. At 6:23pm Ms. Santiago moves to Executive Session to discuss a sensitive personnel issue.

6. Additional Items and Public Comment

- a. None

7. Closing Items

- a. The Public Meeting adjourned at 6:45pm.