



Board Meeting Minutes

April 18, 2016 - 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACS) met on Monday, April 18, 2016 at the NYC Autism Charter School 433 East 100th Street New York, NY 10029

Attending Trustees:

Carol Santiago
Ashley Garrett
Hannah Hoch
Paul O'Neill
Ilene Lainer
Hugh O'Rourke
Mitchel Baum
Alvin Shih

Absent Trustees

Rick Larios
Chas Chigas
Benjamin Hartman

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the general meeting to order at 5:05pm.

2. Board Business

- a** At 5:05pm the minutes of March 14, 2016 meeting were reviewed. **Action:** Mr. Baum requested a motion to approve minutes. Ms. Garrett seconded the motion in which the Board voted, and minutes were unanimously approved.

3. General Updates

a Promotion Policy

- At 5:06pm Ms. Fisher presents an additional policy to be added to the personnel manual. Mr. Shih comments that percentages listed should be clarified. A discussion ensues after which Ms. Lainer and Mr. O'Neill suggest that percentages be removed and that another bullet be added stipulating the "needs of the school" as a variable to be considered in promotions.
- At 5:14pm Ms. Fisher requests a vote on the revised Promotion Policy, including the Board's recommendations.
- **Action:** Mr. Baum motions to approve the Promotion Policy to be included in the personnel manual. Ms. Garrett seconds the motion in which the Board voted, and was unanimously approved.

b. NYCACS Bronx Charter Application

- At 5:17pm Ms. Fisher informs the Board that the NYCACS Bronx Charter has been approved and now the NY State Board of Regents have the right to weigh in on the approval.
- Mr. O'Neill explains that after the 90 day waiting period SUNY CSI will make the approval official.
- At 5:19pm Ms. Fisher explains that the next steps for the Bronx charter school is to gain clarification on the per pupil rate. She will be meeting with Melissa Harris, newly appointed Director of the NYC DOE Charter School office in the following week.
- At 5:27pm Ms. Santiago suggests that Ms. Fisher contact SUNY CSI to discuss funding issues.
- At 5:37pm Ms. Lainer adds that in addition to assuring a comparable per pupil rate as NYCACS East Harlem for NYCACS Bronx, we should also be asking for an increase for the existing charter school, since the school's reimbursement rate has been frozen for the past four years. Discussion amongst Trustees ensues. Trustees agree that gaining some sense of how increases will be scheduled is necessary for future planning.

c. Director of Education/ Head of School

- At 5:46pm Ms. Fisher announces that Ms. Pearson (Director of Education) has handed in her official letter of resignation, but will remain at the school until the end of June. An interim plan is in place for the rest of the summer until the position dissolves, to be replaced by a Head of School.
- At 5:51pm Ms. Fisher suggests that certain Trustees and staff members should be included in a Head of School vetting subcommittee to review candidates for the two positions. Ms. Santiago suggested that a parent be included as well.

4. Committee Update

a. Finance

- 2016 YTD (February) Financials
 - i. At 5:52pm Mr. Saretsky discusses the FY2016 plan to date (February) actuals. NYCACS is on track with revenue and we are lower than forecast on ordinary expenses, due mostly to timing for special projects. On other income we are lower than forecast due to timing of fundraising events.
 - ii. A meeting to discuss compensation and benefits with the Operations Committee will be scheduled the first week of May.

b. Governance

- Board Self Evaluation
 - i. At 5:58pm Ms. Fisher confirms that the Board Self Evaluation will be sent out this week.
- Sub-Committee formation
 - i. At 5:58pm Ms. Fisher bring forth the possibility of forming a "Merger Committee" for the new charter school. Mr. O'Neill offers to assist in recommending a person who can help with the merging of charter schools and does not feel that a committee is necessary.

5. Operations

a. Root Cause Consultation – final thoughts

- At 6:02pm Ms. Fisher presents Root Cause's summary to the Board and inquires if there are any comments.
- Mr. Shih would like access to the raw data and formula that led to the percentages provided by Root Cause.
- Ms. Fisher will circle back to Root Cause for support data, understanding that the engagement has come to a close.

6. Additional Items and Public Comment

7. Closing Items

- ### a. Action:
- Mr. Baum motions to adjourn meeting. Ms. Garrett seconds the motion and Ms. Santiago adjourns the meeting at 6:16pm