



## **Board Meeting Minutes**

**August 15th, 2016 - 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, August 15th, 2016 at the NYC Autism Charter School 433 East 100<sup>th</sup> Street New York, NY10029

### **Attending Trustees:**

Carol Santiago  
Hugh O'Rourke  
Mitchel Baum  
Alvin Shih  
Ashley Garrett  
Hannah Hoch  
Benjamin Hartman (Video Conferenced In)

### **Absent Trustees**

Rick Larios  
Mitchel Baum  
Chas Chigas  
Paul O'Neill  
Ilene Lainer

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

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Jessica Seeman, Head of School (East Harlem)  
Maira Cray, Director of Transition and Community Outreach  
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 5:06pm the minutes of July 11, 2016 meeting were reviewed. Mr. O'Rourke was listed as in attendance but was not present at the July 11<sup>th</sup>, 2016 board meeting.  
**Action:** Ms. Garrett requested a motion to approve minutes with the correction of Mr. O'Rourke's attendance. Mr. O'Rourke seconded the motion in which the Board voted, and the minutes were unanimously approved.

#### **3. General**

##### **a. Board Business**

- ACR Report Results
  - i. At 5:07pm Ms. Fisher summarized the results of the Annual Comprehensive Review (ACR) Report in which there were some compliance issues. Certifications for Instructors to become Teacher Assistants, mandated by us, are processed on the NY State TEACH website in which the processing time is normally 6 to 9 months. To correct the issue we will be requesting expedited service. The second

compliance issue is fingerprinting delays, which will be corrected with an adjustment in our internal procedures. For this coming school year all new staff members are in compliance.

- ii. The results of the ACR will be distributed to the Board as soon as the final copy is available.

**b. Preparation for September Board Meeting**

- At 5:12pm Mr. Saretsky informed the Board that at the end of August, the 90-day waiting period will be over and we expect to receive the provisional charter for NYCACS Bronx at that time. The first NYCACS Bronx Board meeting will take place immediately after the NYCACS (East Harlem) Board meeting in September. A variety of governance items will require Board vote at that time.

**c. Consultation around grant oversight**

- At 5:18pm Ms. Fisher briefly discussed possible HR resources to alleviate some duties from the Business Manager.

**4. Committee Update**

**a. Finance**

- Grants and Miscellaneous
  - i. At 5:20pm Mr. Saretsky updated the Board on NYCACS Bronx grants. The CSP application is in place, but we do not know the exact timing of the release of funds. We have received verbal confirmation of a \$200,000 grant from the Charter School Growth Fund. Finally, an application was submitted to the Walton Family Foundation. An interview with Trustees by a Walton Family Foundation review committee is scheduled for September 13<sup>th</sup>.
  - ii. At 5:23pm Mr. Saretsky discussed the recent audit. Initial feedback indicated a clean audit. The only addition to next years procedures are that all Board and Committee minutes will be signed by the Board President and Committee Chair prior to archiving.
  - iii. We anticipate ending the year with a \$50,000 deficit. Once we have the final year-end report and the final audit report, both will be presented to the Board.

**b. Governance**

- Trustee Recruitment
  - i. At 5:25pm Ms. Fisher asked the Board for suggestions on specific skill sets as Trustee recruitment is contemplated. Ms. Santiago suggested looking for someone with ties to the local community.

**c. Operations**

- Head of School
  - i. At 5:26pm Ms. Fisher reported that HOS contracts were finalized.

**5. Executive Session**

- a. At 5:27pm Ms. Santiago moves to an Executive Session to discuss details of the ED contract.

**6. Additional Items and Public Comment**

- a. There were no additional items or comments from the public.

**7. Meeting adjourned at 6:15PM**