



## **Board Meeting Minutes**

**September 16, 2015**

The Board of Trustees of the NYC Autism Charter School (NYCACCS) met on Wednesday, September 16, 2015 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  
Paul O'Neill  
Mitchel Baum  
Ilene Lainer

### **Absent Trustees:**

Chas Chigas  
Benjamin Hartman  
Hugh O'Rourke

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

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Nicole Pearson, Director of Education  
Moira Cray, Director of Transition and Community Outreach  
Rick Larios, Trustee Candidate  
Christina Secharan, Executive Administrative Assistant

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

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

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

- a. The minutes of August 3, 2015 meeting were reviewed at 5:05pm. **Action: Ms. Santiago requested a motion to approve minutes. Board voted and minutes were unanimously approved.**

#### **3. Committee Updates**

- a. At 5:06pm Trustee candidate Rick Larios is asked to leave the room in order for the Board to vote on his membership. **Action: Mr. O'Neill motions acceptance of Mr. Larios onto the Board. Ms. Garrett seconds the motion and Ms. Santiago moves committee to vote. Board is unanimous in acceptance.**
  - o At 5:10pm Mr. Larios returns and is welcomed as part of the Board.

#### 4. Finance

- a. At 5:10pm Mr. Saretsky addresses the board and reviews the July financials. He indicated that ordinary operations are slightly higher than budget and that fundraising revenue is higher than plan due to unbudgeted donations.

#### 5. Operations

- a. At 5:14pm Ms. Fisher initiated a discussion on time off for student teaching and providing guidelines to be added to the employee manual. **Action: Mr. Baum motions to approve policy change at 5:21pm and Ms. Garrett seconds the motion. Ms. Santiago moves committee to vote and Board is unanimous in approval.**
- b. At 5:21pm Ms. Santiago reviews Root Causes, a management consulting and research firm, proposal and opens discussion on whether to proceed. **Action: Mr. Baum motions to approve proposal at 5:25pm with the understanding that it is a “phase” approval. Ms. Garrett seconds the motion and Ms. Santiago moves committee to vote in which it unanimously approved.**

#### 6. Educational Update

- a. Ms. Pearson presents to the Board at 5:26pm an update on NYCACS’s two new students.
- b. At 5:30pm Ms. Pearson informs the Board on new classroom changes, such as reduction of staff ratio in two classes and staff training.

#### 7. Future Planning (Expansion Task Force)

- a. At 5:31pm Ms. Fisher presents progress to date on second charter school, with possible fall 2017 open date.
- b. At 5:47pm Ms. Fisher presents the next steps to facilitate the opening of the second charter school.
  - o Ms. Fisher designates working groups for each of the below.

<b>Community Engagement</b>	<b>Program Design</b>
Ms. Santiago	Ms. Santiago
Ms. Cray	Ms. Garrett
Mr. O’Neill	Ms. Hoch
Ms. Jaye	Mr. Saretsky
	Ms. Pearson

	Ms. Cooper

- c. At 6:08pm Ms. Santiago has a recap of the expansion task force and presents two issues for the Board to provide resolutions for at the next Board meeting.
  - The need of a research intern and options on where to obtain one.
  - Community engagement, with whom does NYCACS need to be in contact with and how.

**8. Additional Items and Public Comments**

**9. Closing Items**

**Action: Mr. O’Neill motions to adjourn meeting and Ms. Garrett seconds the motion. Ms. Santiago moves to vote and the Board meeting is adjourned at 6:15pm.**

DRAFT