



East Harlem Board Meeting Minutes

October 24th, 2016 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, October 24th, 2016 at the NYC Autism Charter School 433 East 100th Street New York, NY10029

Attending Trustees:

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

Absent Trustees

Hannah Hoch
Paul O'Neill

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Jennifer Connelly, Head of School – Bronx (Conferenced In)
Moir Cray, Director of Transition and Community Outreach
Susan Michaelson, Special Education Compliance Specialist
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the NYCACS East Harlem general meeting to order at 5:03pm.

2. Board Business

- a.** At 5:04pm the minutes of Sept. 19th, 2016 meeting were reviewed. A spelling error was brought to Ms. Fisher's attention and noted by the Executive Administrative Assistant.
Action: Mr. O'Rourke requested a motion to approve minutes with the correction made. Mr. Baum seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Education report

a. Inclusion

- At 5:05pm Ms. Fisher reviewed the roster of students participating in inclusion at nearby DREAM Charter School, as well as plans for future transitions to less restrictive educational environments.

b. Recruitment/ Hiring Plan

- **Diversity Task Force**

- **Hiring Committee**

- i. At 5:08pm Ms. Fisher discussed recruitment and the Diversity Task Force. Ms. Fisher is meeting individually with staff members to assess interest in working at the Bronx school. Additionally, she convened a group of staff members to form a task force dedicated to brainstorming ideas on how to diversify the school's applicant pool. This group will also tackle internal issues related to diversity, tolerance, etc.

4. Committee Update

a. Governance

- **Trustee Candidate Vetting**

- i. At 5:11pm Ms. Fisher informed the Board that the Trustee candidate, Christine Sandler, will be attending the next Board meeting and Mr. O'Neill will provide a formal introduction to the Board.

b. Operations

- **Publicity of Affiliation Policy**

- i. At 5:15pm Mr. Baum addressed the Board about the Publicity of Affiliation Policy. Ms. Fisher asked the Board to approve the policy as written, with the addition of Board of Trustee approval required for Trustee name/logo use. **Action:** Ms. Lainer moved to approve Publicity of Affiliation Policy with the mentioned addition. Ms. Garrett seconded the motion in which the Board voted, and the policy was unanimously approved.

c. Finance

- **Audit results**

- i. At 5:27pm Mr. Saretsky informed the Board that the auditors presented the FY16 audit results to the Finance Committee last week. The audit came back as clean with no issues and a strong balance sheet. No control deficiencies were identified. Functional expense ratios and other financial indicators were all very positive.

- **YTD Financials**

- i. At 5:34pm Mr. Saretsky discussed the YTD financials for August. Mr. Saretsky advised the trustees that for the first two months of the fiscal year we had an operating deficit of (\$3K), \$11K lower than planned due to salary savings.

5. Fundraising

a. Giving Tuesday & End-of-Year Appeal

- At 5:36pm Ms. Fisher reviewed the upcoming fundraising events with the Board. Giving Tuesday is on Nov. 29th and will launch with daily Facebook posts on November 18. The End-of-Year Appeal will occur after Giving Tuesday.

b. Piano Recital

- At 5:44pm Ms. Fisher announced the Piano Recital will be held on Dec. 16th and planning has begun.

c. Junior Board

- At 5:46pm Ms. Fisher updated the Board on the Junior Board. Two members of The New York Foundling Junior Board, an organization that serves under-served communities, attended NYCACS's last JB meeting to share practices and ideas.

6. Executive Session

a. ED Goals and Objectives

- At 5:51pm Ms. Santiago moved to an Executive Session to discuss ED Goals and Objectives.

7. Additional Items and Public Comment

8. Closing Items

- a. Action:** Ms. Lainer motioned to adjourn the meeting at 6:19pm and Mr. O'Rourke seconded the motion, in which the Board voted and it was unanimously approved.