



## **East Harlem Board Meeting Minutes**

**April 3rd, 2017 - 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, April 3rd, 2017 at the NYC Autism Charter School 433 East 100<sup>th</sup> Street New York, NY 10029

### **Attending Trustees:**

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

### **Absent Trustees:**

Paul O'Neill

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

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Jessica Seeman, Head of School – East Harlem  
Jennifer Connelly, Head of School – Bronx (Video Conferenced In)  
Moira Cray, Director of Transition & Community Outreach  
Christina Secharan, Executive Administrative Assistant  
Pier LeGendre, Trustee Pending Authorization Approval

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

**Action:** Ms. Santiago called the NYCACS East Harlem general meeting to order at 5:06pm.

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

##### **a. Minutes from 03-06-2017**

- At 5:07pm the minutes of March 6<sup>th</sup>, 2017 East Harlem Board meeting were reviewed. **Action:** Mr. O'Rourke motioned to approve the minutes. Ms. Garrett seconded the motion in which the Board voted, and the minutes were unanimously approved.

#### **3. Program Updates**

##### **a. Education**

##### **• Staffing – Teacher Recruitment**

- i. At 5:08pm Ms. Fisher informed the Board that filling teacher positions has been challenging, despite efforts to clarify must-haves. Ms. Fisher and the HOS have

more interviews in the coming week and will update the Board on progress at the next meeting.

- **Lottery**

- i. At 5:10pm Ms. Fisher updated the Board on the number of applications received for the 2017-2018 school year.

- **High School Expansion**

- i. At 5:13pm Ms. Fisher discussed the high school expansion (built into the last renewal application, contingent upon space), increasing student enrollment to 40 students and filling the remainder of the third hallway in PS50. None of the outside annex spaces Ms. Fisher explored over the last year were appropriate given student needs. The pros and cons of a high school space outside of PS50 versus remaining within PS50 were discussed amongst Trustees. A task force of interested in further discussion will convene outside of Board meetings.

- **Outreach**

- i. At 5:56pm Ms. Cray updated the Board on visitors, observations and trainings that have recently taken place. Ms. Seeman conducted a training earlier today, for the Specialized Student Support Team for Manhattan.

#### **4. Committee/Subcommittee Updates**

##### **a. Operations**

- **PEO Transition**

- i. At 6:00pm Mr. Saretsky informed the Board that Little Bird has not, but is working to receive their ESAC certification soon. Mr. Saretsky will discuss with the schools auditors their opinion on moving forward with Little Bird without an ESAC certificate. With Little Bird holding no school funds it was agreed to move forward with this PEO.

##### **b. Technology**

- **IT Provider Transition**

- i. At 6:10pm Mr. Saretsky updated the Board that Network Outsource has provided all the necessary information to MindShift for the transition. Both vendors will be on site tomorrow. The timeline to complete the transition will be mid April.

##### **c. Finance**

- **FY2017 YTD Financials (Feb.)**

- i. At 6:11pm Mr. Saretsky informed the Board that based on the forecast for the year the school is under budget. Salary savings and unused contingency funds are the major reasons for the lower than budget YTD performance. YTD school fundraising efforts are slightly lower than expected, but we a number of fundraising events are planned for April.

#### **5. General Items**

##### **a. Fundraising and Events**

- At 6:15pm Ms. Fisher updated the Board on upcoming events, including those at Shack Shake, Skinny Bar, Insomnia Cookies, Squish Marshmallows and Kettlebells4Autism.

#### **6. Closing Items**

- a Action:** Ms. Sandler motioned to adjourn the meeting at 6:17pm. Ms. Garrett seconded the motion, in which the Board voted and the NYCACS East Harlem meeting was adjourned.