



## **Board Meeting Minutes**

**April 16th, 2018 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, April 16th, 2018 at NYCACS East Harlem, 433 East 100<sup>th</sup> Street, New York, NY 10029.

### **Attending Trustees:**

Alberto Garcia  
Alvin Shih  
Alysia Steinmann (Tele-Conferenced)  
Ashley Garrett  
Carol Santiago  
Christine Sandler  
Hannah Hoch (Video Conferenced)  
Hugh O'Rourke (Video Conferenced)  
Ilene Lainer  
Mitch Baum  
Naeema Livingston (Tele-conferenced)  
Paul O'Neill  
Pier LeGendre

### **Absent Trustees:**

Ben Hartman  
Rick Larios

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

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Moir Cray, Director of Transition and Community Outreach  
Khalid Daniels, Director of Operations  
Jessica Seeman, Head of School East Harlem  
Susan Michaelson, Special Education Compliance Officer  
Christina Secharan, Executive Administrative Assistant  
Romina Hendlin, Guest of Ashley Garrett

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

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

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

##### **a. Minutes from Board Meeting 03-19-18**

- In order to be fiscally conservative, the board amended last month's vote related to monies allocated to the lobbying effort. **Action:** Mr. Baum made a motion to allocate no more than \$3500 per month to the lobbying effort for a 10-month period, at which point a decision will be made on continuation of services. Ms. Lainer seconded the motion, in which the Board voted and it was unanimously

approved.

- At 5:04pm the minutes of March, 19<sup>th</sup> 2018 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the minutes. Mr. Baum seconded the motion in which the Board voted, and the minutes were approved with a majority vote. Mr. O'Neill, Ms. Lainer and Ms. LeGendre abstained from the vote, as they did not attend the March 19<sup>th</sup>, 2018 Board meeting.

### **3. Finance Committee**

#### **a. February YTD**

- At 5:09pm Mr. Saretsky informed the Board that the Finance Committee met and reviewed February's financials, the year-end forecast, and the budget for the next fiscal year. The Bronx's operating funds reflect a higher balance due to grants received, but will be spent in the next two years. East Harlem has a deficit of about \$32,000 as of the end of February. Revenue is higher than planned due to receiving funding for a 33<sup>rd</sup> student that started later in the school year. Expenses are higher than budgeted due to three factors: an extra teacher for 6 months, unemployment insurance due to switch to PEO, and health insurance costs. Fundraising from events is lower than planned – probably due, at least in part, to donor fatigue. East Harlem will have a deficit at the end of the year of about \$40,000 and Bronx will have about a \$400,000 deficit that will be entirely covered by start-up grants.

### **4. School Updates - Bronx**

#### **a. Re-siting**

- At 5:26pm Ms. Fisher informed the Board that the initial blueprint provided by the DOE has changed and this will impact classroom locations at the new school. Ms. Fisher will continue to follow up with the DOE and will update the Board once more information is available.

### **5. School Update – East Harlem**

#### **a. Technology Vendor Onboarding**

- At 5:36pm Mr. Daniels provided an update on the new technology firm, MSP. MSP has conducted a meet and greet with staff and has already replaced hardware that has increased internet speed.
- Ms. Santiago asked about the on-going main phone line issues. Mr. Daniels has been in contact with the DOE and is also discussing other options with MSP.

#### **b. Student Progress**

- At 5:43pm Ms. Seeman presented on student work internships, parent observations and parent clinics. Ms. Cray updated the Board about the current Peer Mentor program with 4 middle school students from M108.

### **6. Additional Updates**

#### **a. DOE/Per Pupil Allocation Working Group**

##### **• Lobbying Group**

- i. At 5:56pm Ms. Fisher informed the Board that she will meet with the lobbying group this week. Ms. Fisher will update the Board after the first formal meeting with the lobbying group.

#### **b. NYSAA White Paper**

- At 6:02pm Ms. Fisher spoke about New York State alternate assessment. Ms. Fisher

requested that a sub-group from the Board read and provide feedback on the NYSAA White Paper document. After the feedback Ms. Fisher will attempt to disseminate to appropriate stakeholders.

**c External Evaluator**

- At 6:05pm Ms. Fisher updated the Board that this year's External Evaluator, Robin Lake, will be at the East Harlem location on April 18<sup>th</sup>.

**d Facebook Birthday Fundraiser**

- At 6:07pm Ms. Garrett informed the Board that she is creating a fundraising campaign and it will be launched on May 18<sup>th</sup>.

**e Bar Night**

- At 6:12pm Ms. Fisher reminded the Board about the upcoming fundraising event on April 27<sup>th</sup>.

**f Baseball Event**

- At 6:13pm Ms. Fisher informed the Board about the upcoming Baseball Extravaganza on May 11<sup>th</sup>.

**7. Closing Items**

- **Action:** Ms. Lainer motioned to adjourn the NYCACS Board Meeting. Mr. Shih seconded the motion in which the Board voted, and the meeting was adjourned at 6:14pm.