

Board Meeting Agenda

Monday, November 19th, 2018 – 5:00PM at NYC Autism Charter School East Harlem
433 E. 100th St. New York, NY 10029

Agenda Item	Purpose	Designee	Time
I. Opening Items			
A. Record attendance			
B. Call to order		C. Santiago-DeJesus	2 min.
II. Board Business			
A. Minutes from Board Meeting 10-15-18 (attachment #1)	Vote	C. Santiago-DeJesus	2 min.
III. Committee Updates			
A. Finance Committee			
- YTD (September) Financials	FYI	M. Saretsky	10 min.
B. Operations Committee			
- Org Chart Revision - Process and End Product (attachment #2)	Vote	J. Fisher	15 min.
- New/Updated Proposed Job Descriptions (attachments #3-6)	Vote	J. Fisher/ M. Saretsky/ K. Daniels	10 min.
• Director of Finance			
• Business Manager (part time)			
• Director of Operations (revised)			
• Operations Manager			
- Adjusted Personal Time Disbursal	FYI	J. Fisher	5 min.
- Health Benefit Adjustments	FYI	M. Saretsky	5 min.
IV. Education Updates			
A. Per Pupil Adjustment Effort	FYI	J. Fisher	5 min.
B. NYCACS East Harlem			
- Updates and What's on the Horizon	FYI	J. Seeman	5 min.
C. NYCACS Bronx			
- Updates and What's on the Horizon	FYI	J. Connelly	5 min.
V. Closing Items			
A. Adjourn meeting	Vote	C. Santiago-DeJesus	

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

October 15th 2018 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, October 15th, 2018 at NYC Autism Charter School Bronx, 1180 Tinton Avenue, Bronx, NY 10456.

Attending Trustees:

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

Absent Trustees:

Rick Larios

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Jessica Seeman, Head of School East Harlem (Video Conferenced)
Jennifer Connelly, Head of School Bronx
Khalid Daniels, Director of Operations
Susan Michaelson, Special Education Compliance Officer
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:05pm.

2. Board Business

a. Minutes from Board Meeting 09-24-18

- At 5:06pm the minutes of September 24th, 2018 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the September 24th 2018 meeting minutes. Mr. Baum seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Committee Updates

a. Finance Committee

NYCAUTISM

CHARTER SCHOOLS

- **Review of FY18 Audit Report**

- i. At 5:08pm Mr. Saretsky updated the Board that due to the summer re-location of both schools the audit was performed a month later than previous years. Mr. Saretsky presented the results of the audit and advised that the tax return will be presented at a subsequent meeting. The report indicated a strong balance sheet with a small loss of net assets. Key indicators included a positive debt/equity ratio (0.08) and a working capital ratio of 11.20. Functional expenses were indicated as strong - 80% for program, 18% for management and 2% for fundraising. The audit came back clean with no control deficiencies and, for the first time, no recommendations for procedural changes.

- **YTD (July) Financials**

- i. At 5:23pm Mr. Saretsky provided an overview of the schools' operating funds and reserves. There were some salary savings due to the hiring of employees later than expected, and some additional fundraising revenue, giving a better than planned profit and loss for the first month of the fiscal year.

b. Operations Committee

- At 5:30pm Ms. Fisher announced that she will reach out to the Operations Committee to schedule a meeting by the end of October.

c. Governance

- **Self-Evaluation**

- i. At 5:31pm Mr. Baum thanked the Board for completing the Self Evaluation and reviewed Trustee responses. The overall concern was the fact that the schools' per pupil rate has not increased in the past six years (leaving us faced with increasing deficits), and that, in addition to lobbying the NYC DOE for an increase, the organization might need to create a more robust fundraising mechanism. Mr. O'Neill, Ms. Sandler and Mr. Baum agreed to start a committee to begin discussing this.

- **Member Recruitment and Onboarding**

- i. At 5:51pm Ms. Fisher informed the Board that she and Mr. O'Neill will review current Trustees skill sets and identify gap areas for possible recruitment.

d. Accountability Task Force

- At 5:54pm Ms. Fisher updated the Board on the process for refining accountability goals for future years. There is a process going on internally, after which Ms. Fisher will seek input from other

NYCAUTISM

CHARTER SCHOOLS

stakeholders, including Trustees.

4. Education Updates

a. Per Pupil Adjustment Efforts

- At 5:55pm Ms. Fisher discussed her most recent meeting with the schools' lobbyist (Mr. O'Neill was able to join on that call as well) and updated the Board on steps to date, as well as plans for the coming week, including potential press for East Harlem.

b. Upper School Planning

- At 5:58pm Ms. Fisher discussed the potential partnership between DREAM Charter High School and NYCACS's Upper School program. DREAM administrators and building developers will visit the East Harlem's Upper School program in the coming months to get a better sense of our program and facility needs.

c. NYCACS East Harlem

• Student and Staffing

- i. At 6:01pm Ms. Seeman presented images of the new students. All new students have completed their assessments, and half have completed their annual review/IEP meetings. After the departure of a Teacher, two new staff members were hired and a Lead Instructor has been promoted to Head Teacher. There will be several upcoming Fall festival events for students and parents, and Jess will be scheduling a parent Meet-and-Greet in early November.

d. NYCACS Bronx

• Staffing and Students

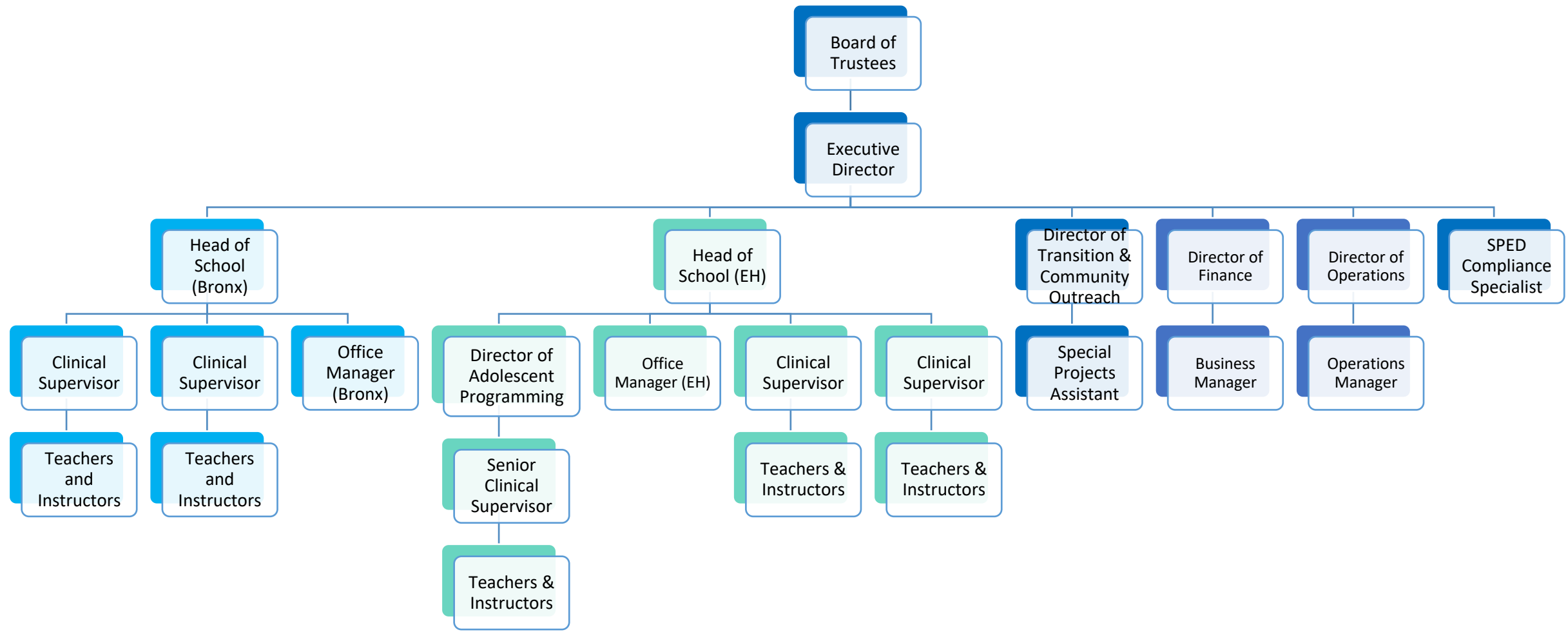
- i. At 6:08pm Ms. Connelly provided updates on all new students and staff. Ms. Connelly has also scheduled a parent Meet-and-Greet for early December.

5. Closing Items

- **Action:** Mr. Garcia motioned to adjourn the NYCACS Board meeting. Mr. Hartman seconded the motion in which the Board voted and the meeting was adjourned at 6:15pm.

NYC Autism Charter Schools

Organizational Chart - DRAFT



JOB DESCRIPTION

Position: Director of Finance

Essential Functions:

The **Director of Finance** will report directly to the Executive Director on matters related to NYCACS' financial management. Responsibilities and duties include and are not limited to:

- Develop annual budgets in coordination with the Finance Committee and submit for approval to the NYCACS Board of Trustees
- Oversee books of record including accounting records, approval of all journal entries, ledgers and supporting documents, including grant documents, ensure accurate allocation of revenue and expenses to school location, as needed
- Enter 2 monthly payrolls for each school into Quickbooks
- Maintain all debit card expenditures to Quickbooks
- Maintain financial and grant binders reflecting all related transactions
- Conduct business management activities including, accounts payable and receivable
- Provides accurate and timely invoices to the NYCDOE for per pupil funding
- Reviews and analyzes monthly, quarterly and annual financial statements and provide ED and Finance Committee with analysis and reviews of the organizations financial status. Responsible for the accuracy of the statements and the quality of the related processes
- Provide mid-year financial forecasts and ad hoc reporting , as requested
- Oversee purchase orders and expense reports, and ensure adherence to approved budgets
- Provide fiscal monitoring and review of internal controls in coordination with the Finance Committee of the NYCACS Board
- Prepare for and support annual audit activities
- Provide necessary information to support the preparation of the annual 990 tax filing
- Comply with all fiscal reporting requirements, especially to NYSED and SUNY.

- Manage and reconcile bank accounts and ensure account transfers are approved and completed on a timely basis, especially related to payroll processing
- Manage banking relationships and deposit non-direct deposit funding receipts
- Oversee and approve the reconciliation of all bank and investment accounts and approve reinvestment of funds
- In conjunction with ED and Director of Operations provide recommendations for annual salary and benefit modifications
- Maintain a current inventory of all assets owned or held by NYCACS
- Be responsible for complying with all grant requirements including maintaining adequate records of grant monies and disbursements and providing regular monitoring of grant budget and reports to ED and Finance Committee

Responsible to: Executive Director

Minimum Requisite Education, Knowledge, and Skills:

- At least a B.A. with major of business administration or a related field (e.g. finance, accounting, economics, insurance)
- At least two years experience working with not-for-profit organizations (e.g. schools, agencies), preferably those that serve children with special needs.
- Demonstrated knowledge of, or a willingness to learn about, the NY State Charter School Law and the charter school requirements of the NYC DOE
- Ability to plan, schedule, and prioritize multiple tasks
- Superior written and oral communication skills
- Demonstrated knowledge of accounting and business and administrative technology.
- Demonstrated ability to conduct meetings efficiently and effectively
- Demonstrated ability to work cooperatively with Trustees, peers, teachers, parents and other stakeholders
- Demonstrated knowledge of fundraising and grant writing procedures relating to non-profit fundraising. Demonstrated willingness to design and

implement effective fundraising and grant development campaigns for specialized education institution.

DRAFT

POSITION

Business Manager

ESSENTIAL FUNCTIONS

The **Business Manager** will provide administrative and clerical support to the Director of Finance (DF). The Business Manager will complete required tasks in the following areas:

Finance

- Maintain all books of accounts, including payrolls and grant revenue and expenditures, using QuickBooks for Non-Profits
- Prepare journal entries (JE), as required, including release of temporarily restricted funds, and gain DF approval. Maintain JE log.
- Enter accounts payable into Quickbooks and print checks for DF signature
- Enter deposits in QuickBooks as received from the DF.
- Record any automatic deposits (i.e. tuition) in QuickBooks
- Prepare monthly bank and investment account reconciliations
- Prepare monthly and quarterly financial reports and refer to DF for review and analysis
- Reconcile the fixed asset and related depreciation schedules to the general ledger and tag all assets
- Manage credit card card accounts and receipts
- Monitor and enter Discovery Benefits transactions into Quickbooks
- Support annual reconciliation with DOE for per pupil funding
- Support annual audit including preparation of trial balance and auditor requests for documentation and explanation

RESPONSIBLE TO

Director of Finance

MINIMUM REQUISITE EDUCATION, KNOWLEDGE, AND SKILLS

- Minimum of three years accounting or bookkeeping experience in a non-profit organization
- Associate's degree in accounting, its equivalent or better
- Demonstrated proficiency in QuickBooks and Microsoft Office, particularly Excel and Word; proficiency in Access and PowerPoint are desired
- Demonstrated ability to be extremely accurate, efficient and detail- oriented
- Demonstrated ability to work independently and to work effectively with Trustees, administrators, teachers, students, parents and other stakeholders
- Demonstrated interpersonal and communication skills

DRAFT

POSITION

Director of Operations

ESSENTIAL FUNCTIONS

The **Director of Operations** will report directly to Executive Director, providing her/him with high level of support to lead operations at NYC Autism Charter Schools. The Director of Operations will provide support in such ways:

Facilities

- Manage facility renovations at each site
- Manage all furniture, fixtures, and equipment at each site
- Participate in monthly shared space meetings at each site
- Work with DOE staff to navigate facility issues
- Ensure water and air conditioning are functioning at both sites

Technology

- Manages relationship with IT vendor
- Responsible for project management of all technology initiatives
- Manages inventory of technology and technology purchase plan
- Works with school leaders to build out tech policy and plan

Human Resources

- Manage recruitment systems to ensure NYCACS receives high quality candidates
- Onboarding for new staff members
- Manage payroll and benefits across both sites
- Work with HR vendor to address any staff concerns
- Produce reports for compliance and government agencies, as needed
- Participate in annual benefits selection for the schools

Compliance

- Manage employee files and onboarding documentation
- Work with Instructors to complete on necessary certification steps
- Participate in monthly board meetings

Process Improvement

- Work with school leaders to improve defunct processes
- Document processes and share with staff

RESPONSIBLE TO

Executive Director

MINIMUM REQUISITE EDUCATION, KNOWLEDGE, AND SKILLS

- *At least five years experience of progressive school-based operations experience*
 - *Demonstrated interest in and aptitude for technology, including technology to support administration and student data;*
 - *Ability to build trust and drive change by forming good relationships with staff;*
 - *Self-starter who sets high goals and is comfortable dealing with ambiguity and multiple projects at once;*
 - *Meticulous attention to detail and excellent written and verbal communication skills;*
 - *Excellent interpersonal skills, including the ability to handle confidential and sensitive issues with diplomacy and evenhandedness, to work effectively with staff of all levels, and to conduct efficient and effective meetings; and*
 - *Belief in NYC Autism Charter Schools' mission and in the right of every child with autism to access a high quality, individualized education that meets their unique needs.*
- This is an exciting opportunity to take on a new role within a highly respected organization, to help spearhead the next phase of expansion, and to be a part of delivering an exceptional education to children with autism and their families.*

DRAFT

POSITION

Operations Manager

ESSENTIAL FUNCTIONS

The **Operations Manager** will report directly to Director of Operations, providing her/him with high level of support to lead operations at NYC Autism Charter Schools. The Operations Manager will provide support in such ways:

Facilities & Technology

- Conducts facility walk-throughs to ensure that cleanliness and maintenance are upheld
- Supports DOO with the implementation of any roll-out for new technology or facility initiatives
- Supports DOO with any crisis related to facilities or technology

Events

- Serve as leader and key organizer for all shared events between the campuses
- Works with school leaders to implement staff appreciation events across campuses
- Serve as support system for school-based Office Manager run events, as needed

Lottery and Student Recruitment

- Prepare and manage the lottery intake process in terms of scheduling the lottery, posting ads and application materials, receiving, logging, and filing applications, ensuring that applications are sent to the CSE as scheduled, and conducting relevant components of the lottery itself
- Assist in coordinating all other school events as needed
- Manages day-of logistics for school lotteries at each site

School Compliance

- Post ads at the start of the year related to Board and Parent Association meetings, as well as Open Houses
- Collect data required for the preparation of reports to the chartering entity and other appropriate bodies in advance of mid-year and end-of-year reports
- Assist with formatting, assembly, and distribution of annual report and renewal documents
- Maintain and update Board and staff contact information

Administrative / Human Resources

- Set up and record minutes at board meetings
- Develop annual school-wide calendars as well as specific calendars for access by key personnel
- Manage fundraising database, utilizing Fundly database
- Prepares acknowledgement letters for donations
- Supports year end fundraising activities (Annual Appeal & Giving Tuesday)
- Assist with onboarding activities for new staff

RESPONSIBLE TO

Director of Operations

MINIMUM REQUISITE EDUCATION, KNOWLEDGE, AND SKILLS

- *Three years prior experience in school based operations*
- *Demonstrated organizational skills*
- *Demonstrated office management skills*
- *Demonstrated interpersonal and communication skills*
- *Strong working knowledge of Word, Excel, Powerpoint, and Outlook software*
- *Demonstrated ability to work with and relate well to children with special needs and their families*
- *Demonstrated ability to work effectively with Trustees, administrators, teachers, students, parents and other stakeholders*

DRAFT