

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

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- **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

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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.