



## **Board Meeting Minutes**

**January 14<sup>th</sup> 2019 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, January 14<sup>th</sup>, 2019 at NYC Autism Charter School East Harlem, 433 E. 100<sup>th</sup> Street, New York, NY 10029.

### **Attending Trustees:**

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

### **Absent Trustees:**

Mitch Baum  
Paul O'Neill  
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  
Jennifer Connelly, Head of School Bronx  
Moir Cray, Director of Transition and Community Outreach  
Khalid Daniels, Director of Operations  
Christina Secharan, Operations Manager

#### **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 12-10-18**

- At 5:06pm the minutes of December 10<sup>th</sup>, 2018 Board meeting were reviewed. **Action:** Mr. Garcia motioned to approve the December 10<sup>th</sup>, 2018 meeting minutes. Ms. Santiago and Ms. Garrett abstained from the vote as they were not in attendance. Mr. O'Rourke seconded the motion in which the Board voted, and the minutes were approved by majority vote.

### 3. General Updates

#### a. Finance Committee

- **YTD (November) Financials**

- i. At 5:07pm Mr. Saretsky provided an update on the YTD financials as of November. Across both schools there are some (primarily salary) savings. For the East Harlem school there is also unbudgeted revenue from the receipt of a Title grant. Due to the timing of invoices from vendors and receiving Giving Tuesday donations later than expected, November's actuals are somewhat off. Some salary savings will be spent down from plan, due to various unbudgeted expenses.

- **Process for DF Recruitment and Hiring**

- i. At 5:13pm Mr. Saretsky informed the Board that the process for recruiting a Director of Finance has begun. Mr. Saretsky identified seven qualified candidates from initial phone screens and sent the top three to Ms. Fisher for an additional phone screen. In person interviews were then conducted for the top two candidates. The next step for each is to be interviewed by Ms. Steinmann and Mr. Hartman.

#### b. Fundraising Subcommittee

- At 5:19pm Ms. Fisher provided a brief overview of the most recent meeting during which members discussed the idea of securing a fundraising consultant to do a fundraising diagnostic and create a strategic fundraising plan. Fundraising will be a topic of discussion at the upcoming February Board Retreat.

#### c. Contingency Planning Subcommittee

- At 5:22pm Ms. Fisher provided a brief overview of the most recent meeting during which contingency plans (assuming the per pupil funding does not increase) were discussed. As with fundraising, contingency planning will be a topic of discussion at the upcoming February Board Retreat.

#### d. Per Pupil Adjustment Effort

- At 5:23pm Ms. Fisher informed the Board that she is still awaiting confirmation from the DOE for a meeting tentatively scheduled for this Thursday.

#### e. Plan for Board Retreat

- At 5:24pm Ms. Sanitago gave an outline of topics that will be discussed at the Board Retreat on February 11<sup>th</sup>, 2019.

### 4. Education/ Operations Updates

# NYCAUTISM

## CHARTER SCHOOLS

### **a. Renewal Timeline**

- At 5:27pm Ms. Fisher informed the Board that the East Harlem renewal application submission deadline and visit has been moved up to early April. Ms. Fisher asked Trustees to be available for a portion of the site visit scheduled for the day of the April Board meeting (April 15).

### **b. Adjustment to Personal Time Disbursal**

- At 5:42pm Mr. Daniels informed the Board about proposed updates to the disbursal of personal time. The new process - keeping staggered disbursal in place for the first year of employment and providing days up front (after school starts in September) after the first year of employment - had been discussed and approved by the Operations Committee. **Action:** Ms. Lainer motioned to approve the adjustment to Personal Time disbursal. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

### **c. Alternative Educational/ Treatment models**

- At 5:46pm Ms. Fisher discussed an issue that arises periodically: that of alternative, non-evidence-based treatments being suggested by parents/stakeholders. Both schools' charters contain clear language describing them as evidence-based, applied behavior analytic educational programs. The Board supported referring to this language in any such discussions with parents/stakeholders.

## **5. Closing Items**

- **Action:** Ms. Garrett motioned to adjourn the NYCACS Board meeting. Ms. Lainer seconded the motion in which the Board voted and the meeting was adjourned at 6:16pm.