

Board Meeting Agenda

Monday, October 20th 2014 – 5:00PM at NYC Autism Charter School 433 E. 100thSt.
(Life Skills Center) New York, NY 10029

Agenda Item	Purpose	Designee	Time
I. Opening Items			
A. Record Attendance			
B. Call to Order		N. Needle	
II. Board Business			
A. Minutes from 9-22-14 (attachment #1)	Vote	N. Needle	2 min.
III. Charter Renewal Update			
A. Renewal Application Document	Discuss/Vote	J. Fisher	5 min.
B. Review Submission Timeline	FYI	S. Michaelson	5 min.
C. Plan for Exhibits/Appendices	FYI	J. Fisher	2 min.
IV. Education Update			
A. Status on Clinical Supervisor	FYI	J. Fisher/ N. Pearson	5 min.
B. Back-to-School Night	FYI	J. Fisher	5 min.
C. Families seeking transition to residential	FYI	J. Fisher/ M. Cray	5 min.
V. Committee Reports			
A. Operations			
- Update	FYI	M.Baum/C. Santiago	5 min.
- Support for Clinical Supervisor coverage	Vote	M.Baum/C. Santiago	5 min.
B. Governance			
- Update	FYI	J. Fisher	5 min.
- Vice President and Treasurer Positions	Vote	J. Fisher	5 min.
- Trustee recruitment guidelines (attachment #2)	FYI	J. Fisher	5 min.
- Trustee recruitment guidelines (attachment #2)	FYI	H. O'Rourke	5 min.
- Trustee recruitment guidelines (attachment #2)	FYI	H. O'Rourke	5 min.
C. Finance			
- Audit Report			
- YTD Financials			
VI. Board Timeline			
A. January Planning Meeting	Discuss	N. Needle/J. Fisher	5 min.
B. Increased Frequency of Meetings	Discuss	N. Needle/J. Fisher	10 min.
VII. Additional Items and Public Comment			
VIII. Closing Items			

Attachment #1

Board Meeting Minutes
Draft

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, September 22 2014 at the NYC Autism Charter School Life Skills Center at 433 East 100th Street New York, NY 10029.

Attending Trustees:

Nancy Needle	Ilene Lainer	Carol Santiago
Charles Chigas	Hugh O'Rourke	Ben Hartman
Maureen Bateman		

Absent Trustees:

Ophelia Rudin
Laura Slatkin
Mitch Baum
Ashley Garrett

Attendees at the invitations of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Maira Cray, Director of Transition and Community Outreach
Nicole Pearson, Director of Education
Susan Michaelson, Special Education Compliance Specialist
Yarissa Soriano, Executive Administrative Assistant

The meeting began at 5:14 p.m. and adjourned at 6:30 p.m.

1. **Call to order** - Ms. Needle called the general meeting to order at 5:14pm.
2. **Executive Session**
3. **Board Business**
 - a. The minutes of the June 17, 2014 meeting were reviewed.
Action: The minutes of June 17, 2014 were approved pending a small

modification.

b. Board Retreat Summary

Ms. Fisher summarized the topics discussed during the retreat.

The following topics were mentioned:

- Increased presence in the local community
- Young Adult Programming annex
- Dissemination efforts

4. Board Timeline

The Board reviewed a proposal to adjust the Board timeline and build in a January planning meeting.

5. Education Update

a. Progress to Date on Summer Planning Areas

- Ms. Fisher discussed progress toward identifying a young adult program annex for a subset of students in the future.
- Ms. Fisher discussed researching the possibility of connecting with another organization within East Harlem to look at joint efforts that might enhance after school options for local community children on the autism spectrum.
- Ms. Cray discussed meeting with several community leaders and organizations including Community Board 11 and El Museo del Barrio. El Museo del Barrio may be a future work site for NYCACS students.

b. Staffing

- NYCACS has hired six new staff members. The clinical supervisor position is still open, and NYCACS head teachers have been informed of the opening. Thus far one has expressed interest in applying. Outside candidates are currently being interviewed as well.

c. Dissemination Grant Update

- NYCACS is partnering with three district 75 schools as a part of a two-year dissemination grant.
- Ms. Seeman, the project manager, discussed the strong relationships built with school staff and administration as well as some of the challenges she encountered. As a result of these challenges, a modified format has been designed for the second year that will allow for more targeted instruction. It is hoped that this will lead to greater impact for students.

6. Summary of the External Evaluation.

- A summary of the external program evaluation that was conducted at the end of the Spring was given by Ms. Fisher.

7. Charter Renewal Summary

- A complete draft of the charter document and goals is near completion. All trustees interested in reading the document in its entirety were invited to do so and will be given a copy when it is sent out to the members of the Executive Committee on October 6, 2014.
- The board will vote on the document on October 20, 2014. The document will be submitted in November, 2014 and the site visit will occur sometime thereafter.
- A public hearing organized by the DOE will be scheduled.
- The Chancellor's office will make its recommendation in January 2015. Assuming it is recommended for approval, the document will be sent to the Regents for vote at the February meeting. The new charter will go into effect July 1 2015.
- The board was reminded to review and update their resumes for the charter document and to complete their Board questionnaires.

8. Committee Reports

a. **Vote on Committee Descriptions:**

- **Action: A vote was taken and all descriptions were approved pending clarification on Executive Committee purview.**

b. **Operations Committee**

- The Operation Committee's last meeting was summarized. At the meeting, the committee discussed the following:
 - a minor related service issue
 - employee compensation as an area for focus moving forward
 - increasing knowledge around charter legislation

c. **Governance**

Trustee for Life/Trustee Emeritus descriptions

- The descriptions were reviewed and a discussion ensued around adjusting the title of "Trustee for Life". It was agreed that it will be discussed further.
 - **Action: A vote was taken and a majority of members voted to approve the Trustee for Life and Trustee Emeritus descriptions.**
 - **Action: A vote was taken and passed unanimously to move Ms. Rudin and Ms. Slatkin to the new category of Trustee for Life.**
- **Renewing Trustee Terms**
 - **Action: A vote was taken and passed unanimously to renew Trustee terms for the following four Trustees:**

- Carol Santiago-DeJesus, Ben Hartman, Ilene Lainer, and Nancy Needle.

- **Vote on Secretary and President**

- **Action:** A vote was taken and passed unanimously for Nancy Needle to maintain her position as Board President and for Hugh O' Rourke to formally assume the position of Secretary.

9. Finance

- New auditors were used this year. The process went very well. Recommendations were reviewed.
- Draft audit report will be sent to finance committee.
- Year ended with a surplus. Some of those funds were used to pay for the air conditioner system and will be transferred to reserves.
-

10. House Keeping

a. Gotomeeting access

- Benefits of using this new meeting system were discussed.

b. Broadway show fundraiser

- A potential fundraising opportunity was announced. An assessment of Board interest will be emailed to Trustees.

Motion to adjourn at 6:30p.m.

Trustee Recruitment Tool

1. Identify individuals who could add value to the board and get the word out through friends, colleagues, and networking groups.

Candidates should:

- Understand our community and its needs and/or have a passion for our cause;
- Be willing to commit time for board meetings, committee meetings, planning sessions, special events;
- Be a team player;
- Listen well and be thoughtful in considering issues; and
- Understand that the Board considers multiple candidates for each position

2. Offer a brochure and/or other information. Julie can supply you with materials if you don't have them.

3. Contact the Governance Committee chair or Board President for preliminary discussion. Ideally, present the Committee with a detailed bio or resume of the candidate.

4. If chair/President agree that the candidate should be considered for a position on the Board, contact the Executive Director to arrange for a meeting with herself, the candidate, Board President, and Governance committee members.

5. Simultaneously, a visit to the school should be scheduled with the Executive Director so that the candidate can see the school firsthand. After such meetings, confirm with the candidate that he/she remains interested in joining the Board. Notify the chair of the Governance committee of the candidate's decision and, assuming all members approve of the candidate, his/her appointment should be brought to the larger Board for vote.

Skill Sets to Prioritize

- Understanding of/ familiarity with autism
- Knowledge about applied behavior analysis and autism education
- Knowledge of Charter Schools and related legislation
- Understanding of the local East Harlem Community
- Background in Finance
- Background in Technology