



Board Meeting Minutes

11-17-2014

Draft

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday November 17, 2014 at the NYC Autism Charter School life skills center 433 East 100th Street New York, NY 10029.

Attending Trustees:

Charles Chigas

Ben Harman

Nancy Needle

Carol Santiago

Ilene Lainer

Maureen Bateman

Absent Trustees:

Ashley Garret

Mitch Baum

Hugh O'Rourke

Attendees at the invitation of the board:

Julie Fisher, Executive Director

Mark Saretsky, Chief Financial Officer

Nicole Pearson, Director of Education

Moira Cray, Director of Transition and Community Outreach

Yarissa Soriano, Executive Administrative Assistant

Alvin Shih, Trustee Candidate

1. Opening Items

a. Call to Order

- Ms. Needle Called the general meeting to order at 5:00pm.

2. Executive Session

3. Board Business

- a. The minutes of October 20,2014 were reviewed.
 - **Action: A vote was taken and the minutes of October 20, 2014 were approved.**

4. Committee Reports

- a. Operations
 - Ms. Santiago reviewed the External Program Evaluation description in which the intended purpose is clarified.
 - An external evaluator has not yet been identified.
 - A salary survey provided by the Charter Center will allow the committee to compare salaries of different schools and assist the committee as it assesses the current salary ladder at NYCACS.
- b. Governance
 - Bylaws have been updated to better reflect current policies.
 - **Action: A vote was taken and the bylaws were approved.**
 - Logistics and restrictions around video-conferencing for Board meetings were discussed.
- c. Finance Review
 - Revenue is on track as planned.
 - Operating expenses are lower than plan primarily due to personnel related savings. Other than personnel related savings include \$11K not spent for the extended-use building permit. Expenses for charter renewal preparation have been running higher than plan.

5. Education/Operations Update

- a. Renewal
 - Ms. Fisher reported that the Charter renewal application is near completion. Current focus is on formatting the document.
 - Submission deadline for the Charter Renewal document is December 1st.
- b. Website
 - The new NYCACS website is scheduled to be completed by January.
 - Several videos are in production and will be posted once the website is completed.
- c. Facilities
 - The school facilities lighting project was discussed. Lighting upgrades to the PS/IS50 building will be accomplished with minimal interruption to NYCACS.

d. Parent Association

- Adjustments to the Parent Association committee were discussed.
- Ms. Fisher reported that parents expressed enthusiasm and new ideas at the last Parent Association meeting.

e. Staffing

- NYCACS has had a few unexpected staff departures.
- Hiring of staff has been ongoing.

f. Dissemination

- Ms. Seeman reported on her work with three teachers and senior staff from participating dissemination grant schools.

6. Board Timeline

a. January Planning Meeting

- The January Planning Meeting schedule will be extended to include and Executive session for planning purposes. It will begin at 4:00pm and end at 8:00pm.

7. Additional Items and Public Comment

- The “Just Send Ten” video was shown to Trustees.
- Ms. Santiago reminded trustees to use Amazon Smile when ordering online.

8. Closing Items

- Meeting Adjourned at 5:59pm.