



Bronx Board Meeting Minutes

December 12, 2016 – 5:45PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, December 12th, 2016 at the NYC Autism Charter School 433 East 100th Street New York, NY10029

Attending Trustees:

Carol Santiago
Ilene Lainer
Hannah Hoch
Hugh O'Rourke
Ashley Garrett
Rick Larios

Absent Trustees

Benjamin Hartman
Alvin Shih
Chas Chigas
Mitchel Baum
Paul O'Neill

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director (Conferenced In)
Mark Saretsky, Chief Financial Office
Jennifer Connelly, Head of School – Bronx
Moir Cray, Director of Transition and Community Outreach
Christina Secharan, Executive Administrative Assistant
Christine Sandler, Trustee Pending Authorization Approval

1. Call to order

Action: Ms. Santiago called the NYCACS Bronx general meeting to order at 6:18pm.

2. General

a. Location Update

- At 6:18pm Ms. Fisher informed Trustees that the location previously presented to the Board remains option A for the space planning team at the NYC DOE. Ms. Fisher will do an in person walk through and advise if it is a viable option.

b. Official Name of NYCACS Bronx School Site

- **Action:** At 6:34pm Ms. Hoch motioned to approve the name of NYC Autism Charter School Bronx. Mr. Larios seconded the motion in which the Board voted, and it was unanimously approved.

c. Hiring

- Office Managers

- i. At 6:36pm Mr. Saretsky informed the Board that an Office Manager for the Bronx location has been hired and will start training in East Harlem on January 3rd. An Office Manager for the East Harlem location has also been hired and has a tentative start date of June 1.

3. Board Business

a. Minutes from 11-14-16

- At 6:30pm the minutes of Nov. 14th, 2016 meeting were reviewed. **Action:** Mr. Larios requested a motion to approve the minutes. Ms. Hoch seconded the motion in which the Board voted, and the minutes were unanimously approved.

4. Committee Updates

a. Finance

- Internal Financial Control Policies and Procedures
 - i. At 6:31pm Mr. Saretsky presented to the Board the Internal Financial Control Polices and Procedures for NYCACS Bronx to be reviewed and voted on. **Action:** Ms. Garrett motioned to approve the Internal Financial Control Polices and Procedures for NYCACS Bronx. Mr. Larios seconded the motion in which the Board voted, and it was unanimously approved.
- YTD (October) Financials and Grant Funds
 - i. At 6:35pm. Mr. Saretsky informed the Board that the CSP initial payment and the Walton Family Foundation grants have officially been received for NYCACS Bronx. NYCACS Bronx has started to incur costs, such as HOS salary, electronics and liability insurance.

5. Additional Items and Public Comments

6. Closing Items

- a. **Action:** Ms. Santiago adjourned the meeting at 6:37pm.