



East Harlem Board Meeting Minutes

May 8th, 2017 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, May 8th, 2017 at the NYC Autism Charter School 433 East 100th Street New York, NY 10029

Attending Trustees:

Hugh O'Rourke
Hannah Hoch (Video Conferenced In)
Alvin Shih
Rick Larios
Christine Sandler
Paul O'Neill
Pier LeGendre

Absent Trustees:

Carol Santiago
Ashley Garrett
Chas Chigas
Ilene Lainer
Mitchel Baum
Benjamin Hartman

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
Susan Michaelson, Special Compliance Officer
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Mr. O'Rourke called the NYCACS East Harlem general meeting to order at 5:01pm.

2. Board Business

a. Minutes from 03-06-2017

- At 5:14pm the minutes of April 3rd, 2017 East Harlem Board meeting were reviewed. **Action:** Ms. Sandler motioned to approve the minutes and Mr. Shih seconded the motion. The Board voted and the minutes were approved, with the exception of one abstention from Mr. O'Neill.

3. Program Updates

a. Education

• Staffing – Teacher Recruitment

- i. At 5:02pm Ms. Seeman updated the Board that they are in the process of recruiting staff. Due to the requirements of the Head Teacher position, it has

been difficult to find appropriate candidates. Ms. Seeman indicated, however, that filling Instructor positions will be much easier. In fact, over 15 candidates will be coming in the next couple of weeks for the remaining six positions available. One position has already been filled.

- **Lottery**

- i. At 5:06pm Ms. Seeman informed the Board that there will be at least one opening for a new student (possibly two) before the start of the September 2017-2018 school year – from our oldest student graduating and the likely movement of a student to a less restrictive setting. The East Harlem lottery date is May 19th, 2017, for which the school received 108 applications.

4. Committee/Subcommittee Updates

a. Operations

- **Proposed Salary Ladder**

- i. At 5:07pm Ms. Fisher addressed the Board about some of the challenges encountered during staff recruitment – particularly related to the school’s current salary ladder as it compares to other schools.
- ii. At 5:08pm Mr. Saretsky presented to the Board a survey that the New York City Charter School Center conducts every two years on compensation. NYCACS is a bit lower than average according to the survey statistics. It was felt that decreasing this gap would likely assist with staff recruitment and retention. Therefore a new proposed salary ladder was created and reviewed with the Operations Committee. Additionally, the financials were sent to the Finance Committee for review. Both committees supported adopting the new proposed salary ladder.
- iii. **Action:** At 5:12pm Mr. O’Neill motioned to approve the proposed adjustments to the exiting salary ladder. Mr. Larios seconded the motion in which the Board voted, and it was unanimously approved.

- **PEO Benefits Roll Out**

- i. At 5:15pm Mr. Saretsky summarized the new benefits to be rolled out to staff by Little Bird, the new PEO vendor. Open enrollment for staff will occur in mid June and Little Bird will conduct a formal presentation for staff to answer questions on June 8th.

b. Technology

- i. At 5:21pm Mr. Saretsky informed the Board that MindShift has officially started. The first day of onsite support will occur this Wednesday, and then there will be monthly meetings with the Account Manager.

c. Finance

- **Draft Budget Status**

- i. At 5:22pm Mr. Saretsky informed the Board that NYCACS East Harlem will have approximately a \$50,000 deficit the next fiscal year, which is less than what was budgeted in the current year, due to administrative salaries that will be shared between East Harlem and the Bronx locations. The draft budget has been sent to the Finance Committee and they will meet later this month to review.

- **Fundraising YTD**

- i. At 5:23pm Mr. Saretsky updated the Board that fundraising is on plan. The Bar Night event raised \$10,000 bringing school fundraising to \$93,000 to date – reaching the school’s budgeted fundraising goal for the year.

5. Closing Items

- a **Action:** Ms. Sandler motioned to adjourn the NYCACS East Harlem Board Meeting, in which Mr. O’ Rourke adjourned at 5:25pm.