



## **Board Meeting Minutes**

**September 18<sup>th</sup>, 2017 – 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, September 18th, 2017 at the NYC Autism Charter School Bronx 977 Fox Street, Bronx, NY 10459

### **Attending Trustees:**

Carol Santiago  
Ashley Garrett  
Alvin Shih  
Christine Sandler  
Ilene Lainer  
Rick Larios  
Hugh O'Rourke  
Benjamin Hartman  
Hannah Hoch  
Paul O'Neill  
Alberto Garcia  
Naeema Livingston

### **Absent Trustees:**

Pier LeGendre  
Mitchel Baum

### **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  
Christina Secharan, Executive Administrative Assistant

#### **1. Call to order**

**Action:** Ms. Santiago called the NYCACS general meeting to order at 5:11pm.

#### **2. Board Business**

##### **a. Minutes from 8-07-17**

- At 5:12pm the minutes of August 7th, 2017 NYCACS Board meeting were reviewed. An attendance error was brought to the attention of Ms. Fisher. Mr. O'Rourke was in attendance of the August 7, 2017 Board meeting. **Action:** Mr. Larios motioned to approve the minutes with the addition of Mr. O'Rourke in attendance. Mr. O'Neill and Mr. Hartman abstained from the vote as they were not in attendance at the August 7<sup>th</sup>, 2017 Board meeting. Mr. O'Rourke seconded the motion in which the Board voted, and the minutes were approved by majority vote.

#### **3. School Update**

##### **a. Bronx**

- **Overview of Week 1**

- i. At 5:13pm Ms. Connelly provided an overview of the successful opening and first week of school.

- **Student Enrollment**

- i. At 5:17pm Ms. Fisher updated the Board that a student whose family originally accepted placement, ultimately decided to decline, and remain in the program in which they were enrolled last year. Therefore, a new student was pulled from the waitlist and has already started.

- **Immunization Exemption**

- i. A student that was pulled in the 2017-2018 lottery requested religious exemption from immunization requirement. Ms. Fisher consulted with SUNY and the exemption was refused in this specific situation. Ms. Fisher contacted the parents and informed them of their legal rights. The parents opted to place the student at another school. Ms. Connelly is in the process of reaching out to the next family on the school's waitlist.

- **Visitor Restricted Access**

- i. At 5:26pm Ms. Fisher informed the Board about an interaction that occurred between a parent and School Security. As a result, School Security has requested that this parent have restricted access to school. Ms. Fisher is consulting with counsel to ensure that a letter is drafted outlining such for the parent.

- **Facilities/ Technology**

- i. At 5:32pm Mr. Saretsky informed the Board that all the planned facility projects are almost finished. Technology hardware, such as the servers and wifi, are now in place and running.

**b. East Harlem**

- **Overview of Week 1**

- i. At 5:36pm Ms. Seeman informed the Board that two students, twins, have started and are adjusting to the new school setting. The school now has a total of 33 students enrolled.

- **Staffing**

- i. At 5:58pm Ms. Seeman updated the Board that one of the new Head Teachers recently left. The position has already been filled. Her replacement was seamless, in part due to a hiring protocol that Ms. Seeman and Ms. Connelly created over the summer.

- **Facilities/ Technology**

- i. At 5:40pm Mr. Saretsky provided an overview of the projects that took place during the summer. Most classrooms have been re-painted, and a staff lounge has been added.
- ii. There has been an ongoing phone connectivity issue, which has been traced back to the service provider. Ms. Fisher has reached out to the DOE Charter School Operations team to escalate the issue.
- iii. Ms. Seeman has created an IT Service Request Form for when MindShift is on sight to better streamline tech issues with staff.

#### 4. Committee Updates

##### a. Governance

- **Trustee Candidate**

- i. At 5:48pm Ms. Fisher informed the Board that she and Mr. O'Neill recently spoke with Ms. Alysia Steinmann who is interested in joining the Board. They see Ms. Steinmann as an excellent addition to the Board. Ms. Fisher will invite her to the next meeting.

- **Board Retreat**

- i. At 5:53pm, Ms. Santiago discussed the idea of a January Board Retreat. Ms. Santiago and Ms. Fisher would like for the Board to come to an agreement on date, time and talking points. The Board will discuss further and decide by next Board meeting.

##### b. Finance

- FY 2017 June unaudited Financials

- i. At 6:06pm Mr. Saretsky provided the unaudited financials for FY2017. There was an ordinary operating deficit, but it was a smaller amount than what was forecasted and fundraising was higher than forecasted.. The results of the audit will be presented to the Finance Committee October 11<sup>th</sup>, then presented to the entire Board at the October 16<sup>th</sup> Board meeting.

##### c. COO Hiring Subcommittee

- At 6:13pm Ms. Fisher and the Hiring Committee updated the Board that they are still researching candidate options.

##### d. Operations Committee

- At 6:14pm Ms. Fisher informed the Board that she would email possible meeting dates for the Operations Committee.

#### 5. Additional Items

##### a. Junior Board Event

- The Junior Board is hosting their first event, a cocktail hour and silent auction, on October 3<sup>rd</sup>, 2017.

#### 6. ED Performance Review

**a. Action:** Ms. Lainer motioned to move the meeting into an Executive Session to discuss the Executive Director contract. Mr. Larios seconded the motion in which the Board voted, and it was unanimously approved.

**b. Action:** Ms. Garrett motioned to approve the proposed compensation package for Ms. Fisher based on her 2017 performance evaluation. Mr. Larios seconded the motion in which the Board voted, and it was unanimously approved.

#### 7. Closing Items

**a. Action:** Mr. Hartman motioned to adjourn the NYCACS Board Meeting. Ms. Hoch seconded the motion, in which Ms. Santiago adjourned the meeting at 6:58pm.