



Board Meeting Minutes

November 19th 2018 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, November 19th, 2018 at NYC Autism Charter School East Harlem, 433 E. 100th Street, New York, NY 10029.

Attending Trustees:

Alberto Garcia
Alysia Steinmann
Ashley Garrett
Ben Hartman (Video Conferenced)
Carol Santiago
Hannah Hoch
Hugh O'Rourke
Ilene Lainer (Tele-Conferenced)
Mitch Baum (Tele-Conferenced)
Naeema Livingston
Paul O'Neill

Absent Trustees:

Alvin Shih
Christine Sandler
Rick Larios

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
Khalid Daniels, Director of Operations
Susan Michaelson, Special Education Compliance Officer
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:05pm.

2. Board Business

a. Minutes from Board Meeting 10-15-18

- At 5:06pm the minutes of October 15th, 2018 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the October 15th, 2018 meeting minutes. Mr. Garcia seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Committee Updates

a. Finance Committee

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- **Review of FY18 Audit Report**

- i. At 5:07pm Mr. Saretsky provided an update on the financials for the end of the first quarter. Both schools revenue, variance from the DOE, will disappear as the year progresses. There are some savings on the expense end, primarily due to hiring employees later than expected. There are permanent savings, but upcoming enrichment programs and future hiring for new positions will spend much of this down throughout the school year.

- b. **Operations Committee**

- **Org Chart Revision – Process and End Product**

- i. At 5:13pm Ms. Fisher presented an updated org chart reflecting recent and upcoming employee departures. After re-evaluating tasks some positions were re-configured and new positions were created.

- **New/Updated Proposed Job Descriptions**

- Director of Finance
 - Business Manager (Part time)
 - Director of Operations
 - Operations Manager
- ii. At 5:15pm Ms. Fisher provided an overview of all proposed new and adjusted positions. The Board agreed that the Director of Finance job description should be re-organized to streamline and better reflect priorities of that position. The Director of Finance should also have a dotted line reporting to the Board of Trustees. **Action:** Ms. Hoch motioned to approve the updated organizational chart with a dotted line from the Director of Finance and the Board of Trustees. Ms. Garrett seconded the motion in which the Board voted and it was unanimously approved. **Action:** Mr. O'Rourke motioned to approve the Director of Finance, Part-time Business Manager, Director of Operations and the Operations Manager job descriptions, subject to revisions as discussed. Ms. Garrett seconded the motion in which the Board voted and, it was unanimously approved.

- **Adjusted Personal Time Disbursal**

- i. At 5:34pm Ms. Fisher discussed the Personal Time Off accrual tracking process. There are on-going discussions about moving to a computerized system that will ease the process. The Bronx school is testing out a mobile clock in/out system that East Harlem will roll out in January.

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- **Health Benefits Adjustments**

- i. At 5:39pm Mr. Saretsky updated the Board that health insurance costs will increase by 13% starting January 2019. The increase will be absorbed by NYCACS and it will have minimal effect on employees out of pocket cost.

4. Education Updates

- a. **Per Pupil Adjustment Efforts**

- At 5:52pm Ms. Fisher updated the Board on the Per Pupil Adjustment Efforts. The Board discussed increasing its fundraising efforts in order to address fiscal sustainability issues. Additional resources are being sought and a report back will be made to the Board.

- b. **NYCACS East Harlem**

- **Updates and What's on the Horizon**

- i. At 6:20pm Ms. Seeman provided an update on the East Harlem school. A new student started on November 7th to fill the place of a student who transitioned to a less restrictive setting and there might be several additional students graduating at the end of this school year.

- c. **NYCACS Bronx**

- **Updates and What's on the Horizon**

- i. At 6:30pm Ms. Connelly provided updates on the Bronx school. The Bronx school will admit 12 new students in the next school year and Ms. Connelly is in search of a new Clinical Supervisor to oversee the additional classrooms.

5. Closing Items

- **Action:** Ms. Garrett motioned to adjourn the NYCACS Board meeting. Mr. Hartman seconded the motion in which the Board voted and the meeting was adjourned at 6:40pm.