

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

March 18th 2019 - 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, March 18th, 2019 at NYC Autism Charter School East Harlem 433 E. 100th Street, New York, NY 10029

Attending Trustees:

Alvin Shih
Alysia Steinmann
Ashley Garrett
Ben Hartman
Carol Santiago
Christine Sandler
Hugh O'Rourke
Ilene Lainer
Mitchel Baum (Video Conferenced)
Naeema Livingston (Video Conferenced)

Absent Trustees:

Alberto Garcia
Hannah Hoch
Paul O'Neill
Rick Larios

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Khalid Daniels, Director of Operations
Tiffney Jones, Director of Finance
Christina Secharan, Operations Manager
Elaine Florio, Trustee Candidate

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:09pm.

2. Board Business

a. Minutes from Board Meeting 02-11-19

- At 5:10pm the minutes of February 11th, 2019 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the February 11th, 2019 meeting minutes. Ms. Sandler seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Committee and Subcommittee Update

a. Finance Committee

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- **YTD (January) Financials**

- i. At 5:11pm Mr. Saretsky provided an update on the February year to date financials to the Board. The East Harlem school has some unplanned expenses such as consultant fees. Due to title grants, fundraising and personnel related savings, the end of year net is forecasted to be higher than planned. The Bronx school has a similar situation with personnel related savings that were higher than planned.

- b. **Governance Committee**

- **New Prospective Trustee – Elaine Florio**

- i. At 5:24pm Ms. Fisher introduced Ms. Florio to the Board as a prospective trustee. Ms. Florio was asked to exit in order to allow for further discussion and vote. **Action:** At 5:28pm Ms. Lainer motioned to confirm Ms. Florio as a Trustee on the NYCACS Board. Mr. Hartman seconded the motion in which the Board voted, and it was unanimously approved.

- **Board Self-Evaluation Summary**

- i. At 5:30pm Ms. Fisher reviewed the Board self-evaluations. The goals identified by Trustees as critical for the upcoming year are all focused on improving the school's financial status by: 1) obtaining an increase in per pupil funding, 2) improving and increasing fundraising efforts, and 3) increasing awareness about the schools with Trustees serving as more vocal ambassadors.

- c. **Fundraising Committee**

- **Fundraising Consultant Progress**

- i. At 5:34pm Ms. Fisher informed the Board that Ms. Richter (fundraising consultant) will present recommendations from her recent assessment at the next Board meeting.

- **Upcoming Junior Board Event(s)**

- i. At 5:35pm Ms. Fisher made Trustees aware of some fundraising events the Junior Board is discussing for Autism Awareness Month.

4. Organization Updates

- a. **Renewal Items**

- **Timeline Reminder**

- i. At 5:49pm Ms. Fisher reminded the Board that April 1st is the submission deadline for the Charter Renewal Application and April 15th is the SUNY CSI site visit.

- **Personnel Manual Language Changes/ Parent Manual Language Changes**

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- i. At 5:55pm Ms. Fisher presented updates made to the Personnel Manual and the Parent Manual. Ms. Fisher also alerted Trustees that the Charter Renewal application itself will be sent to Trustees for review prior to submission. **Action:** Ms. Lainer motioned that all Trustees pre-authorize the Charter Renewal documents unless there is an objection emailed to Ms. Fisher by April 25th, close of business. In the case of such objection(s), Trustees will be notified and an absentia vote shall be made individually by each Board member followed by an official ratification vote at the next Board meeting.

b. Per Pupil Funding Increase Efforts/ Suggestions

- At 5:59pm Ms. Fisher informed the Board that per pupil increase efforts are still in progress. Some alternative strategies and future plans were discussed.

5. Executive Session

- a. **Action:** At 6:14pm Ms. Garrett motioned to move the meeting into Executive Session. Mr. Hartman seconded the motion in which the Board voted, and it was unanimously approved. **Action:** Mr. Hartman motioned to move the meeting out of Executive Session. Ms. Garrett seconded the motion in which the Board voted, and the meeting was moved out of Executive Session.

6. Closing Items

- **Action:** Ms. Sandler motioned to adjourn the NYCACS Board meeting. Ms. Garrett seconded the motion in which the Board voted, and the meeting was adjourned at 6:30pm