



### **Board Meeting Minutes**

The Board of Trustees of the NYC Autism Charter School (NYCACCS) met on Monday, May 19, 2014 at the NYC Autism Charter School located at 433 E. 100<sup>th</sup> Street (at PS/IS 50), New York, NY.

#### **Attending Trustees:**

Maureen Bateman  
Mitch Baum  
Charles Chigas  
Ashley Garret  
Ben Hartman  
Ilene Lainer  
Nancy Needle  
Hugh O'Rourke  
Virginia Ryan  
Carol Santiago

#### **Absent Trustees:**

Alan Capper  
Steve Jorgensen  
Ophelia Rudin  
Laura Slatkin

#### **Attendees at the invitation of the Board:**

Julie Fisher, Executive Director  
Mark Saretsky, Chief Financial Officer  
Moir Cray, Director of Transition and Community Outreach  
Susan Michael, Quality Assurance Director  
Joan Garry, Consultant  
Yarissa Soriano, Executive Administrative Assistant

The meeting began at 4:35 p.m. and adjourned at 5:35 pm.

1. **Call to Order** – Ms. Needle called the general meeting to order at 4:35 p.m.
2. **Board Business**
  - a. The minutes of the meeting of March 17<sup>th</sup> 2014 were reviewed.  
**Action: The minutes of the March 17th meeting were approved.**

Ms. Needle reminded Trustees that the next meeting would take place on 6/16, with a meeting 6/30 as needed.

### 3. **Directors Report**

#### a. **General Update**

The baseball extravaganza was a success. It was a great opportunity to collaborate and build new partnerships.

#### b. **External evaluation**

Mike Chapman Director of Supported Employment at the TEACHH Autism Program spent two days at NYCACS. He primarily focused on work readiness and community based instruction. His feedback was very helpful. He identified areas for improvement; some of which were already identified and some that will be examined more closely and further discussed by senior staff.

#### c. **Chancellor visit**

School Chancellor Carmen Farina visited NYCACS. The Peer Mentoring program was highlighted during the visit. PS 50 Principal and teacher of the peer mentors were present.

The Chancellor was pleased by the positive co-location relationship between PS 50 and NYCACS, and was impressed by the work NYCACS is doing through the State dissemination grant with three District 75 schools.

She requested more information about the enrollment process including how students are grouped by age and ability.

#### d. **Young Adult Programming**

- NYCACS partnered with QSAC to sponsor the Bridges to Transition Conference. Two of the school's staff members presented.
- Staff also presented at the YAI Conference in May. As a result, the school was approached by staff members from a public school in the Bronx interested in being trained by NYCACS senior staff.
- Six staff members will attend the ABAI conference.
- Asphalt Green has a fitness program that may expand to include more of our students.
- The Good Dog Foundation will honor NYCACS at their annual gala. The Director of Transition and Community Outreach alongside one of the parents will talk about our work. Trustees questioned whether pictures of the event can be posted on social media, and if a link to our website can

appear on the Good Dog Foundation's website. It was also suggested that a thank you note be sent to the Good Dog Foundation.

- 11 Students are learning workplace skills at the following locations:
  - 5 at Harlem RBI
  - 2 at CLDS
  - 2 at Fairway Market
  - 1 at Facebook
  - 1 at White Castle
- Daily living programs are being practiced in the community. Thirteen students are going shopping on a weekly basis. They often cook and prepare the items that are purchased.

#### 4. **Committee Updates**

- a. **Special Projects** (Executive Director is speaking on behalf of S. Jorgensen)

Jessica Seaman is collaborating with three schools as part of the NY State dissemination grant the school received.

A dissemination audit will be conducted on May 20<sup>th</sup> at which detailed work plans for each of the three dissemination grant schools will be provided.

Ms. Michaelson and Ms. Fisher continue to work on writing the Charter Renewal application.

#### **Adolescent/Young Adult Programming**

- NYCACS is looking for a site that will have an average of 10 students. Hunter College has been unresponsive to our proposal to date. Ms. Fisher will keep the board informed of any change via Ms. Lainer.
- Harlem RBI will be starting a high school in the next few years. Preliminary discussion between Ms. Fisher and Harlem RBI's Executive Director around the possibility of NYCACS accessing space within that future facility was very positive. Planning for future classroom configurations, staffing, and student ratios continues to be a challenge, particularly given that several students will likely be moving into residential programs within the next year.

- b. **Education Committee**

A paraprofessional that currently works with an NYCACS student (as mandated on his IEP) may be a potential candidate for an instructor position. He has his

Teacher Assistant certification and is working on completing his Bachelor's degree. To consider him for the instructor position the language in the job description must be updated.

**Action: Motion to update the language contained within the instructor job description was approved.**

c. **Trustee Committee**

Trustees should consider potential new Trustees to serve on the Board. Candidate resumes can be forwarded to Ms. Bateman.

It was suggested that more people with a finance background are needed to serve on the Finance Committee.

d. **Fundraising Committee**

School fundraising goal is \$68,000. Up to date \$64,000 has been raised. Zumba for Autism event and the Epstein Fundraiser were well attended. The Fundraising Committee will coordinate more events in the summer.

**NYCACS Website**

The new NYCACS informational pamphlets will soon be complete.

The website will have a new design, be mobile friendly and more functional.

e. **Finance Committee**

The Finance Committee decided to change audit firms. A request for proposal was sent to six firms. Five firms have responded.

The committee asked the Board to empower the Finance Committee to select the next audit firm.

A new firm is needed by July.

**Action: Motion to approve delegation of authority is approved.**

The CFO reviewed a financial report as of March 31<sup>st</sup> 2014. It was reported we are tracking very close to forecast.

It was requested that the Finance Committee review the school's reserves.

The CFO reminded Trustees that next year's budget would be presented at the next board meeting.

**5. Additional Items and Public Comment**

**6. Closing Items**

Meeting was adjourned at 5:35pm.



## **7. Executive Session**