



Board Meeting Minutes

July 10th, 2017 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, July 10th, 2017 at the NYC Autism Charter School East Harlem
433 East 100th Street New York, NY10029

Attending Trustees:

Carol Santiago
Ashley Garrett
Benjamin Hartman
Hannah Hoch
Alvin Shih
Rick Larios
Christine Sandler
Pier LeGendre
Paul O’Neill (Video Conference)

Absent Trustees:

Mitchel Baum
Hugh O’Rourke
Ilene Lainer

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Jessica Seeman, Head of School East Harlem
Jennifer Connelly, Head of School Bronx
Maira Cray, Transition and Community Outreach Director
Susan Michaelson, Special Education Compliance Specialist
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:01pm.

2. Board Business

a. Minutes from 06-12-17

- At 5:02pm the minutes of June 12th, 2017 East Harlem and Bronx Board meetings were reviewed. **Action:** Ms. Sandler motioned to approve the minutes. Ms. Garrett seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. School Update

a. Students

• Annual Report Summary

- i. At 5:03pm Ms. Fisher updated the Board on the schools Annual Report, parts of

which will be submitted on July 31. The school has met or exceeded all goals, with the exception of our target goal on number of Peer Mentors (4). Due to the leadership turnover at the co-located school in East Harlem, we were unable to execute the Peer Mentor program as planned. However, outreach was made to prior Peer Mentors, three of whom returned to participate in a modified Peer Mentor program.

- ii. Ms. Fisher informed the Board that the new PS50 Principal is willing to partner on our Peer Mentor program for the upcoming school year. Therefore, the school should be back on track to meet this objective next year. Ms. Fisher will circulate the annual report to all Trustees once finalized.

- **Pending Transitions**

- i. At 5:05pm Ms. Fisher updated the Board that the oldest East Harlem student graduated, and his last day was June 28th. The intake process has started for a new student whose official start date is July 24th.
- ii. Ms. Cray informed the Board that there is a student currently in the process of transitioning out to a less restrictive environment. Once a transition date is confirmed, she will inform the Board and a new student will be enrolled from the school's waitlist.

- **Epi Pen Regulation**

- i. At 5:09pm Ms. Fisher updated the Board on new findings about the Epi-Pen regulation and difficulties in gaining more information about how the school would go about obtaining a prescription. Mr. O'Neill suggested reaching out to authorizers at SUNY CSI for guidance.

b. Staffing

- **Hiring/ Promotions**

- i. At 5:18pm Ms. Seeman informed the Board that seven new staff members started today. There will be another round of new staff starting on July 24th. The school is utilizing ReThink (web based training platform) for the training process.

- **Annual Turnover**

- i. At 5:20pm Ms. Seeman updated the Board that four current staff members (two teachers and two instructors) will be leaving by the end of the summer session, and five staff members have been promoted internally. Of those departing, one is moving to another state, and two are going back to graduate school full-time.

c. Facilities/ Technology

- **East Harlem**

- i. At 5:21pm Ms. Fisher updated the Board that four new Wifi access points and a switch to support them have been installed. There are future plans to replace other access points and the server.
- ii. There will be cosmetic upgrades done during the last two weeks in August.
- iii. Due to the proposed construction on the building exterior, the dismissal time for all staff and programs might be affected. Ms. Fisher will research and inform the Board if this will impact Summer or Fall Board meetings.

- **Bronx**

- i. Mr. Saretsky was at the Bronx location today to ensure that rooms are cleaned out to start renovations.
- ii. At 5:24pm. Ms. Connelly informed the Board that staff training and classroom set up would occur during the last week of August and the first week of September at the Bronx school.

4. Committee Updates

a. Operations

- **Parent Manual**

- i. At 5:50pm Ms. Fisher presented the updated Parent Manual to the Board.
Action: Mr. Shih motioned to approve the updated Parent Manual. Mr. Hartman seconded the motion in which the Board voted, and it was unanimously approved.

- **Personnel Manual**

- i. At 5:27pm Ms. Fisher reviewed sections of the manual that have been materially changed as a result of school growth, suggestions from Little Bird, or updates from school counsel. A discussion of the school's policy on paid parental leave ensued. Some additional edits and clarifications were suggested. **Action:** Mr. O'Neill motioned to adopt the Personnel Manual as presented contingent upon inclusion of the updates recommended by Trustees at this meeting, along with any other clarifications Ms. Fisher determines are warranted. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

- **Thread Learning System**

- i. At 5:51pm Ms. Fisher informed the Board that the Thread contract is being volleyed between attorneys and will be shared with Trustees when finalized. Ms. Connelly added that staff who are currently using Thread conducted their first research session today. Their goal is to look at the accuracy of data collection of Thread as it compares to a paper based system.

b. Governance

- i. At 5:52pm Mr. O'Neill spoke about a new trustee candidate. The candidate is a lawyer, a Harlem resident, has a child with autism, and has been on the Human rights Committee at NYCACS for the past couple of years. Ms. Fisher will invite the candidate to the next meeting to officially meet the Board.

5. Additional Items

a. BCBA License

- Ms. Fisher informed the Board of state regulations that make receiving supervised hours toward licensure in applied behavior analysis more challenging. Possible solutions were discussed.

6. Closing Items

- a. **Action:** Mr. Larios motioned to adjourn the NYCACS Board Meeting. Mr. Hartman seconded the motion, in which Ms. Santiago adjourned the meeting at 6:09pm.