



Board Meeting Minutes

August 7th, 2017 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, August 7th, 2017 at the NYC Autism Charter School 433 East 100th Street New York, NY 10029

Attending Trustees:

Carol Santiago
Ashley Garrett
Alvin Shih
Christine Sandler
Pier LeGendre
Ilene Lainer
High O'Rourke
Mitchel Baum (Video Conferenced In)

Absent Trustees:

Rick Larios
Benjamin Hartman
Hannah Hoch
Paul O'Neill

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 (Video Conferenced In)
Maira Cray, Transition and Community Outreach Director
Susan Michaelson, Special Compliance Officer
Christina Secharan, Executive Administrative Assistant
Alberto Garcia, Trustee Candidate
Naeema Livingston, Trustee Candidate

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 4:59pm.

2. Board Business

a. Minutes from 07-10-17

- At 5:00pm the minutes of July 10th, 2017 NYCACS Board meeting were reviewed.
Action: Mr. O'Rourke motioned to approve the minutes. Ms. LeGendre seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. School Update

a. Annual Report

- i. At 5:01pm Ms. Fisher presented to the Board the schools Annual Report. The school has met or exceeded all goals, with the exception of the objective related to the school's Peer Mentors program. This was due to a change in administration within the district public school partner. Efforts were made to create an alternate partnership, but there was insufficient time to make it viable. Ms. Fisher indicated that plans are already in place for the coming year to ensure that this objective is met moving forward.
- ii. SUNY will preform a pre-opening check at the Bronx location on August 31st, 2017.

b. East Harlem

• **Student Enrollment**

- i. At 5:05pm Ms. Seeman informed the Board that the next student on the school's 2016-2017 lottery waitlist was enrolled two weeks ago after a student graduated to adult services. There will also be a student graduating to a less restrictive school setting at the end of the summer session. When referring to the 2017-2018 lottery waitlist, Ms. Fisher identified that the next family in line has a set of twins. She requested and received approval from SUNY Charter Schools Institute to allow for one additional student above the current enrollment number. These two students will start on September 7th, 2017. The total student enrollment will rise to 33.

• **Staffing**

- i. At 5:10pm Ms. Seeman updated the Board that a new staff member started today, but since the school is admitting two more students in September the school still needs to hire one more staff member.

• **Facilities/ Technology**

- i. At 5:11pm Mr. Saretsky announced the official expansion of the East Harlem School. There will be two additional classrooms and three additional office spaces. During the summer break some of the older rooms and all of the new rooms will be painted.
- ii. The school will receive two new servers, one located at each school. There are still access issues, but MindShift will continue to work towards a resolution.

c. Bronx

• **Student Enrollment/ Staffing**

- i. At 5:18pm Ms. Connelly updated the Board that the Bronx school is fully staffed, five new staff members are being trained at the East Harlem location. The last of the 12 student spots was filled today.

• **Facilities/Technology**

- i. At 5:19pm Mr. Saretsky informed the Board that the painters are finished, classrooms are being set up, and computers are on site. Also, the cabling, Wi-Fi and electrical are all complete.

d. Policies

• **Dignity for All Students Act (DASA) Policy**

- i. At 5:26pm Ms. Fisher presented a series of important policies, some of which are referenced in the Parent Manual and/or the Personnel Manual.

- ii. **Action:** Ms. Lainer motioned to approve the Dignity for All Students Act Policy subject to legal review. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.
- **Freedom of Information Law (POIL) Policy**
 - i. **Action:** Ms. Lainer motioned to approve the Freedom of Information Law Policy subject to legal review. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.
- **504 Accommodations Protocol**
 - i. **Action:** Ms. Lainer motioned to approve the 504 Accommodations Protocol subject to legal review. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.
- **Open Meeting Law Policy**
 - i. **Action:** Ms. Lainer motioned to approve the Open Meeting Law Policy subject to legal review. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.
- e. **NY Presbyterian Workshop**
 - At 5:36pm Ms. Fisher presented a Thank You letter from the New York Presbyterian hospital to two of the schools staff members, who provided a workshop to an interdisciplinary team (e.g., physicians, social workers, educators) about working with children with autism.

4. Committee Updates

a. Governance

- **Trustee Candidates**

- i. At 5:43pm Ms. Santiago asked the trustee candidates to introduce themselves to the Board.
- ii. Ms. Livingston introduced herself as a parent with a child with autism, a lawyer, and a resident of East Harlem. Mr. Garcia introduced himself as a parent of two students attending NYCACS, and an employee at Morgan Stanley. After the Trustee candidates were asked to step out, Trustees discussed each.
 - **Action:** At 5:47, Ms. Lainer motioned to offer Ms. Naeema Livingston a seat on the Board at NYCACS. Ms. Sandler seconded the motion in which the Board voted, and it was unanimously approved.
 - **Action:** At 5:49pm Ms. Lainer motioned to offer Mr. Alberto Garcia a seat on the Board at NYCACS. Ms. Sandler seconded the motion in which the Board voted, and it was unanimously approved.

b. COO Hiring Subcommittee

- i. At 5:40pm Ms. Santiago updated the Board that they have two potential candidates for the COO position. However, they have also decided to continue looking and will post the position on LinkedIn.

5. Additional Items

a. East Harlem School Audit

- At 5:55pm Mr. Saretsky informed the Board that auditors are on site this week, and will provide the final report once available.

6. Closing Items

- a. **Action:** Mr. O'Rourke motioned to adjourn the NYCACS Board Meeting. Mr. Shih seconded the motion, in which Ms. Santiago adjourned the meeting at 6:02pm.