



## **Board Meeting Minutes**

**December 11th, 2017 – 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACS) met on Monday, December 11th, 2017 at the NYC Autism Charter School Bronx 977 Fox Street, Bronx, NY 10459

### **Attending Trustees:**

Carol Santiago  
Ashley Garrett  
Alberto Garcia  
Alysia Steinmann  
Hugh O'Rourke  
Ilene Lainer (Video Conference)  
Mitchel Baum (Video Conference)  
Naeema Livingston (Video Conference)  
Pier LeGendre  
Paul O'Neill  
Hannah Hoch

### **Absent Trustees:**

Alvin Shih  
Benjamin Hartman  
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 (Video Conference)  
Jennifer Connelly, Head of School Bronx  
Khalid Daniels, Director of Operations  
Susan Michaelson, Compliance Specialist  
Christina Secharan, Executive Administrative Assistant

#### **1. Call to order**

**Action:** Ms. Santiago called the NYCACS general meeting to order at 5:11pm.

#### **2. Board Business**

##### **a. Minutes from 11-13-17**

- At 5:12pm the minutes of November 13th, 2017 NYCACS Board meeting were reviewed. Ms. LeGendre noted that her name was spelled incorrectly on one of the votes on the November minutes draft. **Action:** Mr. O' Rourke motioned to approve the minutes with the correction of Ms. LeGendre's name. Mr. Garcia seconded the motion in which the Board voted, and the minutes were unanimously approved.

#### **3. School Update**

**a. Sibling Policy**

- At 5:14pm Ms. Fisher updated the Board on the Sibling Policy that was discussed at the last Board meeting. Mr. O'Neill will conduct a further review and provide thoughts on refining the language for the next meeting.

**b. Admissions Review Committee**

- At 5:26pm Ms. Fisher discussed the Admissions Review Committee (ARC) - a third-party committee brought in each year to review all lottery applications before being reviewed by the CSE. In previous years NYCACS has struggled to put together an ARC team. Ms. Fisher has therefore reached out to the Center for Autism and the Developing Brain (CADB) at the suggestion of Ms. Lainer. They have agreed to assemble an ARC for the schools moving forward.

**c. Prescription Requirement for Licensure**

- At 5:27pm Ms. Fisher detailed her conversation with a representative from the Professional Licensing Office of the State of New York. They confirmed that the regulations for licensure in applied behavior analysis *do* require not only a diagnosis of autism, but also a prescription for applied behavior analysis from a medical professional. NYCACS will therefore not be able to provide supervision hours toward NY State licensure at this time. Staff can still accrue supervision hours toward board certification, however, and will still be able to practice as behavior analysts within a school setting, as schools are exempt from the licensure requirement.

**d. Alternate Certifications**

- At 5:30pm Ms. Fisher reminded the Board that SUNY is now able to approve alternate pathways for staff obtaining teacher certification. Ms. Michaelson discussed the type of proposal NYCACS will construct for such a certification pathway. If approved, this could allow NYCACS to promote exceptional staff from within (assuming they have met certification requirements) earlier than in the past.

**e. Thread Demo**

- At 5:38pm Ms. Connelly introduced the Thread Learning data collection system to the Board. Thread incorporates the NYCACS curriculum, allowing data to be collected electronically for each student. These data are then graphed automatically by the program, allowing staff to collect and analyze data faster. Ms. Seeman spent a day at the Bronx school testing out the Thread platform and determined that it should be rolled out in the East Harlem for the upcoming school year. The estimated cost of this addition (Thread Learning subscription fee and I-pads) will be approximately \$30,000. **Action:** Ms. Lainer motioned to approve \$30,000 for Thread Learning to be instituted at the East Harlem School. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

**4. Committee Reports**

**a. Committee Assignments**

- At 6:10pm Ms. Fisher confirmed that Trustees are aware committee assignments and have received scheduling and other information related to relevant committees.

## **b. Finance**

### **• YTD Finance**

- i. At 6:11pm Mr. Saretsky updated the Board on the financials from the end of September. This is the first-time reporting on a consolidated basis. The cash for both schools has a larger than expected variance due to the CSP money that has not yet been spent. There is a higher than budgeted deficit in East Harlem due to an extra Teacher that has stayed on to help train, a temp hired for the scanning project, and the addition of the third hallway (with modest enhancements) at the East Harlem school. As a result, NYCACS is watching expenses in East Harlem. The Bronx school is operating as planned since the number of staff and students have not changed from the original plan. Bronx will accrue a deficit, offset by start-up grant funding, since there is not maximum enrollment of 32 students yet (scheduled for year 3).

## **c. Operations**

### **• AC in East Harlem**

- i. At 6:19pm Ms. Fisher informed the Board that she met with the Operations Committee and discussed air conditioning the third hallway. They received a few work proposals and it is estimated that it will cost approximately \$100,000. This cost will also include upgrades on the air conditioning units in the other hallways. It is hoped that this project can be executed during February break. **Action:** Mr. Baum motioned to approve \$100,000 for the air conditioning units for the third hallway and upgrades to the other two hallways. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

### **• Facility Upgrades in East Harlem**

- i. At 6:27pm Ms. Fisher updated the Board that the person who designed the Bronx school recently visited the East Harlem location to discuss much needed enhancements within the classrooms and offices. She will provide design proposals and templates in January. These will be reviewed initially with the Operations Committee.

### **• Increase to Clinical Supervisor Salary**

- i. At 6:31pm Ms. Fisher informed the Board that she met with the Operations Committee to discuss increasing Clinical Supervisors starting salary in order to improve recruitment and retention. **Action:** Ms. Lainer motioned to increase the Clinical Supervisor starting salary by just over 7%. Mr. O'Neill seconded the motion in which the Board voted, and it was unanimously approved.

## **5. Executive Session**

- a. **Action:** At 6:33pm Mr. O'Neill motioned to move the meeting into Executive Session. Mr. Baum seconded the motion and the meeting was moved into Executive Session.
- b. **Action:** At 7:25pm Mr. Baum motioned to move the meeting out of Executive Session. Mr. O'Rourke seconded the motion and the meeting was moved out of Executive Session.

## **6. Closing Items**

- a. **Action:** At 7:26pm Mr. Garcia motioned to adjourn the meeting. Ms. LeGendre

seconded the motion and the meeting was adjourned.