



East Harlem Board Meeting Minutes

September 19th, 2016 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, September 19, 2016 at the NYC Autism Charter School 433 East 100th Street New York, NY 10029

Attending Trustees:

Carol Santiago
Hugh O'Rourke
Alvin Shih
Ashley Garrett
Hannah Hoch
Paul O'Neill
Ilene Lainer
Rick Larios
Mitchel Baum (via Video Conference)
Benjamin Hartman (via Video Conference)

Absent Trustees

Chas Chigas

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Jennifer Connelly, Head of School (Bronx)
Maira Cray, Director of Transition and Community Outreach
Susan Michaelson, Special Education Compliance Specialist
Christina Secharan, Executive Administrative Assistant

1. Call to order

Action: Ms. Santiago called the general meeting to order at 5:05pm.

2. Board Business

- a.** At 5:06pm the minutes of Aug. 15th, 2016 meeting were reviewed. **Action:** Mr. Larios requested a motion to approve minutes. Mr. Shih seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. General

a. School Opening

- At 5:07pm Ms. Fisher spoke about: 1) onboarding of 6 new staff (5 instructors and 1 teacher), 2) new classroom groupings and the positive affect for students, and 3) interns being scheduled at an earlier time of the year to allow for the increased number of staff who will attend summer staff training.

b. Update on HOS

- Ms. Fisher informed the Board that Jessica Seeman, Head Of School – East Harlem, is on leave for the next three months.

c. NYSAA

- At 5:08pm Ms. Michaelson informed Board of the new format of NYSAA and how this impacted results.

d. ED Job Description Adjustment

- At 5:19pm Ms. Fisher presented to the Board a change of the Executive Director's job description due to the addition of a Head Of School. **Action:** Ms. Garrett motioned to approve the adjustment of the Executive Director's job description. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.
- At 5:20pm Ms. Fisher presented to the Board a title change for the Director of Education to Head Of School for each location. **Action:** Mr. Hartman motioned to approve the title change of Director of Education to Head Of School. Ms. Lainer seconded the motion in which the Board voted, and it was unanimously approved.

e. Web Based Data Collection

- At 5:21pm Ms. Fisher discussed data collection programs that Ms. Seeman has been researching. This topic will be revisited when Ms. Seeman is back from leave.

f. Work Internships, Transitions, and Inclusion

- At 5:29pm Ms. Cray updated the Board about transition planning for two students in the upcoming school year. There will be a total of 17 students participating in the school's work internship program, and one new work site. Finally two students will be participating in an inclusive setting multiple times per week, with a possible third student by the end of the year.

4. Committee Update

a. Governance

- At 5:32pm Ms. Fisher presented a possible trustee candidate, Christine Sandler, who is the parent of a former student. The next step will be a meeting with members of the Governance Committee.

b. Operations

- ED Goals and Objectives
 - i. Ms. Fisher postponed the topic of ED Goals and Objectives to a later meeting.

5. Additional Items and Public Comment

6. Closing Items

- a. Action:** Mr. O'Rourke motioned to adjourn the meeting at 5:38pm and Mr. Baum seconded the motion, in which the Board voted and it was unanimously approved.