



East Harlem Board Meeting Minutes

January 9th, 2017 – 5:00PM

The Board of Trustees of the NYC Autism Charter School (NYCACCS) met on Monday, January 9th, 2017 at the NYC Autism Charter School 433 East 100th Street New York, NY10029

Attending Trustees:

Carol Santiago (Conferenced In)
Ashley Garrett
Hugh O'Rourke
Hannah Hoch
Benjamin Hartman
Alvin Shih
Mitchel Baum
Chas Chigas

Absent Trustees

Paul O'Neill
Rick Larios
Ilene Lainer

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
Christina Secharan, Executive Administrative Assistant
Susan Michaelson, Special Education Compliance Specialist
Christine Sandler, Pending Authorizer Approval

1. Call to order

Action: Ms. Garrett called the NYCACS East Harlem general meeting to order at 5:04pm.

2. Board Business

- a.** At 5:05pm the minutes of December 12th, 2016 meeting were reviewed. **Action:** Mr. Chigas motioned to approve the minutes. Mr. Baum seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Education Program Report

a. Student Transition and Intake

- At 5:06pm Ms. Fisher announced that the student who began his transition to a less restrictive setting in December has been successfully placed as of January 3rd. The process to replace the student has begun, and the parent of the student who is first on the waitlist will be attending the upcoming Open House on January 10th.

b. Onboarding / Hiring

- At 5:08pm Ms. Fisher announced that a new Clinical Supervisor for East Harlem and an Office Manager for Bronx started training on January 3rd. The plan for on boarding for both locations involves staggering start dates to optimize training while limiting budgetary impact to the greatest extent possible.

c. Diversity Task Force

- At 5:11pm Ms. Fisher discussed the Diversity Task Force, which consists of 6 staff members. Ms. Fisher provided a formal description with their mission statement and objectives to the Board.

d. Piano Recital

- At 5:17pm Ms. Fisher thanked the Board for all of their assistance during the Piano Recital.

4. Committee/Subcommittee Updates

a. Finance

- At 5:18pm Mr. Saretsky updated the Board on fundraising efforts to date. He advised that donations for Giving Tuesday exceeded plan, while annual appeal donations were lower than plan. Taken together, donations are ahead of plan. There was a brief discussion regarding how to handle these efforts next year.

b. Operations

- At 5:24pm Mr. Saretsky updated the Board about the two PEO vendors that presented to the Operations Committee earlier that day. The Operations Committee still needs to discuss the options before providing a recommendation to the full Board.

c. Technology

- At 5:30pm Mr. Saretsky informed the Board that due to the addition of the Bronx school he is in discussion with the schools current IT vendor and he is also researching new IT vendors that might provide improved support in a two-location environment.

d. Governance

• Potential Trustee Candidate

- At 5:33pm Ms. Fisher presented a resume for a potential trustee candidate that is a parent of an adult with autism. This candidate has assisted NYCACS in the past by providing the school with adult service resources. The next step will be for Mr. O'Neill, Governance Chair, to meet with the potential candidate.

5. General Items

a. Update on Merger Process and Required Vote

- At 5:40pm Mr. Saretsky provided a merger update to the Board, informing them that the Letter of Intent has been sent to the NYC DOE. The upcoming meetings at which the merger resolutions will be voted on must be publicized and ensure a super majority ($\frac{3}{4}$ of the Board) in attendance. Mr. Saretsky and Ms. Fisher continue to work closely with attorneys to ensure all necessary steps are followed.

6. Closing Items

- a. Action:** Ms. Garrett motioned to adjourn the meeting at 5:43pm. Mr. Hartman seconded the motion, in which the Board voted and the NYCACS East Harlem meeting was adjourned.