



## **Board Meeting Minutes**

**November 13th, 2017 – 5:00PM**

The Board of Trustees of the NYC Autism Charter School (NYCACs) met on Monday, November 13th, 2017 at the NYC Autism Charter School East Harlem 433 East 100<sup>th</sup> Street, New York NY 10029

### **Attending Trustees:**

Carol Santiago (Video Conference)  
Ashley Garrett  
Alberto Garcia  
Alvin Shih  
Alysia Steinmann  
Benjamin Hartman  
Christine Sandler  
Hugh O'Rourke  
Naeema Livingston  
Pier LeGendre  
Mitchel Baum (Video Conference)  
Paul O'Neill (Video Conference)  
Rick Larios (Video Conference)

### **Absent Trustees:**

Ilene Lainer  
Hannah Hoch

### **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  
Moirra Cray, Director of Transition and Community Outreach  
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 5:01pm.

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

##### **a. Minutes from 10-16-17**

- At 5:02pm the minutes of October 16<sup>th</sup>, 2017 NYCACS Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the minutes and Ms. Sandler seconded the motion in which the Board voted, and the minutes were unanimously approved.

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

**a. General**

- **Introduce Khalid Daniels**

- i. At 5:03pm Ms. Fisher introduced Khalid Daniels, Director of Operations, to the Board.

**b. Bronx**

- **October Overview**

- i. At 5:05pm Ms. Connelly informed the Board that students are already showing incredible progress and are becoming more familiar with the school environment. First clinics and home visits for all students whose families have opted in have been conducted.

- **Outreach – Information Sharing**

- i. At 5:07pm Ms. Cray announced that she and Ms. Connelly will be conducting an introductory workshop for the other school programs in the building next week. This presentation will offer information on Autism and the NYCACS program model. Another will be conducted in January, targeting useful strategies for instructing individuals on the autism spectrum.

- **Partnerships (Inclusion, Peer Mentoring)**

- i. At 5:10pm Ms. Fisher informed the Board that she met with the Executive Director of Classical Charter School about inclusion opportunities for NYCACS Bronx students who might benefit. Additionally, Ms. Connelly has started offering unofficial tours to middle school students from the district middle school located in the building that have showed interest in NYCACS. It is hoped that some of these students may be interested in the Peer Mentoring program in the future.

- **Building Concerns**

- i. At 5:14pm Ms. Fisher updated the Board about space planning for year 2 in the Bronx.

**c. East Harlem**

- **October Overview**

- i. At 5:23pm Ms. Seeman informed the Board that first clinics and home visits for all students whose families have opted in have been conducted. This school year NYCACS did not have a Halloween Party, but each of the classrooms are hosting Fall themed events involving parents. Classroom staff have started preparing for student annual assessments, and the upcoming piano recital.

- ii. At 5:25pm Ms. Fisher reviewed the school's sibling preference. As suggested by Trustees, she will be creating a policy to better clarify the scope of the preference.

- **Upgrades – Facilities and Technology**

- i. Mr. Daniels has been working with Mr. Saretsky on facilities issues for both schools. Mr. Daniels and Mr. Saretsky met with two air conditioning vendors about cooling the newly obtained space within M050.

**d. Miscellaneous**

- **Expansion Planning**

- i. At 5:42pm Ms. Fisher updated the Board that she will be bringing in the same

design consultant used for the Bronx location. The expected result is to make all three hallways consistent and to better utilize space. The consultant will provide several proposals that will be presented to the Operations Committee for initial review.

- **Plan for Thread**

- i. Ms. Connelly will conduct a presentation on Thread, a data collection platform, to the Board at the December Board meeting. Ms. Seeman will spend a day at the Bronx school testing Thread before determining if/how it will be rolled out at the East Harlem school.

- **January Board Retreat**

- i. A location has been confirmed for the January Board Retreat. Ms. Secharan will send out a calendar invite to all Trustees.

- **Little Bird**

- i. At 5:53pm Mr. Saretsky updated the Board that re-enrollment is coming up and Little Bird (PEO) will be on site tomorrow to meet with staff. Some of the slight adjustments to the plan offerings will be reviewed with the Operations Committee at the December meeting.

- **Giving Tuesday**

- i. At 5:54pm Ms. Fisher reminded the Board that Giving Tuesday is coming up and to view, like, and share the upcoming Facebook posts on the NYCACS page.

#### 4. **Executive Session**

- a. **Action:** At 5:57pm Mr. Hartman motioned to move the meeting into an Executive Session. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.

#### 5. **Closing Items**

- a. **Action:** Mr. Shih motioned to adjourn the NYCACS Board Meeting. Ms. LeGendre seconded the motion, in which Ms. Santiago adjourned the meeting.