



Board Meeting Minutes

July 16th, 2018 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, July 16th, 2018 at Dream Charter High School 439 E. 115th Street, New York, NY 10029.

Attending Trustees:

Alberto Garcia
Alysia Steinmann
Ashley Garrett
Ben Hartman
Carol Santiago
Hugh O'Rourke (Video Conferenced)
Ilene Lainer (Tele Conferenced)
Mitch Baum (Video Conferenced)
Paul O'Neill (Video Conferenced)
Rick Larios

Absent Trustees:

Alvin Shih
Christine Sandler
Hannah Hoch
Naeema Livingston

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Mark Saretsky, Chief Financial Officer
Jessica Seeman, Head of School East Harlem
Khalid Daniels, Director of Operations
Susan Michaelson, Special Education 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 Board Meeting 06-18-18

- At 5:01pm the minutes of June 18th, 2018 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the June 18th, 2018 meeting minutes. Mr. Hartman seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Committee Updates

a. Proposed Treasurer and Finance Chairperson

- At 5:02pm Ms. Santiago announced to the Board that Mr. O'Rourke has stepped

down as Treasurer and Finance Committee Chairperson. Ms. Steinmann, Finance Committee member, offered to assume those roles. **Action:** Mr. Larios motioned to approved Ms. Steinmann as the new Treasurer and Finance Committee Chairperson on the NYCACS Board. Mr. Garcia seconded the motion in which the Board voted, and it was unanimously approved.

b. Governance Committee

• **Trustee Terms – Renewal of Mr. Alberto Garcia’s Parent Representative term**

- i. **Action:** At 5:03pm Mr. Hartman motioned to renew Mr. Garcia’s Parent Representative term. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

c. Board Scheduling

- At 5:04pm Ms. Fisher discussed Board meeting date options for the 2018-2019 school year. The Board agreed that Mondays remain the best day to conduct Board meetings. Ms. Secharan will calendar all 2018-2019 Board meetings within the next week and circulate to Trustees.

4. School Updates – East Harlem

a. Intakes

- At 5:05pm Ms. Seeman discussed new student intakes. Ms. Seeman has met eight out of the nine new students that have received placement for the 2018-2019 lottery.

b. New Staff

- At 5:07pm Ms. Seeman informed the Board that a large group of new staff members have started today. There are a total of 13 new staff members hired since May 2017.

c. Temporary Re-location

- At 5:08pm Ms. Seeman provided an update to the Board on the temporary site. The transition into Dream Charter High School for the summer was very smooth. Staff and students have adapted to sharing classroom and meeting spaces.

d. Updated job Description/ Updated Organizational Chart

- At 5:10pm Ms. Fisher addressed the Board about the organizational structure of NYCACS. As discussed at previous Board meetings, NYCACS is increasingly focused on changes that will refine and enhance programming for the school’s adolescent and young adult students. In an effort to execute and properly oversee these changes, the school leadership team is advocating the addition of two new roles to the East Harlem organizational chart: Director of Adolescent Programming (reporting to the Head of School) who will oversee the educational program for students ages 13 and older, and Senior Clinical Supervisor, who will work under the Director of Adolescent Programming and assist with oversight of those classrooms. Ms. Fisher reviewed the updated organizational chart and job descriptions with in a prior meeting with the Operations Committee, and again at this meeting with the larger Board of Trustees. These changes will be made without impact to the approved budget for this year. **Action:** Mr. Hartman motioned to approve the addition of a Director of Adolescent Programming position and a Senior Clinical Supervisor position. Mr. Larios seconded the motion

in which the Board voted, and it was unanimously approved. **Action:** Ms. Garrett motioned to approve the updated NYCACS organizational chart with the addition of the two new job titles. Mr. Garcia seconded the motion in which the Board voted, and it was unanimously approved.

5. School Updates – Bronx

a. New Staff

- At 5:20pm Ms. Fisher provided an update on the Bronx school staffing. Five new staff members started on July 9th and four staff members will start on July 30th. One position of Head Teacher still needs to be filled. There is 100% retention of staff from the 2017-2018 school year.

b. Intakes

- At 5:22pm Ms. Fisher informed the Board that the Bronx School has completed all seven of their student intakes for the 2018-2019 school year.

c. Construction

- At 5:24pm Mr. Daniels provided an update on the demolition/construction at the new Bronx school site. This week the ceilings are being painted, doors are being removed, and sinks are being capped out. The scheduled completion date is August 15th.

6. Additional Updates

a. Board Self Evaluation and ED Survey Next Steps

- At 5:28pm Ms. Santiago followed up with the Board on the completion of the Boards Self Evaluation and ED Survey. Ms. Santiago put together the following committees to review the Board Self Evaluation and ED Survey once completed by the Board.
 - i. ED Survey – Mr. Garcia, Ms. Steinmann, Ms. Garrett, Mr. O’Rourke, Mr. O’Neill and Ms. Santiago
 - ii. Board Self Evaluation – Ms. Fisher, Mr. Baum and Ms. Santiago

b. Strategic Planning

- At 5:36pm Ms. Fisher proposed setting up a meeting to discuss the future of NYCACS. The Board agreed to discuss further in September.

c. Alternate Path to Certification

- At 5:51pm Mr. O’Neill updated the Board on status of SUNY’s alternate pathway to teacher certification.

d. Per Pupil Adjustment Effort

- At 5:52pm Ms. Fisher informed the Board that Ms. Garrett and Mr. O’Rourke joined the most recent teleconference call with the lobbyist group. Their feedback was positive, and Ms. Fisher will continue to update the Board every month on progress.

e. Impact Analysis

- At 6:05pm Ms. Fisher presented data from surveys from graduate families and former staff. All were very favorable and reflect well on the organization’s broader impact.

f. Fundraising Efforts

- At 6:07pm Ms. Fisher informed the Board that as a result of a connection made by the Head of School East Harlem, NYCACS received a generous donation.

7. Closing Items

a. Adjourn Meeting

- **Action:** Ms. Garrett motioned to adjourn the NYCACS Board Meeting. Mr. Larios seconded the motion in which the Board voted, and the meeting was adjourned at 6:08pm.