

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

June 8th, 2020 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, June 8th, 2020
Via Video Conference

Attending Trustees:

Alysia Steinmann
Ashley Garrett
Alvin Shih
Ben Hartman
Carol Santiago
Elaine Florio
Hannah Hoch
Ilene Lainer
Mark Saretsky
Mitchel Baum
Naeema Livingston
Paul O'Neill

Absent Trustees:

Christine Sandler

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffney Jones, Director of Finance
Christina Secharan, Operations Manager

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:02pm.

2. Board Business

a. Minutes from Board Meeting May 4th, 2020

- At 5:03pm the minutes of the May 4th, 2020 Board meeting were reviewed.
Action: Ms. Garrett motioned to approve the May 4th, 2020 minutes. Ms. Livingston abstained from the vote as she was not in attendance at the May 4th Board meeting. Mr. Hartman seconded the motion in which the Board voted and the minutes were unanimously approved.

3. COVID19-Related Items

a. Remote Instruction Update

- At 5:04pm Ms. Fisher reviewed the data collected on remote instruction across both sites. Ms. Fisher discussed how remote instruction would be enhanced for the summer session.

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b. Families First Coronavirus Response Act (FFCRA)

- At 5:07pm Ms. Fisher updated the Board on the utilization of FFCRA by staff members.

c. Re-Opening Planning

- **Parent and Staff Surveys**

- i. At 5:08pm Ms. Fisher reviewed the parent and staff surveys on re-opening and the return to school buildings in September. Greatest concerns were related to hygiene, building cleaning and personal protective equipment, as well as underlying medical conditions for some.

- **Facilities and Operations**

- i. At 5:10pm Ms. Fisher informed the Board of the plans and protocols NYCACS are working on for re-opening. The leadership and clinical team are putting together individualized return plans for each student in addition to school-wide protocols.

d. Remaining Questions and Insecurities

- **Timing/ Restrictions/ Staffing/ Funding**

- i. At 5:32pm Ms. Fisher updated the Board about the recently issued Executive Order related to in-person special education service provision.

4. Committee Updates

a. Finance

- **Financial Control Procedures**

- i. At 5:46pm Ms. Jones reviewed updates to the Financial Policy and Procedures manual, such as title changes, Board approval on checks over \$2,500 and electronic bill payments. It was also decided that the board chair, finance chair or designated finance committee member will be able to review and approve both bank reconciliations as well as checks over \$2,500 electronically.
- ii. **Action:** Mr. Hartman motioned to approve the updates on the Financial Policies and Procedures manual. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.

- **FY21 Proposed Budget Details**

- i. At 5:52pm Ms. Jones reviewed the proposed FY 2021 budget with the assumption of no change in per pupil funding. The East Harlem and Bronx school have budgeted a combined deficit of 316K. Fundraising and enrichment programs were both budgeted lower than previous years due to COVID-19. Also, COVID-19 related expenses such as personal protective equipment and technology for staff and students led to an increase in budgeted expenses in those areas.

- **Proposed Budget Scenarios**

Ms. Jones reviewed alternative budget scenarios in the event of unforeseen cuts.

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- **FY21 Proposed Budget Approval**
 - i. **Action:** At 6:06pm Mr. Hartman motioned to approve the proposed FY21 budget. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.
- **Audit Prep**
 - i. At 6:07pm Ms. Fisher provided an overview of the upcoming audit. Ms. Jones is in the process of ensuring that financial paperwork is scanned electronically.
- b. Fundraising**
 - **Giving Tuesday Now Results**
 - i. At 6:10pm Ms. Jones provided an update on the most recent Giving Tuesday Now fundraising effort.
 - **Social Media Consultation**
 - i. At 6:12pm Ms. Fisher announced that a new social media consultant will start after the upcoming school break.

5. Executive Session

a. Sensitive Personnel Issue

- **Action:** At 6:17pm Ms. Garrett motioned to move the meeting into Executive Session to discuss a sensitive personnel issue. Ms. Hoch seconded the motion in which the Board voted, and the meeting entered Executive Session.
- **Action:** Ms. Lainer motioned to move the meeting out of Executive Session. Mr. Shih seconded the motion in which the Board voted, and the meeting moved out of Executive Session.

6. Closing Items

a. Adjourn Meeting

- Ms. Garrett motioned to adjourn the NYCACS June Board meeting. Mr. Hartman seconded the motion in which the Board voted, and the meeting was adjourned.