



### **Board Meeting Minutes**

**July 13<sup>th</sup>, 2020 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, July 13<sup>th</sup>, 2020 Via Video Conference

#### **Attending Trustees:**

Ashley Garrett  
Alvin Shih  
Carol Santiago  
Christine Sandler  
Hannah Hoch  
Ilene Lainer  
Mark Saretsky  
Mitchel Baum  
Naeema Livingston  
Paul O'Neill

#### **Absent Trustees:**

Alysia Steinmann  
Ben Hartman  
Elaine Florio

#### **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 5:05pm.

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

##### **a. Minutes from Board Meeting June 8<sup>th</sup>, 2020**

- At 5:06pm the minutes of the June 8<sup>th</sup>, 2020 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the June 8<sup>th</sup>, 2020 minutes. Mr. Saretsky seconded the motion in which the Board voted, and the minutes were unanimously approved.

##### **b. Minutes from Board Meeting June 30<sup>th</sup>, 2020**

- At 5:07pm the minutes from the June 30<sup>th</sup>, 2020 Board meeting were reviewed. **Action:** Mr. Baum motioned to approve the June 30<sup>th</sup>, 2020 minutes. Ms. Garrett seconded the motion in which the Board voted and, it was unanimously approved.

### **3. COVID19-Related Items**

#### **a. Remote Instruction Update**

- At 5:08pm Ms. Fisher provided an overview of what remote learning will look like for the summer session. Students will continue to receive remote learning with the addition of individualized supplemental activities created for families to ensure 5.5 hours per day worth of engagement.

#### **b. Re-Opening Planning**

##### **• DOE-Issued Footprint**

- i. At 5:19pm Ms. Fisher presented and discussed the Department of Education's re-opening plan and how it will inform NYCACS' re-opening plan.

##### **• Policies and Procedures**

- i. At 5:21pm Ms. Fisher reviewed each of the policies and procedures documents distributed to the Board. Each document was reviewed and discussed by the Board. Ms. Fisher requested that any suggestions or feedback be sent to her by the end of the week.

##### **• Personal Time**

- i. At 5:46pm Ms. Fisher reviewed the process of staff health screenings for building entry once schools re-open, as well as the COVID-19 related time off policy.

##### **• Transportation Stipend**

- i. At 5:57pm Ms. Fisher proposed that staff receive a transportation stipend once buildings re-open. Ms. Fisher will review the budget with the Director of Finance before presenting a recommendation to the Board around the appropriate amount.

##### **• SLT Phone**

- i. At 6:10pm Ms. Fisher proposed a possible phone cost relief for administrative staff. The Board discussed and agreed that an amount, dedicated to phone plans or other compensation areas, would be an appropriate gesture assuming the budget allows. This could be added to bonuses or doled out separately. Ms. Fisher and Ms. Jones will review and return with a recommendation.

#### **c. Remaining Questions and Insecurities**

##### **• Timing - Start date/Hours/ Staffing/ Preparation Allowances**

- i. At 6:14pm Ms. Fisher reviewed plans for a slightly adjusted school day schedule for staff and students upon buildings re-opening, as well as preparation for opening such as cleaning services, AC repairs and general classroom set-up. Ms. Fisher reviewed the proposed plan for each with the Board.

### **4. Committee Updates**

#### **a. Finance**

- **FY2020 YTD (May) Financials**

- i. At 6:22pm Ms. Jones provided an update of the May financials. NYCACS East Harlem is doing better than budgeted due to grants and personnel savings. Both schools are saving due to maintenance fees and cancellation of school events as a result of COVID-19. NYCACS Bronx's personnel expenses are higher than budgeted due to some personnel overlap for training. Ms. Jones informed the Board that the yearly audit will start on August 3<sup>rd</sup> and will occur remotely.

## b. Governance

### • Trustee Terms for Renewal

#### i. Ben Hartman

- **Action:** At 6:29pm Mr. Saretsky motioned to renew Mr. Ben Hartman's trustee term for an additional three years. Mr. Shih seconded the motion in which the Board voted, and it was unanimously approved.

#### ii. Alysia Steinmann

- **Action:** At 6:30pm Ms. Sandler motioned to renew Ms. Alysia Steinmann's trustee term for an additional three years. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

#### iii. Ilene Lainer

- **Action:** At 6:32pm Mr. Baum motioned to renew Ms. Ilene Lainer's trustee term for an additional three years. Ms. Livingston seconded the motion in which the Board voted, and it was unanimously approved.

#### iv. Naeema Livingston

- **Action:** At 6:33pm Ms. Hoch motioned to renew Ms. Naeema Livingston's trustee term for an additional three years. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

#### v. Christine Sandler

- **Action:** At 6:34pm Ms. Hoch motioned to renew Ms. Christine Sandler's trustee term for an additional three years. Ms. Lainer seconded the motion in which the Board voted, and it was unanimously approved.

## 5. Closing Items

### a. Adjourn Meeting

- At 6:40pm Ms. Garrett motioned to adjourn the NYCACS July Board meeting. Mr. Saretsky seconded the motion in which the Board voted, and the meeting was adjourned.