

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

September 14th 2020 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, September 14th 2020 Via Video Conference

Attending Trustees:

Alysia Steinmann
Ashley Garrett
Alvin Shih
Carol Santiago
Christine Sandler
Elaine Florio (Tele-conference)
Hannah Hoch
Ilene Lainer
Mark Saretsky
Naeema Livingston (Tele-conference)
Paul O'Neill

Absent Trustees:

Ben Hartman
Mitchel Baum

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 5:07pm.

2. COVID19-Related Items

a. Progress Toward Building Re-Opening

- At 5:08pm Ms. Fisher provided an update on building re-opening for both locations. Staff have been on-site the past two weeks setting up classrooms. There are some ventilation issues in some of the interior rooms at the Bronx location. NYCACS has purchased portable HEPA air filtration units to be placed in all classrooms and interiors spaces.

b. Staffing and Student Updates

• Staff Departures

- i. At 5:17pm Ms. Fisher informed the Board about the student in-person enrollment count and staff turnover. The Bronx school will have a few student openings that will remain open for the time being. Some will be

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filled later in the winter or spring. There have been some staff departures since the confirmed date of school re-opening. Recruiting and hiring to fill those positions is in progress.

c. Operations Support

- At 5:20pm Ms. Fisher reviewed the additional duties of the Operations team due to the re-opening of school and presented the option of hiring another layer of support. **Action:** Ms. Florio motioned to move forward with a temporary to permanent position to assist with operations across the Bronx and East Harlem locations. Ms. Garrett seconded the motion in which the board voted, and it was unanimously approved.

3. Finance Committee Report

a. FY 2021 (July) YTD

- At 5:30pm Ms. Jones provided an update on the year to date financials for July. Both schools are doing better than plan. Ms. Jones informed the Board that the audit results will be reviewed at the next board meeting.

b. Safe Harbor

- At 5:41pm Ms. Jones presented Safe Harbor which is a 401K plan which offers more opportunities for small businesses and staff. Given the costs associated with the shift, the board requested more information before voting.

4. Other Items

a. Data Privacy Legislation

- At 5:53pm Ms. Fisher provided a high level overview of new regulations around data privacy and how required adjustments will be made.

5. Board Business

a. Minutes from Board Meeting 08-10-220

- At 5:55pm the minutes of the August 8th, 2020 Board meeting were reviewed. **Action:** Mr. Shih motioned to approve the August 10th, 2020 minutes. Mr. O'Neill abstained from the vote as he was not present at that meeting. Mr. Saretsky seconded the motion in which the Board voted, and the minutes were approved by majority vote.

6. Executive Session

a. Executive Director Performance Review

- **Action:** At 6:00pm Ms. Lainer motioned to move the meeting into an Executive Session. Ms. Florio seconded the motion and the meeting was moved into an Executive Session to discuss the Executive Director's performance evaluation.
- **Action:** Ms. Lainer motioned to approve the Executive Director's salary and bonus. Ms. Sandler seconded the motion in which the Board voted, and it was unanimously approved.
- **Action:** Ms. Garrett motioned to move the meeting out of Executive Session.

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Mr. Shih seconded the motion in which the Board voted, and it was unanimously approved.

7. Closing Items

a. Adjourn Meeting

- **Action:** At 6:20pm Ms. Garrett motioned to adjourn the September 14th, 2020 Board meeting. Mr. Saretsky seconded in which then the meeting was adjourned.