

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

October 19th 2020 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, October 19th, 2020 Via Video Conference

Attending Trustees:

Alysia Steinmann
Ashley Garrett
Alvin Shih
Ben Hartman
Carol Santiago
Elaine Florio (Tele-conference)
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
Maira Cray, Director of Transition and Community Outreach
Jessica Seeman, Head of School East Harlem
Christina Secharan, Operations Manager

1. Call to order

Action: Ms. Santiago called the NYCACS general meeting to order at 5:06pm.

2. COVID19-Related Items

a. Students and Families

• Student and Family Support

- i. At 5:08pm Ms. Cray provided an update on planned transitions, inclusion programs, work opportunities and the overall wellness of NYCACS families. Ms. Cray reviewed how work opportunities and inclusion programs will continue remotely.

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- **Enrollment Adjustment (Bronx)**

- i. At 5:28pm Ms. Fisher informed the Board that a Bronx student will not be returning. The spot will be filled after the December break by pulling from the 2020-2021 admission wait list.

- b. **Staff**

- **Illness Protocols and Trends**

- i. At 5:31pm Ms. Fisher alerted the Board that some staff and students have exhibited COVID-like symptoms and the school has followed the protocols outlined in its re-opening plan. She also reviewed the protocols in place in the event of a positive COVID-19 case. This has not yet occurred.

- **Planning for Upcoming Break**

- i. At 5:45pm Ms. Fisher updated the Board that staff members were recently surveyed on upcoming travel plans for the winter break. Due to the COVID-19 travel advisory, the school will shift to remote instruction for all students for the three days before the scheduled break and the week after the scheduled break to allow for mandated quarantine time.

- **Employee Relations**

- i. At 5:50pm Ms. Fisher informed the Board that NYCACS plans to bring a consultant on to advise on sensitive employee relations issues.

3. Finance Committee Report

- a. **FY 2020 Audited Financials**

- At 5:53pm Ms. Jones provided an update on the audit that occurred over the summer. NYCACS received a clean audit with no deficiencies or findings identified. There were two recommendations from the auditors: 1) that the school ensures it is in compliance with all data privacy legislation (the school is actively working toward full compliance), and 2) that Mr. Saretsky abstain from voting on the audit and any audit-related activities given his previous employment at NYCACS. **Action:** Mr. Hartman motioned to approve the audited statements. Ms. Steinmann seconded the motion in which the Board voted, and it was approved by majority vote. Mr. Saretsky abstained from this vote. **Action:** Ms. Steinmann motioned to approve the 990. Mr. Hartman seconded the motion in which the Board voted, and it was approved by majority vote. Mr. Saretsky abstained from this vote.

- b. **FY 2021 YTD (August) Results**

- At 6:10pm Ms. Jones provided an update on the year to date financials for August. Both schools are doing better than budgeted.

- c. **Safe Harbor**

- At 6:15pm Ms. Fisher re-addressed the Safe Harbor 401K plan option discussed at the September Board meeting. **Action:** Ms. Steinmann motioned to approve the Safe Harbor proposal with a 4% match for staff members who

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opt in. Ms. Lainer seconded the motion in which the Board voted, and it was unanimously approved.

4. Other Items

a. Data Privacy Documents

- At 6:18pm Ms. Fisher discussed the new data privacy requirements for schools (Ed 2d) and two attorney-reviewed policies – Data Privacy policy and Parents Bill of Rights - that the school will implement and make publicly available. **Action:** Mr. Neill motioned to adopt the Data Privacy Policy. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved. **Action:** Mr. Hartman motioned to adopt the Parent Bill of Rights of Data Privacy and Security Policy. Mr. Baum seconded the motion in which the Board voted, and it was unanimously approved.

b. PEO Shift

- At 6:24m Ms. Fisher informed the Board that the current PEO, Little Bird, has been acquired by another PEO, Trinet, and the full transition will occur by year end.

5. Closing Items

a. Adjourn Meeting

- Mr. Shih motioned to adjourn the NYCACS October Board meeting. Mr. Saretsky seconded the motion in which the Board voted, and the meeting was adjourned.