

# NYCAUTISM

## CHARTER SCHOOLS

### **Board Meeting Minutes**

**November 16<sup>th</sup> 2020 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, November 16<sup>th</sup> 2020 Via Video Conference

#### **Attending Trustees:**

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

#### **Absent Trustees:**

Carol Santiago

#### **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  
Jennifer Jaye, Head of School Bronx  
Christina Secharan, Operations Manager

#### **1. Call to order**

**Action:** Ms. Garrett called the NYCACS general meeting to order at 5:04pm.

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

##### **a. Minutes from Board Meeting 09-14-2020**

- At 5:05pm the minutes of the September 14<sup>th</sup>, 2020 Board meeting were reviewed. **Action:** Ms. Sandler motioned to approve the September 14<sup>th</sup>, 2020 minutes. Ms. Lainer seconded the motion in which the Board voted and it was unanimously approved.

##### **b. Minutes from Board Meeting 10-19-2020**

- At 5:05pm the minutes of the October 19<sup>th</sup>, 2020 Board meeting were reviewed. **Action:** Ms. Sandler motioned to approve the October 19<sup>th</sup>, 2020

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

### 3. Education Update

#### a. Bronx

- At 5:06pm Ms. Jaye, Head of School Bronx, provided an update on the Bronx school. Ms. Jaye informed the Board of some staff promotions, as well as programming for remote and in-person students. Ms. Jaye presented some student case studies of remote programming and highlighted the benefits of remote learning for certain students.

#### b. East Harlem

- At 5:32pm Ms. Seeman provided an update on the East Harlem school. She discussed remote onboarding of new staff members, and gave an overview of student remote instruction.

### 4. COVID19-Related Items

#### a. Student Update

- **COVID Occurrences, Protocols, and Trends**

- i. At 5:59pm Ms. Fisher informed the Board that in-person students have been doing very well overall adhering to COVID protocols, with no confirmed cases since the last report.

#### b. Staff

- **COVID Occurrences, Protocols, and Trends**

- i. At 6:00pm Ms. Fisher informed the Board that, as with the students, staff have been doing very well adhering to COVID protocols. There was one case since the last report but protocols were followed and there were no other resulting cases.

- **Testing Options**

- i. At 6:01pm Ms. Fisher announced to the Board that this item will be moved to a future meeting due to a possible school building closure.

### 5. Committee Update

#### a. Finance

- **September YTD Financials FY21**

- i. At 6:02pm Ms. Jones reviewed the financials year to date for September. Both schools are doing better than budgeted due to under spending for enrichment programs and staffing. Both schools have been overspending in several categories due to PPE purchasing.

- **PPP Loan Forgiveness Application**

- i. At 6:04pm Ms. Jones informed the Board that NYCACS has started the process of the PPP loan forgiveness applications and will provide an update at the next meeting.

- **20% Possible Per Pupil Hold Back**

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- i. At 6:06pm Ms. Jones informed the Board that as of the most recent per pupil invoice (November) there has been no funding hold-back. She will notify the Board if this changes and adjust the budget as necessary.

### b. Fundraising

- **Re-Group**

- i. At 6:08pm Ms. Fisher informed the Board that she will re-start the process of recruiting for the Fundraising/Development Manager position.

- **Giving Tuesday/ End of Year Appeal**

- i. At 6:10pm Ms. Fisher informed the Board that NYCACS will conduct a small campaign this year for Giving Tuesday.

## 6. Executive Session

### a. Employee Relations

- **Action:** At 6:18pm Ms. Garrett motioned to move the meeting into Executive Session to discuss employee relations. Ms. Hoch seconded the motion in which the meeting was moved into Executive Session.
- **Action:** Ms. Garrett motioned to end the Executive Session. Ms. Sandler seconded the motion and the Executive Session ended.
- **Action:** Ms. Lainer motioned to approve funding for the law firm of Richard J. Washington to provide counsel to the Executive Director at her discretion up to a maximum of \$7,500 unless additional authorization from the Board is requested. Ms. Garrett seconded the motion in which the Board voted and it was unanimously approved.

## 7. Closing Items

### a. Adjourn Meeting

- **Action:** At 6:28pm Ms. Lainer motioned to adjourn the November 16<sup>th</sup>, 2020 Board meeting. Ms. Sandler seconded the motion in which the Board voted and it was unanimously approved.