

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

December 14th 2020 – 5:00PM

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

Attending Trustees:

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

Absent Trustees:

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 5:06pm.

2. Board Business

a. Minutes from Board Meeting 11-16-2020

- At 5:07pm the minutes of the November 16th, 2020 Board meeting were reviewed. **Action:** Ms. Garrett motioned to approve the November 16th, 2020 minutes. Ms. Santiago abstained from the vote due to not being present at the meeting. Mr. Hartman seconded the motion in which the Board voted, and it was approved by majority vote.

3. Education Update

a. Attendance Issues and State Oversight

- At 5:08pm Ms. Fisher reviewed how NYCACS staff is taking student attendance, accounting for both direct instruction hours as well as instructional engagement

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and parent training/coaching.

b. Parent Decisions Around Instructional Mode

- At 5:17pm Ms. Fisher provided an update on parent decisions for student in-person versus remote instruction. The next quarter will begin on January 11th. The first week back after break (January 4th) will be 100% remote instruction for all students.

c. Bronx New Student – January 25th

- At 5:19pm Ms. Fisher informed the Board that the Bronx school will enroll a new student starting January 25th. The family was contacted based upon the lottery waitlist.

d. Bronx Family Update

- At 5:20pm Ms. Fisher provided an update on the unexpected passing of an NYCACS Bronx parent.

4. COVID19-Related Items

a. Testing Requirements and Process

- At 5:21pm Ms. Fisher updated the Board that NYCACS has started a trial run of random COVID19 testing for staff. She will continue to research affordable and allowable forms of COVID19 testing when/if mandated by the State.

b. Staff and Student Update

• COVID Occurrences, Protocols, and Trends

- i. At 5:24pm Ms. Fisher informed the Board that there was one confirmed case of COVID19 that occurred during the last school building shut down. That staff member has remained quarantined since the school building reopened.

c. FFCRA

- At 5:31pm Ms. Fisher updated the Board that FFCRA leave benefits end at the end of December. The Board agreed that NYCACS should continue to offer the equivalent of such leave for COVID-related work absences.

5. Committee Updates

a. Finance

• October YTD Financials FY21

- i. At 5:34pm Ms. Jones reviewed the YTD financials for October. Both schools are doing better than budgeted. Both schools have been spending more in certain categories such as PPE and travel expenses (transportation stipend), but there are savings in the salary category due to late hires, turnover and leaves.

• PPP Loan

- i. At 5:37pm Ms. Fisher informed the Board that there is the potential for media reach out to Trustees regarding details of the PPP loan. Trustees should reach out should that occur.

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b. Fundraising

- **Giving Tuesday/ End of Year Appeal**
 - i. At 5:39pm Ms. Fisher informed the Board that NYCACS reached their goal for this year's Giving Tuesday effort. The End of Year Appeal will be sent out later this week.
- **Rudin Grant Submission**
 - i. At 5:40pm Ms. Fisher informed the Board that NYCACS will start the process of submitting a grant application to the Rudin Family Foundation.
- **Development Position**
 - i. At 5:41pm Ms. Fisher informed the Board that she will start the process of recruiting for the currently open Development Manager position in the next couple of weeks.

c. Operations

- **Operations Position**
 - i. At 5:42pm Ms. Fisher provided an update on the temp who was recently brought in to provide Operations support. Due to the recent school building closure and our pause on her employment, she found a permanent position at another location. NYCACS will continue to search for another candidate.
- **Personnel and Parent Manual Review**
 - i. At 5:43pm Ms. Fisher updated the Board that she will be reviewing and updating both manuals during winter break.
- **Tuition Assistance Adjustments**
 - i. At 5:45pm Ms. Fisher informed the Board that she is still working on updating the tuition reimbursement policy contained within the personnel manual.

6. Executive Session

a. Employee Relations – Update from Last Meeting

- **Action:** At 5:51pm Ms. Lainer motioned to move the meeting into Executive Session to discuss an employee relations issue. Ms. Garrett seconded the motion in which the meeting was moved into Executive Session.
- **Acton:** Ms. Garrett motioned to move the meeting out of Executive Session. Mr. Baum seconded the motion in which the meeting was moved out of Executive Session.

7. Closing Items

a. Adjourn Meeting

- **Action:** At 6:15pm Mr. Hartman motioned to adjourn the December 14th, 2020 Board meeting. Ms. Sandler seconded in which then the meeting was then adjourned.