

# NYCAUTISM

## CHARTER SCHOOLS

### Board Meeting Minutes

February 8<sup>th</sup>, 2021 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, February 8<sup>th</sup>, 2021  
Via Video Conference

#### Attending Trustees:

Alysia Steinmann  
Ashley Garrett  
Alvin Shih  
Ben Hartman  
Carol Santiago  
Elaine Florio  
Hannah Hoch  
Ilene Lainer  
Mark Saretsky  
Paul O'Neill

#### Absent Trustees:

Christine Sandler  
Mitchel Baum  
Naeema Livingston

#### 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 5:03pm.

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

##### **a. Minutes from Board Meeting 01-11-2021**

- At 5:04pm the minutes of the January 11<sup>th</sup>, 2021 Board meeting were reviewed.  
**Action:** Mr. Saretsky motioned to approve the January 11<sup>th</sup>, 2021 minutes with the correction of Mr. Baum not being in attendance at the January 11<sup>th</sup> Board meeting. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

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### 3. Committee Updates

#### a. Operations Committee

- **Personal Time Policy**

i. At 5:05pm Ms. Fisher informed the Board that due to FFCRA, staff have accrued numerous Personal Time Off (PTO) days and NYCACS is concerned that the overflow will affect the school's ability to adequately staff classrooms during the summer (when many would want to use personal time). Ms. Fisher proposed an update to the PTO policy for this school year requiring a percentage of days be taken by different points in the year and offering the option paying out a percentage of days. **Action:** Mr. Hartman motioned to approve the update to the Personal Time Off (PTO) policy for the 2020-2021 school year. Mr. Saretsky seconded the motion in which the Board voted, and it was unanimously approved.

- **Parent and Personnel Manual Review Plan**

i. At 5:13pm Ms. Fisher provided an update on the review process for the Parent and Personnel Manual. Both manuals will be sent to the Operations Committee within the next couple of weeks.

#### b. Finance Committee

- **FY2021 YTD (December) Financials**

i. At 5:16pm Ms. Jones reviewed the YTD financials. Both locations are doing better than expected due to receiving unbudgeted grants as well as savings on personnel salaries. Both schools have been spending more in certain categories such as PPE and travel expenses (transportation stipend).

#### c. Governance Committee

- **By-Laws review Plan**

i. At 5:23pm Ms. Fisher informed the Board that she will start working on the By-Laws and will send to Mr. O'Neill for review.

- **Summer Retreat**

i. At 5:25pm Ms. Fisher informed the Board that the yearly Board Retreat normally held in February will be moved toward early summer and Ms. Fisher will confirm an exact date as soon as possible.

### 4. COVID19-Related Items

#### a. Staff and Student Update

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

i. At 5:29pm Ms. Fisher provided an update to the Board. The Bronx school has had two separate COVID-19 related school shutdowns since returning from winter break. The East Harlem school has recently had their first COVID-19 related school shut down.

#### b. Testing Updates

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- i. At 5:33pm Ms. Fisher informed the Board that both school locations are continuing to conduct random employee COVID-19 testing each week.

### c. Vaccine Survey

- At 5:34pm Ms. Fisher announced that all school personnel are now eligible for the COVID-19 vaccine. At the moment NYCACS is not mandating staff to be vaccinated but will send out a survey to staff to assess vaccination status.

### d. Staff February Retreat Agenda

#### • DEI Workshop

- i. At 5:41pm Ms. Fisher shared a proposal for a DEI virtual workshop for staff during the February staff retreat being held during mid-winter recess.  
**Action:** Mr. O'Neill motioned to approve the DEI workshop for staff. Ms. Garrett seconded the motion in which the Board voted, and it was unanimously approved.

### e. Ops and Development Recruiting

- At 5:56pm Ms. Fisher informed the Board that due to the multiple school closures, recruitment for an Ops support person and a Development Director will be put on hold until further notice.

## 5. Executive Session

### a. Sensitive Family and Personnel Issues

- **Action:** At 5:57pm Mr. O'Neill motioned to move the meeting into Executive Session to discuss a sensitive family and personnel issue. Mr. Shih seconded the motion in which the Board voted and movement into Executive Session was unanimously approved.
- **Acton:** Ms. Garrett motioned to move the meeting out of Executive Session. Mr. Hartman seconded the motion in which the Board voted and movement out of Executive Session was unanimously approved.

## 6. Closing Items

### a. Adjourn Meeting

- **Action:** At 6:37pm Ms. Hoch motioned to adjourn the February 8<sup>th</sup>, 2021 Board meeting. Mr. Saretsky seconded the motion in which the Board voted and adjournment of the meeting was unanimously approved.