

NYCAUTISM

CHARTER SCHOOLS

Board Meeting Minutes

May 24th, 2021 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, May 24th, 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
Moirra Cray, Director of Transition and Community Outreach
Jessica Seeman, Head of School East Harlem
Jennifer Jaye, Head of School Bronx
Rebecca Wells, Director of Adolescent Programming
Leigh Cooper, Senior Clinical Supervisor
Justine Caputi, Clinical Supervisor
Meaghan, Macdonald, Clinical Supervisor
Christina Secharan, Operations Manager

1. Call to order

Action: Ms. Garrett called the NYCACS general meeting to order at 5:01pm.

2. Board Business

a. Minutes from Board Meeting 04-19-2021

- At 5:02pm the minutes of the April 19th, 2021 Board meeting were reviewed.
Action: Mr. Hartman motioned to approve the April 19th, 2021 minutes. Mr.

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Saretsky seconded the motion in which the Board voted, and the minutes were unanimously approved.

3. Committee Updates

a. Finance Committee

- **FY2021 YTD (March) Financials**

i. At 5:17pm Ms. Jones provided an update on the YTD financials. Both schools are doing better than budgeted overall but are spending over budget in expenses such as PPE supplies, staff COVID testing, and the staff travel stipends.

- **Cares Act**

i. At 5:06pm Ms. Fisher provided an update on additional funding the schools will be receiving as part of the CARES Act and some of the guidelines on how it must be spent. This funding will be used to allow two students who would have graduated this year to stay an additional year due learning loss resulting from the pandemic and associated closures, etc.

- **Proposed FY2022 Budget**

i. At 5:09pm Ms. Jones reviewed the East Harlem and Bronx proposed budgets for 2021-2022. Ms. Jones reviewed student enrollment assumptions and staffing changes. Ms. Jones also reviewed LEA ESSER grants that will cover some of the impact of COVID.

b. Governance Committee

- **By-Laws/Code of Ethics**

i. At 5:14pm Ms. Fisher informed that Board that Mr. O'Neill has reviewed the By-Laws and Code of Ethics documents. Mr. O'Neill provided some highlights of the updates and edits to both documents. **Action:** Mr. Hartman motioned to approve the amended and reinstated By-Laws. Ms. Garrett seconded the motion in which Board voted and they were unanimously approved. **Action:** Ms. Garrett motioned to approve the Code of Ethics as edited. Mr. Hartman seconded the motion in which the Board voted and they were unanimously approved.

c. Finance Committee

- **Continued Proposed FY2022 Budget**

i. At 5:18pm Ms. Jones reviewed the proposed budget for Fiscal Year 2022 for both schools. Additionally, Ms. Jones recommended moving funds from the BOA accounts to the investment account.

ii. **Action:** Mr. Saretsky motioned to approve the FY2022 proposed budget. Mr. Hartman seconded the motion in which the Board voted and the FY2022 budget was unanimously approved.

d. Governance Committee

- **Board and Leadership Team Get Together**

i. At 5:39pm Ms. Fisher informed the Board of the venue for the June Board get-together.

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4. Leadership Team Update

a. Bronx Team

- At 5:42pm Ms. Fisher introduced the Bronx Leadership Team: Jennifer Jaye (Head of School), Leigh Cooper (Clinical Development Supervisor), and Meaghan Macdonald (Clinical Supervisor). The Bronx Leadership Team provided updates on school building closures, remote instruction, virtual school events and some future plans for the Bronx school.

b. East Harlem Team

- At 6:10pm Ms. Fisher introduced the East Harlem Leadership Team: Jessica Seeman (Head of School), Rebecca Wells (Director of Adolescent Programming), and Justine Caputi (Clinical Supervisor). The East Harlem Leadership Team provided updates on transitioning students, onboarding of new students, highlights from the school year and problem solving for remote instruction.

5. Closing Items

a. Adjourn Meeting

- **Action:** At 7:03pm Mr. Hartman motioned to adjourn the May 24th, 2021 Board meeting. Ms. Garrett seconded the motion in which the Board voted and the meeting was unanimously adjourned.