

Board Meeting Minutes

April 11th, 2022 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, April 11th, 2022
Via Video Conference

Attending Trustees:

Alysia Steinmann
Alvin Shih
Ashley Garrett
Ben Hartman
Carol Santiago
Christine Sandler
Elaine Florio
Hannah Hoch
Ilene Lainer
Mark Saretsky
Mitchel Baum
Naeema Livingston
Paul O'Neill

Absent Trustees:

N/A

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffany Jones, Director of Finance
Christina Secharan, Operations & Technology Manager

1. Call to order

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

2. Board Business

a. Minutes from Board Meeting 03-14-2022

- At 5:02pm the minutes from the March 14th, 2022 Board meeting were reviewed. **Action:** Mr. Hartman motioned to approve the March 14th, 2022 minutes. Mr. Saretsky seconded the motion (Ms. Santiago and Ms. Livingston abstained as they were not in attendance at the March meeting), in which the Board voted, and the minutes were approved by majority vote.

3. Finance Update

a. Review of YTD February 2022 Financials

- At 5:03pm Ms. Jones reviewed the year to date financials for February 2022. Both schools are doing better than budgeted due to personnel savings, fundraising and operating expenses being lower than expected.

b. Proposed Bank Transfers

- At 5:05pm Ms. Jones proposed transferring money between accounts. **Action:** Mr. Saretsky motioned to approve the transfer of 2MM dollars to the investment account and 50K to each checking account. Mr. Hartman seconded the motion in which the Board voted and it was unanimously approved.

c. FY23 401K Vendors

- Ms. Jones reviewed the 401K vendor and financial advisor candidates. The finance committee recommended Vanguard as the new 401K vendor due to its selection of funds and lower costs for employees, and Mr. Kautzmann as the financial advisor, who has a history of working with charter schools and will be more readily available to employees. Mr. Baum had a follow-up question related to fiduciary oversight/responsibility. Ms. Jones will inquire with the 401K vendor and proposed financial advisor and circulate their responses to the Board. **Action:** Mr. Saretsky motioned to approve the move from ADP to Vanguard as the 401K vendor, and approved the fee for the transfer: 15K. Mr. Hartman seconded the motion in which the Board voted, Mr. Baum abstained due to conflict of interest, and it was approved by majority vote. **Action:** Mr. Saretsky motioned to appoint Mr. Kautzmann as the new financial advisor as of July 1st, 2022. Mr. Hartman seconded the motion in which the Board voted, Mr. Baum abstained, and it was approved by majority vote.

4. School Update

a. HVAC Bids

- At 5:31pm Ms. Fisher presented the HVAC bids for both schools. **Action:** Ms. Lainer motioned to approve JJGI/ EXL Inc as HVAC vendor for both schools. Mr. Baum seconded the motion in which the board voted, Ms. Florio abstained, and it was approved by majority vote.

b. Application Tallies for 2022-2023

- At 5:49pm Ms. Fisher provided an update on admissions applications received for both schools.

c. Revised Diversity, Equality and Inclusion Policy

- At 5:51pm Ms. Fisher presented the updated Diversity, Equality and Inclusion Policy. **Action:** Ms. Lainer motioned to approve the updated Diversity, Equality and Inclusion (DEI) policy. Mr. Shih seconded the motion in which the board voted, and it was unanimously approved.

d. COVID Items

- At 5:53pm Ms. Fisher provided an update on positive cases for both schools. The DOE is still providing weekly testing for 20% of the student population, which will end at the end of June.

e. Possible Schedule and Structure Modifications

● **Early Departure Policy**

- i. At 5:58pm Ms. Julie presented the findings from the leadership meeting on staff retention. One of the recommendations from the school leadership team is building in Flex time: specifically days during the week (Mondays to start) when staff can leave right after students dismiss and finish work tasks whenever or wherever they choose. **Action:** Ms. Lainer motioned to approve the Flex Time Policy. Mr. Baum seconded the motion in which the board voted and it was unanimously approved.

5. Executive Session

a. Sensitive Personnel Issue

- **Action:** At 6:23pm Ms. Garrett motioned to move the meeting into Executive Session to discuss a sensitive personnel issue. Mr. Saretsky seconded the motion in which the Board voted and moving the meeting to Executive Session was unanimously approved.
- **Action:** At 6:45pm Ms. Garrett motioned to move the meeting out of Executive session. Ms. Sandler seconded the motion in which the Board voted and moving the meeting out of Executive Session was unanimously approved.

6. Closing Items

a. Adjourn Meeting

- At 6:46pm Ms. Garrett motioned to adjourn the April 11th, 2022 Board meeting. Ms. Sandler seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.