

Board Meeting Minutes

May 16th, 2022 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, May 16th, 2022 Via Video Conference

Attending Trustees:

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

Absent Trustees:

Ben Hartman
Ilene Lainer

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 5:02pm.

2. Board Business

a. Minutes from Board Meeting 04-11-2022

- At 5:03pm the minutes from the April 11th, 2022 Board meeting were reviewed.
Action: Ms. Sandler motioned to approve the April 11th, 2022 minutes. Mr. Saretsky seconded the motion in which the Board voted and the minutes were unanimously approved.

3. Student Enrollment and Staffing Structure

a. Student Enrollment – Departures and Admissions

- At 5:04pm Ms. Fisher provided an update on the number of students leaving and on student admissions. NYCACS will stagger onboarding students across the coming months to mitigate strain on leadership and staff.

b. Classroom Staffing and Rationales

- At 5:08pm Ms. Fisher presented a slightly revised classroom staff structure in response to the shifts in student average age (many more young students given

how many Upper School students are graduating), as well as staff turnover. These changes will go into effect at the beginning of the new school year.

c. Director of Transition and Community Outreach Departure Timeline

- At 5:14pm Ms. Fisher informed the Board of the official retirement date for Ms. Cray, Director of Transition and Community Outreach, which will be June 15th.

d. Bronx HOS Hiring Update

- At 5:15pm Ms. Fisher provided an update on hiring for the Bronx Head of School position.

e. Director of Operations Position

- At 5:26pm Ms. Fisher informed the Board that the budget will reflect a Director of Operations (DOO) position for the next school year, although timing of filling that role may be delayed.

4. Finance Committee

a. Review of YTD March 2022 Financials

- At 5:28pm Ms. Jones reviewed the year-to-date financials for March 2022. Both schools are doing better than budgeted due to personnel savings and additional grant revenue.

b. FY23 Adjusted 401K Details

- At 5:32pm Ms. Jones discussed the proposed 401K fund line up of investments being offered with the new 401K vendor Vanguard.

c. Proposed FY23 Budget

- Ms. Jones reviewed the proposed budget. Due to a lag in student enrollment, budgeting for the new DOO position, up-staffing for additional classroom support, and increases in expenses, the proposed budget will reflect a deficit. Given that so much of this deficit can be attributed to the lag in student enrollment due to an uncharacteristically large number of students transitioning out at once, it was agreed that reserves could be used to remediate as necessary. **Action:** Ms. Garrett motioned to approve the proposed FY23 budget. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.

5. Governance Committee

a. Open Meetings Law Changes and Resolution

- At 5:58pm Mr. O'Neill provided an overview of the Open Meetings Law Changes and offered a Resolution for adoption. **Action:** Ms. Sandler motioned to approve the Open Meeting Law Changes Resolution. Ms. Florio seconded the motion in which the Board voted and it was unanimously approved.

b. Trustee Term Renewals

• Mitchell Baum

- Mr. Baum left the meeting and the remaining Trustees discussed renewing his term, which is up in June. **Action:** Ms. Hoch motioned to renew Mr. Baum's trustee term for another three years. Mr. Shih seconded the motion

in which the Board voted and the renewal was unanimously approved.

- **Elaine Florio**
 - i. Ms. Florio left the meeting and the remaining Trustees discussed renewing her term, which is up in June. **Action:** Ms. Garrett motioned to renew Ms. Florio's trustee term for another three years. Ms. Sandler seconded the motion in which the Board voted and the renewal was unanimously approved.

6. School Updates

a. COVID Items

- **DOE to extend student PCR testing**
 - i. At 6:13pm Ms. Fisher informed the Board that the DOE has extended student testing through the summer.
- **Mask Optional as of June 1st or July 5th**
 - i. Ms. Fisher discussed making masks optional for staff starting June 1st or after the upcoming break. She will monitor COVID statistics in NYC and will adjust accordingly.

7. Executive Session

- a. **Action:** At 6:15pm Mr. Baum motioned to move the meeting into an Executive session. Ms. Garrett seconded the motion in which the Board voted and moving the meeting to Executive Session was unanimously approved.
- b. **Action:** At 6:37pm 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.

8. Closing Items

a. Adjourn Meeting

- At 6:38pm Ms. Sandler motioned to adjourn the May 16th, 2022 Board meeting. Mr. Saretsky seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.