

# NYCAUTISM

## CHARTER SCHOOLS

### Board Meeting Minutes

July 12<sup>th</sup>, 2021 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, July 12<sup>th</sup>, 2021, at NYC Autism Charter School East Harlem (433 E. 100<sup>th</sup> St. New York, NY 10029) and via Video Conference

#### Attending Trustees:

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

#### Absent Trustees:

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 5:04pm.

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

##### **a. Minutes from Board Meeting 06-14-2021**

- At 5:05pm the minutes from the June 14<sup>th</sup>, 2021 Board meeting were reviewed.  
**Action:** Mr. Hartman motioned to approve the June 14<sup>th</sup>, 2021 minutes. Ms. Florio seconded the motion in which the Board voted and the minutes were unanimously approved.

#### **3. Committee Updates**

##### **a. Finance Committee**

- **Per Pupil Reconciliation**
  - i. At 5:06pm Ms. Jones informed the Board that the per pupil reconciliation has

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adjustments due to delayed student enrollment in May and June.

- **Insurance**
  - i. The budget line for insurance is higher than budgeted from fiscal year 2021 to fiscal year 2022.
- **FY21 Audit**
  - i. Ms. Jones informed the Board that the yearly audit will start the week of August 3<sup>rd</sup>.
- **PEO Transition (Justworks)**
  - i. Ms. Jones discussed the transition process from the current PEO (Trinet) to the new PEO (Justworks).

### **b. Governance**

- **Trustee Term Renewal**
  - i. At 5:08pm Ms. Fisher informed the Board that Ms. Garrett's trustee term and Vice Chair position is up for renewal. **Action:** Mr. Hartman motioned to renew Ms. Garrett's trustee term and position as Vice Chair. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.

## **4. School Updates**

### **a. Remote versus In-Person Plan for Summer Session and Fall**

- At 5:15pm Ms. Fisher discussed the instructional plan for NYCACS students for the coming school year.

### **b. Turnover and Hiring Efforts**

- At 5:19pm Ms. Fisher discussed staff turnover across both schools and school training over the summer. Due to turnover at higher-level positions (e.g., Head Teachers and Clinical Supervisors), the classroom structure has been reconfigured to best position those with the most expertise.

### **c. Facilities Projects**

- **Bathroom plus (East Harlem) – AC Interiors**
  - i. At 5:24pm Ms. Fisher provided quotes and the scope of work for the summer construction project for the East Harlem school. **Action:** Ms. Florio motioned to approve the contract from AC Interiors. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.
- **AC (East Harlem hallway 3 and the Bronx)**
  - i. At 5:29pm Ms. Fisher reviewed future AC projects for both schools. Ms. Florio will provide HVAC contacts for bidding.

## **5. Renewal Items**

### **a. ED Final Approval Power**

- At 5:34pm Ms. Fisher provided a summary of the Bronx charter renewal and the East Harlem adjusted renewal which will align both renewals to the same year. Ms. Fisher was concerned about the upcoming submission deadline and timing

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for Board approvals. SUNY CSI advised that the Board can give the Executive Director power of final approval on the application submission, with the understanding that all major changes will be presented to and reviewed by the Board to be reviewed. **Action:** Mr. O'Neill motioned to delegate to the Executive Director, Ms. Fisher, the authority to finalize the renewal submission. Mr. Hartman seconded the motion in which the Board voted and it was unanimously approved.

### **b. Adjusted Start and End Time**

- At 5:37pm Ms. Fisher informed the Board that the school day will be adjusted back to pre-pandemic, with the 30 minutes of asynchronous fitness instruction currently in place (allowing for an earlier dismissal) put back into the synchronous, in person school day for the Fall. She requested a shift earlier by 15 minutes to allow for an earlier staff departure time than had been in place before COVID. The new proposed hours would be 8:30am to 2:30pm for students and 7:45am to 4:00pm for staff. **Action:** Ms. Garrett motioned to approve the proposed adjusted start and end time of the school day. Ms. Sandler seconded the motion in which the Board voted and it was unanimously approved.

### **c. Adjusted Age Ceiling (Bronx)**

- At 5:49pm Ms. Fisher informed the Board that increasing the age range at the Bronx school (from 5-12 to 5-16) would ensure that all currently enrolled students could remain for the duration of the next charter period (assuming a 5 year charter is granted). **Action:** Ms. Sandler motioned to approve the adjusted age range for the Bronx school to 5-16 years old. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.

### **d. Personnel Manual**

- At 5:46pm Ms. Fisher provided an update on the Personnel Manual, the final version of which will be presented to Board prior to the next Board meeting.

## **6. Miscellaneous - Executive Session**

### **a. Head of School Personnel Issue**

- **Action:** At 5:47pm Ms. Hoch motioned to move the meeting into Executive Session to discuss a Head of School personnel issue. Mr. Hartman seconded the motion in which the Board voted and it was unanimously decided to move the meeting into Executive session.
- **Action:** Ms. Sandler motioned to move the meeting out of Executive session. Ms. Garrett seconded the motion in which the Board voted it was unanimously decided to move the meeting out of Executive session.

## **7. Closing Items**

### **a. Adjourn Meeting**

- Ms. Sandler motion to adjourn the July 12<sup>th</sup>, 2021 Board meeting. Mr. Saretsky

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seconded the motion in which the Board voted it was unanimously decided to adjourn the meeting.