

Board Meeting Minutes

November 15th, 2021 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, November 15th, 2021, 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
Naeema Livingston
Paul O'Neill

Absent Trustees:

Mitchel Baum

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffney Jones, Director of Finance
Christina Secharan, Operations Manager
Christine Poli, Director of Development

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 10-18-2021

- At 5:04pm the minutes from the October 18th, 2021 Board meeting were reviewed. **Action:** Ms. Sandler motioned to approve the October 18th, 2021 minutes. Ms. Garrett abstained from the vote as she was not in attendance at the October Board meeting. Ms. Hoch seconded the motion in which the Board voted and the minutes were approved by majority vote.

3. Committee Updates

a. Fundraising Committee

• Director of Development

- i. At 5:05pm Ms. Fisher introduced the new Director of Development, Christine Poli. Ms. Poli has worked with other organizations on fundraising and grant writing. Ms. Poli will reach out to all Trustees for one-on-one interviews in the

upcoming weeks.

- **#GivingTuesday**
 - i. At 5:10pm Ms. Fisher informed the Board about this year's Giving Tuesday efforts and how they can assist.

b. Finance Committee

- **Review of Q1 – September 2021 YTD Financials**
 - i. At 5:26pm Ms. Jones provided an overview of the year to date financials of both schools for the first quarter. Both schools are doing better than budgeted due to savings in personnel expenses as well as some cost in savings in OTPS.

4. Organization Updates

a. District-Wide Safety Plan

- At 5:24pm Ms. Fisher informed the Board that any school networks (more than one school) need to submit a district-wide safety plan, publicize it and provide an opportunity for public comment. A draft safety plan was circulated to Trustees. **Action:** Mr. Hartman motioned to approve the district-wide safety plan with any necessary revisions received from the district. Ms. Garrett seconded the motion in which the Board voted and it was unanimously approved.

b. COVID-Specific Time Off Policy

- i. At 5:40pm Ms. Fisher reviewed the proposed COVID-Specific Time Off Policy presented to the Board. **Action:** Ms. Sandler motioned to approve the proposed COVID-Specific Time Off Policy. Ms. Garrett seconded the motion in which the Board voted and it was unanimously approved.

c. Office Manager Recruitment - Bronx

- At 5:41pm Ms. Fisher updated the Board on the recruitment of an Office Manager/Operations Coordinator (title TBD) for the Bronx location, which was delayed due to COVID school closures. Ms. Fisher and the Bronx Operations Manager have begun interviewing potential candidates.

5. Executive Session

a. Sensitive Personnel Issue and Updates

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

- Ms. Garrett motioned to adjourn the November 15th, 2021 Board meeting. Ms. Lainer seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.