

## **Board Meeting Minutes**

**December 13<sup>th</sup>, 2021 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, December 13<sup>th</sup>, 2021, Via Video Conference

### **Attending Trustees:**

Alvin Shih  
Ashley Garrett  
Ben Hartman  
Elaine Florio  
Hannah Hoch  
Ilene Lainer  
Mark Saretsky  
Naeema Livingston

### **Absent Trustees:**

Alysia Steinmann  
Carol Santiago  
Christine Sandler  
Mitchel Baum  
Paul O'Neill

### **Attendees at the Invitation of the Board:**

Julie Fisher, Executive Director  
Christina Secharan, Operations Manager

#### **1. Call to order**

**Action:** Mr. Hartman called the NYCACS general meeting to order at 5:06pm.

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

##### **a. Minutes from Board Meeting 11-15-2021**

- At 5:07pm the minutes from the November 15<sup>th</sup>, 2021 Board meeting were reviewed. **Action:** Mr. Hartman motioned to approve the November 15<sup>th</sup>, 2021 minutes. Mr. Saretsky seconded the motion in which the Board voted and the minutes were unanimously approved.

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

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

- **October 2021 YTD Financials**
  - i. At 5:08pm Mr. Saretsky provided an overview of the YTD financials for October. Operating funds are higher than last year due to some unplanned grants, savings, and pre-paid tuition. Personnel expenses for both school locations are lower than budgeted due to staff turnover.
- **Giving Tuesday Donations**
  - i. At 5:11pm Ms. Fisher provided an update on the schools Giving Tuesday

fundraising efforts. NYCACS was able to hit this year's budgeted goal.

- **Plan for Auditors – FY 22**

- i. At 5:15 pm Mr. Saretsky provided an update on next year's plan for the yearly audit. NYCACS has utilized the same audit firm for the past seven years and will start to research other companies to conduct the audit for the FY22.

- **Plan for Review of Alternative 401K options**

- i. At 5:17pm Mr. Saretsky informed the Board that NYCACS will likely shift from its current 401K provider. NYCACS is still in the process of vetting new companies and will provide further information when available.

- b. Fundraising Committee**

- **End of Year Appeal**

- i. At 5:19pm Ms. Fisher discussed the upcoming end-of-year appeal efforts overseen by the Director of Development, Ms. Poli.

- **Grants**

- i. At 5:20pm Ms. Fisher updated the Board that Ms. Poli will attend the next board meeting to present on fundraising efforts for the upcoming year.

- c. Governance**

- **Board Retreat**

- i. At 5:22pm Ms. Fisher discussed possible board retreat locations and the high level strategic planning that would occur at the retreat.

#### 4. Organization Updates

- a. SUNY Renewal Site Visit Debrief**

- At 5:28pm Ms. Fisher provided an update on both schools' renewal site visits from SUNY. The next step is SUNY will construct and provide a final report of the on-site visit.

- b. Plan for Staff Retention**

- At 5:36pm Ms. Fisher informed the Board that the leadership team will meet in February to discuss ideas for staff retention.

- c. Potential Increased Testing**

- At 5:49pm Ms. Fisher discussed the new COVID variant, and how this might impact testing for students and staff.

- d. COVID-Day Utilization**

- At 6:14pm Ms. Fisher provided statistics on utilization of COVID related time off for both schools.

#### 5. Executive Session

- a. Personnel Performance and Position Change**

- **Action:** At 6:15pm Ms. Lainer motioned to move the meeting into Executive Session to discuss personnel performance and position change. Ms. Garrett seconded the motion in which the Board voted and moving the meeting to Executive Session was unanimously approved.

- **Action:** Ms. Garrett motioned to move the meeting out of Executive session. Ms.

Lainer seconded the motion in which the Board voted and moving the meeting out of Executive Session was unanimously approved.

- **Action:** Ms. Garrett motioned to approve the title and compensation changes outlined during Executive session. Mr. Saretsky seconded the motion in which the Board voted and it was unanimously approved.

## **6. Closing Items**

### **a. Adjourn Meeting**

- Ms. Lainer motioned to adjourn the December 13<sup>th</sup>, 2021 Board meeting. Mr. Shih seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.