

Board Meeting Minutes

April 24th, 2023 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, April 24th, 2023, via videoconference

Attending Trustees:

Ashley Garrett
Mark Saretsky
Ben Hartman
Mitchel Baum
Elaine Florio
Christine Sandler
Alysia Steinmann
Paul O’Neill
Hannah Hoch

Absent Trustees:

Naeema Livingston
Carol Santiago-DeJesus
Ilene Lainer
Alvin Shih

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffney Jones

1. Call to order

- **Action:** The NYCACS general meeting was called to order at 5:04pm.

2. Board Business

a. Minutes from the 03-13-2023 Board Meeting

- 5:05pm the minutes from the March 13th, 2023, Board meeting were reviewed.
- **Action:** 5:05 Mr. Hartman moved to approve the March 13th 2023 minutes and Ms. Florio seconded the motion. Mr. Baum abstained as he was not present at the meeting. At 5:06, the March 13th, 2023 minutes were approved by majority vote.

3. School/Operations Updates

a. Impact Catalyst – process and first steps - pause on Task Force meetings

- 5:06 Ms. Fisher shared that Impact Catalyst has been scheduling meetings with staff. They are in the “plan-to-plan” phase doing a deeper dive into information shared and

interviews conducted with key staff members. They will report back to the task force group with their findings. There may be a short pause in other task force meetings as the content may change based on Impact Catalyst findings.

b. Secretary Vote

- 5:10 Ms. Garrett is on record as the Board’s Vice President and Secretary. However due to an increase in secretarial responsibilities that include some finance-related tasks, it was decided to appoint another Trustee – Mark Saretsky, member of the Finance Committee and former CFO - as secretary.
 - **Action:** At 5:11 Ms. Sandler made a motion to appoint Mr. Saretsky as secretary. Mr. Hartman seconded the motion at which point the Board voted and the motion was unanimously approved.

c. Media Policy

- 5:12 Although an updated media policy was circulated and discussed previously, Ms. Fisher asked for an official vote of adoption.
 - **Action:** At 5:14 Mr. Hartman made a motion to approve the Media Policy as written. Ms. Sandler seconded the motion at which point the Board voted and the motion was unanimously approved.

d. Photography Pop-Up Gallery Benefit FYI

- Ms. Fisher reminded the board that the Pop-Up Photography Show and Benefit will be held this Thursday, with tickets still available.

4. Finance Committee

a. Review YTD February 2023 Financials (Attach #3 in Board Packet)

- 5:18 Ms. Jones reviewed total funds, operating funds, reserve funds and escrow funds.
- Both East Harlem and Bronx are showing operating better than plan.

b. Request for an Additional Bank Account

- 5:22 Prior to this meeting, the finance committee discussed the benefit of diversifying our banks. Ms. Jones requested approval to open an additional account at another bank in addition to the current one.
 - **Action:** 5:25 Mr. Hartman made a motion to authorize the opening of a secondary bank account in order to mitigate risk to the organization. Ms. Sandler seconded the motion at which point the Board voted and the motion was unanimously approved.

c. Update on ERC

- Ms. Jones reported that the organization is in the final phase with Aprio regarding the Employee Retention Tax Credit. Ms. Jones will keep the board updated when a final amount is shared by Aprio.

5. Executive Session

a. **Action:** 5:30 Ms. Sandler made a motion to go into Executive Session. Mr. Baum seconded the motion at which point the Board voted unanimously to move into Executive Session.

6. Closing Items

a. **Action:** Mr. Baum made a motion to move out of Executive Session. Mr. Saretsky seconded the motion at which point the Board voted unanimously to move out of Executive Session.

b. **Action:** Ms. Sandler made a motion to approve compensation for the Acting Administrative Director, a position that will last approximately 4 months, at a salary of \$135,000 with a signing bonus of \$3330.00. Ms. Garrett seconded the motion at which point the Board voted and the motion was unanimously approved.

c. **Action:** Ms. Florio made a motion to adjourn the meeting. Ms. Sandler seconded the motion at which point the Board voted and the motion was unanimously approved.