

Board Meeting Minutes

May 22nd, 2023 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACS) met on Monday, May 22nd, 2023, via videoconference

Attending Trustees:

Ashley Garrett
Mark Saretsky
Ben Hartman
Mitchel Baum
Elaine Florio
Christine Sandler
Alysia Steinmann
Paul O’Neill
Hannah Hoch
Carol Santiago-DeJesus
Ilene Lainer
Naeema Livingston
Alvin Shih

Absent Trustees:

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffney Jones, Director of Finance
Ashley Johnson, Acting Administrative Director
Marc Winkler, Chief Administrative Officer, Carver Bank
Kendall Campbell, Cash Management Specialist, Carver Bank

1. Call to order

- **Action:** The NYCACS general meeting was called to order at 5:03pm.

2. Board Business

a. Minutes from Board Meeting 04-24-2023

- At 5:04pm the minutes from the April 24th, 2023, board meeting were reviewed.
- **Action:** 5:04 Mr. Hartman moved to approve the April 24th, 2023, minutes and Ms. Garrett seconded the motion. Ms. Livingston, Ms. Santiago-DeJesus, Ms. Lainer and Mr. Shih abstained as they were not present at the meeting. At 5:05, the April 24th, 2023, minutes were approved by majority vote.

3. Finance Committee

a. Carver Bank Presentation

- At 5:05 Ms. Jones introduces Marc Winkler and Kendall Campbell from Carver Bank to discuss the possibility of opening an account at Carver as a means of better diversifying and safeguarding funds. They presented information on Carver's history and purpose, described how they manage accounts, and answered questions.
- At 5:24 Carver Bank's Presentation was concluded and those representatives left the meeting.

b. Review YTD March 2023 Financials

- At 5:28 Ms. Jones reviewed total cash, operating funds, reserve funds and escrow funds. Both East Harlem and The Bronx are showing a surplus.

c. ERC Update

- At 5:30 Ms. Jones discussed the work with Aprio on the Employee Tax Credit. They have submitted all documentation to the government. Their fee is 12% of the total, including the retainer fee already paid. It can take 6-8 months for the IRS to complete their calculations and an estimated 12 months for the credits to flow through to the organization.

4. School and Operations Update

a. Ashley Johnson - Introduction

- At 5:36 Ms. Fisher formally introduced Ashley Johnson, Acting Administrative Director, and gave an overview of new or updated policies they are working on.

b. Impact Catalyst

- At 5:39 Ms. Fisher reviewed the recent work of Impact Catalyst - consultants tasked with providing recommendations on org chart revisions. They are continuing to meet with personnel and gather data. They are planning to present findings to the Trustees working on this project in June.

c. Outreach Award

- At 5:41 Ms. Fisher discussed the Outreach Award set up in Moira Cray's honor. Ms. Fisher suggested that it should be split between one East Harlem Clinical Supervisor (Sarah Muskat) and one Bronx Clinical Supervisor (Heidi Brueckmann) for their outreach work this past year. Going forward, the team will look to design a more formal process that can incentivize outreach work moving forward.

d. Photography Pop Up Gallery

- At 5:44 Ms. Fisher offered a special thanks to Ashley Garrett for her incredible work organizing the Photography Pop Up Gallery fundraiser that raised almost \$30,000.

d. Baseball Event

- At 5:46 Ms. Fisher offered a special thanks to all who attended and assisted with the recent Baseball All Star Game.

5. Executive Session

a. Action: At 5:53 Ms. Lainer made a motion to move into Executive Session. Mr. Shih seconded the motion at which point the board unanimously voted to move into Executive Session.

6. Closing Items

- **Action:** At 7:18PM Ms. Garrett made a motion to come out of Executive Session. Mr. Hartman seconded at which point the board unanimously voted to come out of Executive Session.
- **Action:** At 7:19PM Ms. Sandler made a motion to authorize the ED to spend up to \$120,000 to offer an Interim Bronx Head of School position to an internal candidate. Mr. Saretsky seconded at which point the board voted and the motion was unanimously approved.
- **Action:** 7:19PM Mr. Hartman made a motion to authorize up to a \$10,000 increase to Clinical Supervisor salaries. Ms. Garrett seconded at which point the Board voted. One Trustee voted nay but the motion was approved by majority.
- **Action:** 7:20PM Mr. Hartman made a motion to authorize raising the current Operations and HR Manager salary up to \$95,000. Mr. Saretsky seconded at which point the board voted and the motion was unanimously approved.
- **Action:** 7:22PM Ms. Garrett made a motion to adjourn the meeting. Mr. Saretsky seconded at which point the board voted and the motion to end the meeting was unanimously approved.