

Board Meeting Minutes

July 17th 2023 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, July 17th, 2023, via videoconference

Attending Trustees:

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

Absent Trustees:

Ashley Garrett
Elaine Florio

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffany Jones, Director of Finance
Ashley Johnson, Acting Administrative Director

1. Call to order

- **Action:** The NYCACS general meeting was called to order at 5:06

2. Board Business

a. Minutes from Board Meeting 06-12-2023

- At 5:06pm the minutes from the June 12th, 2023, board meeting were reviewed.
- **Action:** 5:07 Ms. Sandler made a motion to approve the June 12th, 2023 minutes and Ms. Hoch seconded the motion. At 5:07, the June 12th, 2023, minutes were approved by majority vote. Mr. Saretsky, Ms. Livingston and Ms. Lainer abstained as they were not in attendance at the previous meeting.

3. Governance Committee

a. Board Self Evaluation Feedback

- At 5:08 Ms. Fisher reviewed the Board Self Evaluation packet and opened the opportunity for feedback regarding the format and content.

4. School and Operations Update

a. Review of PTO policy

- At 5:11 Ms. Johnson reviewed the plan to use the Justworks platform (the school's PEO) for requested Paid Time Off rather than the current system. This new system and materials presented were generated in conjunction with counsel and include specific penalties for overusing PTO, the process of internal reviews, and an FAQ page for employees.

b. Increased Age Ceiling Directives

- At 5:36 Ms. Fisher reviewed the new guidance regarding serving students through the new age-out threshold (up to the day before a student's 22nd birthday and through that year if it lands mid-school-year) as required by the NY State Education Department.

c. Impact Catalyst

- At 5:37 Ms. Fisher gave an update on Impact Catalyst. They've created a universal task list for the organization and have reflected this document back to the team of clinical supervisors, heads of schools, operations and administrative team to review. They are currently refining the document based on feedback.

d. Employee Handbook Review Plan

- 5:39 Ms. Fisher and Ms. Johnson discussed having worked on updating the Employee Handbook, which is in final review by the attorneys. Once completed, it will be circulated amongst Trustees for vote.

5. Executive Session

- **Action:** At 5:41 Mr. Hartman made a motion to move into executive session to discuss the status of a sensitive staff issue raised at previous meetings. Ms. Lainer seconded the motion at which point the Board voted unanimously to move into executive session.

6. Closing Items

- **Action:** At 6:21 Mr. Shih made a motion to leave executive session. Ms. Lainer seconded the motion at which point the board voted unanimously to leave executive session.
- **Action:** At 6:22 Ms. Sandler made a motion to adjourn the meeting. Mr. Hartman seconded the motion at which point the Board voted and the motion was unanimously approved.