

Board Meeting Minutes

September 19th, 2022 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, Sept. 19th, 2022
NYCACs East Harlem 433 East 100th Street NYC. 10029

Attending Trustees:

Alysia Steinmann
Alvin Shih
Ashley Garrett
Ben Hartman
Carol Santiago
Christine Sandler
Elaine Florio
Ilene Lainer
Mark Saretsky
Naeema Livingston
Paul O'Neill

Absent Trustees:

Hannah Hoch
Mitchel Baum

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffany Jones, Director of Finance

1. Call to order

- a. Action: Ms. Santiago called the NYCACS general meeting to order at 5:05pm.

2. Finance Committee

- a. At 5:06, Ms. Jones reported on the year-to-date financials for July 2022. The budget is running better than plan in both schools primarily due to savings in classroom instruction and administration as well as savings in health benefits.

3. Board Business

a. Minutes from Board Meeting 08-29-2022

- At 5:14pm the minutes from the August 29th, 2022 Board meeting were reviewed. Two errors were noted: the first was that Christine Poli, Director of Development, was not represented on the list of Attendees at the Invitation of the Board; the second was that there was not a mention of the plan to form a Per Pupil Reimbursement Task Force. **Action:** Mr. Hartman motioned to approve the August 29th, 2022 minutes with the corrections noted. Ms. Garrett seconded the motion (Ms. Livingston and Mr. Saretsky abstained as they were not in attendance at the August meeting) in which the Board voted and the minutes

(with corrections) were approved by majority vote.

4. Board Planning and School Updates

a. Committee Structure and Proposed Task Forces

- At 5:16pm Ms. Fisher reviewed the current committee structure and meeting schedule. A survey will be sent out to assess interest in remaining in current committee assignment or switching to a new or additional committee.
- At 5:18pm Ms. Fisher proposed the following project-based task forces to engage in more focused, short-term work in specific areas as a means of addressing outstanding problems and building a foundation for future strategic planning:
 - Per Pupil Reimbursement
 - Leadership Review and Development
 - External Program Evaluation
 - Staff Compensation

Ms. Santiago raised the idea of planning for a feeder high school, but acknowledged the need for foundational work first. Mr. Hartman asked about the possibility of additional schools, another topic for future discussion/planning. Ms. Fisher indicated that the survey (referenced above) will include items related to work within these task forces as well as an opportunity for Trustees to indicate preferred days/times for such meetings.

b. Plan for Existing Leadership Gaps

- At 5:30, Ms. Fisher discussed the outstanding positions budgeted for in this fiscal year: Director of Transition and Community Outreach and Director of Operations. She indicated that some of the responsibilities from the Director of Transition and Community Outreach have been re-allocated and/or are less pressing given the smaller number of Upper School students as well as the time of year. That role (or parts of it) may be of interest to folks internally, some of whom might be eager to step in or take on some of those remaining responsibilities for increased compensation. The Director of Operations is less urgent now but will become increasingly necessary as the school considers expansion, an alternate location for high school aged students, etc.

c. Thread Learning Data Collection System

- At 5:40, Ms. Fisher alerted Trustees to the fact that Thread Learning, the electronic data collection used across both schools, will be phased out at some point within the year. She indicated that the Applied Technology Consultant is already exploring other options. Mr. Shih and Mr. Hartman volunteered to be part of a meeting regarding migration of data once it is scheduled.

5. Fundraising Update

a. Review of Bike to the Beach and Giving Tuesday Planning

- At 5:45pm Ms. Fisher discussed last minute plans related to the Bike to the Beach

event taking place this Saturday (September 24) as well as planning for Giving Tuesday. Ms. Lainer asked about the October Ample Hills fundraiser. Ms. Fisher indicated that final details are being worked out. Information and a flyer are forthcoming.

6. Executive Session

- a.** At 5:48pm, Ms. Garrett motioned to go into Executive Session to finalize the Executive Director's performance review and discuss contract elements. Ms. Lainer seconded the motion in which the Board voted and moving to Executive Session was unanimously approved.
- b.** At 6:35pm, Ms. Sandler motioned to leave Executive Session. Ms. Lainer seconded the motion in which the Board voted and leaving Executive Session was unanimously approved.

7. Closing Items

a. Adjourn Meeting

- At 6:36pm Ms. Sandler motioned to adjourn the September 19th, 2022 Board meeting. Ms. Garrett seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.