

Board Meeting Minutes

November 21st, 2022 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, November 21st, 2022 at NYCACS East Harlem, 433 East 100th St. NYC 10029

Attending Trustees:

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

Absent Trustees:

Alysia Steinmann
Hannah Hoch

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Tiffney Jones, Director of Finance

1. Call to order

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

2. Board Business

a. A Note on Today's Meetings

- This will be an abbreviated meeting today to leave time for the Leadership Review and Development Taskforce to convene afterwards

b. Minutes from Board Meeting 10-24-2022

- At 5:06pm the minutes from the Oct 24th, 2022 Board meeting were reviewed. Ms.Santiago-DeJesus discusses the following needed corrections:
 - The date in the body of the minutes will change from "Monday, September 19th" to the corrected date of "Monday,October 24th."
 - Carol Santiago-DeJesus is listed as both present and absent, this should be corrected to "absent".
- Ms. Fisher offers the following meetings corrections:

- Clarification for item 3-B, the second sentence will now read “even though this platform will no longer be officially done away with, there will be no new important features added. As such, NYCACS plans to keep to our schedule of identifying and moving to an alternate data collection platform”
- **Action:** Ms. Garrett motioned to approve the Oct 24th, 2022 minutes. Ms. Sandler seconded the motion (Mr. Hartman, Ms. Santiago-DeJesus and Mr. O’Neill abstained as they were not in attendance at the October meeting), in which the Board voted and the minutes were approved by majority vote.

3. School Updates

a. COVID Protocol Updates

- At 5:10pm Ms. Fisher provided an update on the significant increase in positive COVID cases seen at both the schools, with the Bronx school particularly hard hit. All post-holiday projections show these increases are likely to continue. As a result, Ms. Fisher requested approval to reinstitute the mask mandate for a period of time that will cover the holidays, Monday, November 28th - Monday, January 9th. This would be in addition to the current requirement of testing before returning from each holiday break. A vote is not needed on this issue as it is an extension of current policy.
- Ms. Fisher announced the cancellation of the Holiday Staff party scheduled for December 1st in response to the increase in positive COVID cases. This will be pushed to a date in January.

4. Finance Committee

a. Q1

- At 5:20pm Ms. Jones announces that Q1 for both schools is showing schools operating better than planned due to salary savings as well as some savings on classroom instruction. Mr. Saretsky suggests the 1 year CD's will be a 4% return and we should be able to include that in the numbers for 2023. Ms. Jones agrees.

b. EMPLOYEE RETENTION CREDIT

- Ms. Jones reviewed findings related to the ERC as well as an estimate from the firm Aprio. She received positive feedback from three other charter schools regarding their experience with this firm.
 - **Action:** At 5:35pm Mr. Hartman motions to approve moving forward with Aprio in seeking ERC. Ms. Garret seconded the motion in which the Board voted and the provision was unanimously approved.

c. Stipend or Reimbursement for Staff

- At 5:36pm Ms. Fisher discussed several requests made by staff for assistance with transportation-related costs.
 - **Action:** At 5:57pm Mr. Hartman motions to approve setting aside money to support a transportation stipend for staff not to exceed \$80,000 that will be paid out in two installments across the remainder of this fiscal year. Ms. Garrett seconded the motion in which the Board voted and the motion was

unanimously approved.

5. Task Forces

a. Compensation Task Force

- Ms. Fisher suggests the compensation task force look not only at salaries and benefits but tuition assistance as well. She suggests looking at the idea of extra incentives for a Masters in Special Education.

b. Task Force Scheduling

- Leadership Review Development Task Force is meeting directly after this meeting.
- Per pupil Reimbursement Task Force will meet December 12th (directly after the board meeting).
- Fundraising committee will meet December 13th at noon.
- Compensation Committee will meet in January – timing TBD

6. Governance Committee

- Ms. Fisher and Mr. O'Neill will discuss a Board skills assessment to determine if new members are needed. A new member for the Finance Committee is a priority since Ms. Sandler stepped off that committee.

7. Closing Items

a. Adjourn Meeting

- At 6:09 pm Ms. Lainer motioned to adjourn the November 21st, 2022 Board meeting. Mr. Shih seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.