

Board Meeting Minutes

December 12th, 2022 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, December 12th, 2022 via videoconference

Attending Trustees:

Alvin Shih
Ashley Garrett
Ben Hartman
Carol Santiago-DeJesus
Hannah Hoch
Ilene Lainer
Mitchel Baum
Mark Saretsky
Alysia Steinmann

Absent Trustees:

Christine Sandler
Elaine Florio
Naeema Livingston
Paul O'Neill

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 5:06pm.

2. Board Business

a. A Note on Today's Meetings

- Today will be an abbreviated meeting to leave time for the Per Pupil Reimbursement Taskforce to convene afterwards.

b. Minutes from Board Meeting 11-21-2022

- At 5:06pm the minutes from the Nov 21st, 2022 Board meeting were reviewed.
 - **Action:** Ms. Garrett motioned to approve the Nov 21, 2022 minutes. Mr. Hartman seconded the motion (Ms. Steinmann abstained as she was not in attendance at the November meeting), in which the Board voted and the minutes were approved by majority vote.

3. School Updates

a. Personnel Manual Adjustments

- At 5:10pm Ms. Fisher identified a need to update the NYCACS personnel manual, partly in response to some growing trends around going over personal time and last minute call-outs. Ms. Lainer offered an immediate update in language contained within the current manual as a means of clarifying parameters around personal time use. Additionally, she recommended contracting with a Labor Law attorney to conduct a full review of our current personnel manual.
- Ms. Fisher and Ms. Lainer suggested utilizing Michael Barabander from Fox Rothschild who practices in Labor and Employment Law. This would be a fee capped at \$5,000 for a review and overhaul of the personnel manual.
 - **Action** - At 5:25 Ms. Lainer made a motion to approve the language contained within the identified section of the personnel manual as follows: “The School has a paid leave policy which goes far beyond legally required entitlements. Recognizing that staff members attendance is crucial in order to fulfill our mission, unexcused absences, in excess of the policies established in this manual, may subject our staff to discipline up to and including separation.”

Mr. Saretsky seconded the motion in which the Board voted and the language adjustment was unanimously approved.
 - **Action** - At 5:26 Mr. Baum made a motion to approve the spending of \$5,000 for a review and overhaul of the personnel manual. Mr. Shih seconded the motion in which the Board voted and unanimously approved.

b. Executive Coaching

- At 5:28 Ms. Fisher discusses an Executive Coaching organization she was connected to via the Charter School Growth Fund. She proposed a short term Executive Coaching contract in which a coach would work with her to assist specifically on developing a succession plan. Ms. Fisher will define a scope of work and specific deliverables before this contract begins. This would be a 3 month contract of biweekly sessions, each two hours in length. The total cost of this contract would be \$7,500.
 - **Action** - At 5:43 Mr. Hartman motioned to approve the spending of \$7,500 for Ms. Fisher to utilize with a 3 month engagement of Executive Coaching. Ms. Lainer seconded the motion in which the Board voted and unanimously approved.

4. Finance Update

a. Giving Tuesday

- At 5:45pm Ms. Fisher announced that Giving Tuesday raised approximately \$90,000 in donations and we had 100% participation from trustees.

b. Finance Report

- At 5:48pm Ms. Jones announced that the October YTD financials for both schools is showing the schools operating better than planned due to salary savings as well as some savings on classroom instruction.

c. Interim Increase for Staff

- At 5:52pm Ms. Jones discussed the previously voted on additional \$80,000 set aside for staff compensation and proposed that staff each receive an additional \$800 this year paid out in two installments (December 31 and June 30), assuming they remain employed with NYCACS on those dates. This would be an interim income increase to account for inflation and related increases in housing, travel, and other costs.
 - **Action** - At 5:53 Mrs. Garrett motioned to approve an interim increase of the amount stipulated (capped at \$80,000) for all staff employed on the dates outlined above. Mr. Saretsky seconded the motion in which the Board voted and unanimously approved.

5. Task Force Reminders

a. Fundraising Committee

- The Fundraising Committee meeting originally scheduled for December 13th, 2022 is rescheduled to January 12th, 2023.

b. Per Pupil Reimbursement Taskforce

- The PPR Taskforce will meet directly after this meeting adjourns.

c. Compensation Committee

- Scheduling for the next meeting (January) will take place in the next few days.

6. Closing Items

a. Adjourn Meeting

- At 5:59 pm Mr. Hartman motioned to adjourn the December 12th, 2022 Board meeting. Mrs. Garrett seconded the motion in which the Board voted and adjourning the meeting was unanimously approved.