

**Board Meeting Minutes**

**October 24<sup>th</sup>, 2022 – 5:00PM**

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, Oct. 24<sup>th</sup>, 2022  
NYCACs East Harlem 433 East 100<sup>th</sup> Street NYC. 10029

**Attending Trustees:**

Alysia Steinmann  
Alvin Shih  
Ashley Garrett  
Christine Sandler  
Elaine Florio  
Hannah Hoch  
Ilene Lainer  
Mark Saretsky  
Mitchel Baum  
Naeema Livingston

**Absent Trustees:**

Ben Hartman  
Paul O’Neill  
Carol Santiago

**Attendees at the Invitation of the Board:**

Julie Fisher, Executive Director  
Tiffney Jones, Director of Finance  
Jennifer Jaye, Head of School Bronx  
Rebecca Bachan, Head of School East Harlem

**1. Call to order**

- a. Action: Ms. Garrett called the NYCACS general meeting to order at 5:03pm.

**2. Board Business**

**a. Minutes from Board Meeting 09-19-2022**

- At 5:03pm the minutes from the September 19<sup>th</sup>, 2022 Board meeting were reviewed. **Action:** Mr. Saretsky motioned to approve the September 19<sup>th</sup>, 2022 minutes. Ms. Steinmann seconded the motion in which the Board voted and the minutes were unanimously approved.

**3. School Updates**

**a. Reports from Heads of School**

- At 5:05pm Ms. Jaye and Ms. Bachan provided information on student graduations from last year, new student enrollment, staff turnover and new staff

onboarding, as well as programming, enrichment, and outreach updates.

**b. Additional Miscellaneous Reporting**

- At 5:45pm Ms. Fisher mentioned a request from NYSED regarding the school's program design. She will follow up with a more in-depth report, if necessary, at the next Board meeting.
- At 5:47pm Ms. Fisher reviewed the NYCACS District-Wide School Safety Plan. **Action:** Ms. Sandler motioned to approve the NYCACS District-Wide School Safety Plan. Mr. Saretsky seconded the motion in which the Board voted and the plan was unanimously approved.
- At 5:55pm Ms. Fisher discussed the revised plan for Thread Learning (the electronic student data collection platform used by both schools) offered by the company that owns it (Central Reach). 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. We are already investigating new platforms and have a plan for piloting the top two or three. Updates will be reported back to the board, particularly Mr. Shih and Mr. Hartman who will be supporting with decision making and other aspects of the transition process.

**4. Finance Committee Updates**

**a. YTD August 2022 Financials**

- At 6:00pm Ms. Jones reviewed the YTD August 2022 Financials. Both schools are operating better than planned mainly due to savings in personnel expenses including payroll taxes and benefits.

**b. FY 2022 Draft Audited Financials**

- At 6:10pm Ms. Jones reviewed the draft FY 2022 Audited Financials as well as the draft 990's. Once again, the organization received a clean audit with no management letter.

**c. Employee Retention Tax Credit (ERC)**

- At 6:18pm Ms. Jones reviewed details of the ERC. Mr. Saretsky and Mr. Hartman were on the call with one of the firms the school has consulted with to gather information. It was felt that supplying this firm with information to determine eligibility is an appropriate next step. Once more specific information is gathered, it will once again be reviewed with the Board before moving forward.

**5. Board Planning**

**a. Committee and Task Force Participation and Scheduling**

- At 6:32 Ms. Fisher discussed the results of the recent survey to assess Trustee interest in Committees and Task Forces. She will send out doodle polls for scheduling based on those survey results.

**b. Updated Bios and Contact Information**

- At 6:33pm Ms. Fisher requested that Trustees send updated bios and contact

information

**c. Volunteers for Parent Panel Presenting to Staff**

- At 6:33pm Ms. Fisher requested volunteers to participate in the upcoming parent panel that is part of staff professional development. Both Mr. Baum and Ms. Livingston volunteered.

**6. Closing Items**

**a. Adjourn Meeting**

- At 6:34pm Ms. Fisher adjourned the October 24, 2022 meeting.

Ashley Garrett  
NYCACS Board Secretary