

Board Meeting Minutes

September 18th, 2023 – 5:00PM

The Board of Trustees of NYC Autism Charter Schools (NYCACs) met on Monday, September 18th, 2023

Attending Trustees:

Mark Saretsky
Ben Hartman
Paul O’Neill
Carol Santiago-DeJesus
Naeema Livingston
Alvin Shih
Christine Sandler
Hannah Hoch
Ilene Lainer
Elaine Florio
Ashley Garrett

Absent Trustees:

Mitchel Baum
Alysia Steinmann

Attendees at the Invitation of the Board:

Julie Fisher, Executive Director
Ashley Johnson, Administrative Director

1. Call to Order

- a. **Action:** The NYCACS general meeting was called to order at 5:03PM

2. Board Business

a. Minutes from Board Meeting 08-07-2023

- At 5:03PM the minutes from the August 7th, 2023 board meeting were reviewed. Ben Hartman was listed under “Attending Trustees” and should be noted under “Absent Trustees”
- **Action:** 5:03PM Ms. Garrett made a motion to approve the August 7th, 2023 minutes with the proposed edit. Ms. Florio seconded the motion. At 5:03PM the August 7th, 2023 minutes were approved by majority vote. Mr. Hartman and Ms. Santiago-DeJesus abstained as they were not in attendance at the previous meeting.

3. School/Operations Update

a. Start of School – New staff, New students

- At 5:05PM Ms. Fisher reviewed the start of the school year and the addition of new staff. The new PTO policy and platform has been rolled out. Ms. Fisher has not noticed a

significant difference in PTO use due to multiple factors, including a new wave of COVID cases. Overall, we have an excited and motivated staff. Ms. Fisher then shared some information on the new students that have joined East Harlem and the Bronx.

b. Employee Handbook

- At 5:11PM Ms. Johnson gave a brief overview of the changes made to the Employee Handbook which was reviewed extensively by counsel as well as the Operations Committee. The handbook was sent to the Board in advance of the Board meeting packet to allow for more review time.
- **Action:** At 5:12PM Ms. Garrett made a motion to approve the revised and updated Employee Handbook. Ms. Sandler seconded the motion at which point the Board voted and the motion was unanimously approved.

c. Parent Manual

- At 5:13PM Ms. Fisher gave a brief overview of the changes made to the Parent Manual including the reduction in density of clinics, increased emphasis on the absences/tardiness policy and updated transportation information.
- **Action:** At 5:19PM Ms. Lainer made a motion to approve the revised and updated Parent Manual. Ms. Hoch seconded the motion at which point the Board voted and the motion was unanimously approved.

d. Thread Learning Data Collection

- At 5:20PM Ms. Fisher reported that the contract with Thread Learning is on its last renewal. There has not been a consistent answer regarding migration to another platform. Ms. Fisher has observed the staff's general use of analogue data collection rather than regular use of digital platforms. She suggests that an assessment of the staff's daily data collection be done to better identify next steps.

e. Impact Catalyst

- At 5:28PM Ms. Fisher reported that Impact Catalyst has synthesized collected data and continues to hold interviews to gather benchmark information. They expect to be wrapping things up in the next month or so.

f. Leadership Training Academy

- At 5:32PM Ms. Fisher reported on the work Jennifer Jaye is conducting with the Clinical Supervisors through the Leadership Training Academy. She is holding monthly meetings on various topics focusing on improving Clinical Supervisors' confidence in their roles – specifically in areas less related to clinical work with students and more focused on people management. Ms. Fisher has recently applied for grant funding for this effort as well.

g. Per Pupil Allocation

- At 5:38PM Ms. Fisher reported that she has set up recurring biweekly meetings with NYCACS' lobbyist, Dwayne Andrews. She extended an invitation to those who are

members of the Per Pupil Allocation Sub Committee to join a selection of these meetings.

4. Review YTD July 2023 Financials

- At 5:40PM Mr. Saretsky reviewed the Year to Date financials. The YTD net for East Harlem is approximately \$14k better than plan. The Bronx YTD net is approximately equal to what was budgeted.

5. Governance Committee

a. Review of OML – specifically meeting attendance

- At 5:44PM Mr. O’Neil reviewed the Open Meetings Law, specifically as it relates to in person versus remote meeting attendance. The Mayor has ended the temporary allowance for eligible entities to hold board meetings virtually.

b. Board Self Evaluation Survey

- At 5:55PM Ms. Fisher gave notice that next month the Board Self Evaluation survey will be reviewed. We are waiting on 4 additional responses, and she will send out individual notices if applicable.

c. Fall/Winter Get-Together

- At 5:57PM Ms. Fisher and Ms. Garret raise the idea of a holiday mixer for Trustees, Associate Board members and senior staff. Ms. Fisher will send out possible dates shortly.

6. Executive Session

- **Action:** 6:00PM Mr. Hartman made a motion to move to Executive Session to discuss the ED’s performance evaluation and resulting compensation considerations. Mr. Saretsky seconded the motion at which point the Board voted and the motion to move to Executive Session was unanimously approved.

7. Closing Items

- **Action:** At 7:13PM Mr. Shih made a motion to come out of Executive Session. Mr. Hartman seconded the motion at which point the Board voted unanimously to leave Executive Session.
- **Action:** At 7:14PM Ms. Lainer made a motion to approve a compensation increase and bonus for the Executive Director not to exceed \$50,000 in total. Ms. Sandler seconded the motion at which point the Board voted and unanimously approved the compensation increase and bonus for the Executive Director.
- **Action:** At 7:15PM Ms. Garrett made a motion to adjourn the meeting. Mr. Saretsky seconded the motion at which point the Board unanimously voted to adjourn the meeting.