



BOARD OF TRUSTEES

Brenda Marrero, Chair
Nelson Flores, Ph.D., Vice Chair
Joseph DuCette, Ph.D., Member
Donna Nuccio, Member
Todd Kowalski, Member
Sarah Ferst, Member
Caroline Gorman, Member

PARENT REPRESENTATIVES

Dana B. Espinosa, Secretary
Jessika Garcia

BOARD OF TRUSTEES MEETING MINUTES Location: Annex, Room 104 Monday, August 5, 2019

Board Members Present: Brenda Marrero, Dana Espinosa, Donna Nuccio, Dr. Nelson Flores
Jessika Garcia, Sarah Ferst, Dr. Joseph DuCette

Board Members Absent: Todd Kowalski, Caroline Gorman

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Yolanda Cooper, Principal; Robin Eglin, Omninvest; David Shemaria, Assistant Principal; Brenda Conlin, Congreso

Call to Order

Meeting was called to order at 4:43pm.

Public Testimony

No Public Testimony

Board Governance

- MOTION to APPROVE meeting minutes for 6/17/19 by Nuccio seconded by Flores. Motion passed.
- Review of Board Committees. Plans to create additional committees, such as a Strategic Planning Committee in the upcoming months.
- Confirmation of September meeting date to be scheduled on 9/23/19.

School Report

- *Development Strategies – presented by Darcy Russotto.* The school has well attended fundraising events (i.e., Festival de Sueños), but such events do not turn much of a profit. The school would like to strengthen its fundraising by building relationships with supporters and friends. The hope is to prevent activities, such as cold calling. The Director of Strategic Initiatives will be reaching out to board members to discuss options on how the school can develop relationships with their respective employers and professional contacts. Ferst recommended a contact from Wells Fargo and would like to see an increase in encouraging contacts to visit the school. Espinosa previously connected the school with American Heritage Credit Union.
- *Comprehensive Plan – presented by Darcy Russotto.* The school provided an update during the August Board Retreat.



- *PreK Initiative – presented by Darcy Russotto.* PHP and PMC are studying a number of models happening around the city. For example, there are schools that have K4 programming written in their charter. Special Education also works differently for K4, as it is considered early intervention, which means the school would have to partner with early intervention service providers, such as Elwyn. PreK Counts programming would require the school to partner with another organization, such as Congreso or partnering with an existing preschool like Norris Square. K4 programming, which is a difficult startup, would allow students to move up to Kindergarten within the same school. This option is not available with other programs. The PreK MOU does not have any fees and does not promise a program but expresses many charter schools' interest in adding PreK programming. Pan American Academy is looking for a model that works best for them.
- *Congreso Partnership – presented by Brendan Conlin.* Discussion and presentation on the Lean Start Up model. Overview of Congreso's "Mission 2 Impact", its key elements, services and innovation toward long-term outcomes. Congreso is partnering with the school on how to better support its families. Key metrics must be identified. Continued experimentation will happen until there's a streamlined system. At this time, a Family Empower Series will be implemented to support and engage parents.

Financials

- *Review of June financials provided by Robin Eglin.* Current Ratio: 1.35; Cash on Hand: 73.67; Debit Ratio: 0.49; Total Margin: 3.68%; Lease Coverage Ratio: 1.78. YTD Net Income: \$448,423.
- New positions were created based on an unanticipated surplus of funds

Executive Session called into order at 5:40pm to discuss new hires, salary adjustments and renewals. Regular meeting returned to session at 5:50pm.

Action Items

- MOTION to APPROVE *New hire and salaries for Miguel Feliciano, Joshua Fineberg, Jonathan Markowich, Michael Cortez, Janice DeLeon, Adriana Johnsen, Alyssa Miraglia, Diana Melendez, Elizabeth Estevez, Georgia Miller-Codner, Irisol Rodriguez, Nicole Przybylinski, Ryan Feldman and Turquoise Bland* by DuCette, seconded by Garcia. Motion passed.
- MOTION to APPROVE *Salary Adjustments for Mildred Hernandez, Ralph Sierra, Evaleen DeMarco, Orialis Feliciano and Lorna Concepcion* by DuCette, seconded by Garcia. Motion passed.
- MOTION to APPROVE *Handbooks with provisions recommended by legal counsel* by Marrero, seconded Nuccio. Motion passed.
- MOTION to APPROVE *Media Proposal* by DuCette, seconded by Ferst. Marrero abstains. Motion passed.
- MOTION to APPROVE *Walkway Project Plans* by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE *PreK MOU* by Flores, seconded by Garcia. Nuccio abstains. Motion passed.
- MOTION to APPROVE *Springboard Collaborative MOU* in its draft form with the noted fees, subject to reapproval if fees change by Marrero, seconded by Espinosa.

There being no further business to come before the board, the regular meeting was adjourned at 5:30pm.

Minutes Recorded by: Lisandra Kelly



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Jessika Garcia

BOARD OF TRUSTEES MEETING MINUTES

**Location: Admin Conference Room
Monday, September 23, 2019**

Board Members Present: Brenda Marrero, Dana Espinosa, Caroline Gorman, Dr. Nelson Flores, Jessika Garcia, Dr. Joseph DuCette

Board Members Absent: Todd Kowalski, Donna Nuccio, Sarah Ferst

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Robin Eglin, Omninvest

Call to Order

Meeting was called to order at 4:44pm.

Public Testimony

No Public Testimony

Board Governance

- MOTION to APPROVE meeting minutes for 8/5/19 by Marrero, seconded by DuCette. Motion passed.
- Presentation of new school promotional/marketing video provided.

School Report

- Comprehension Plan Update: The due date previously scheduled for November 2019 has been moved to March 2020. It will be open for public viewing in February 2020. The comp plan will now be presented and reviewed for finalization in January and submitted for Board Approval in February.
- School Report Format Update: The report has been updated and board comments/input are welcome regarding changes, etc. A new section called "Congreso Connections" will be included.
- Development/Fundraising: After providing feedback, the William Penn Foundation requested the school resubmit its application, which will include 1st trimester data. The William Penn grant will support the school with after-school programming, reading enrichment and support with teaching fellows.
- Congreso Connections Update: The school has teamed up with Congreso for the Lean Start Up Program. The program has three projects: 1) EMPOWER Parent Workshop Series -- This is a 10-part series for parents of students in kindergarten. The first workshop held this September was well attended. Some parents have committed to attending workshops on Saturdays. Our hope is to have 80% attendance rate. The workshops provide book giveaways, breakfast, dinner, & raffles. 2) After-School Programming – we are working on maximizing after-school programming. Congreso has added 12 slots with Pan American matching it for kindergarten students.



Students in this after-school program will have an opportunity to work on fine motor-skills, develop literacy & social skills as well as receive homework help. These students will also be tracked, as well as the minutes they spend reading in, out and during after-school. 3) Navigator Program – Congreso is adopting a family to help them navigate services (this would be a family requesting services, such as ESL, GED courses or homebuyer services).

- PreK Feasibility Update: The school continues to work on PreK Feasibility.
- School Events: Board members are invited to school events and engage in school sponsored activities.
- School Lunch Program: The program is going well with the exception of the Revolution Foods not providing chocolate milk and students asking for water as a beverage choice during lunch.
- Construction Updates:
 - American Street: The construction on American Street was completed by opening day of school. The School Operations Manager is working on getting permission from the City to plant grass in the dirt spots and replant trees.
 - A dividing wall was added to Room 102 -- creating 2 spaces.
 - The drilling for the covered walkway happened over Summer 2019. Soil tests will be submitted for testing. Architects are currently working on refining project details.
- Academic Achievement: LAS Links data was reviewed (proficiency in 2nd language). ACCESS Data was reviewed. Marrero would like further explanation of this data in the upcoming meeting.
- School Climate: Review of current data. Espinosa would like to see YTD comparisons of last two years.

Financials

- *Review of July and August financials provided by Robin Eglin.* Current Ratio: 1.15; Cash on Hand: 96.80; Debit Ratio: 0.54; Total Margin: 13.53%; Lease Coverage Ratio: 5.17.
- Brief discussion held regarding Bond requirements and reporting. A report will be required for submission in December, which will report staff turnover, test results and school highlights.
- The fiscal audit ending in year 2019 is ongoing with a target date of board approval in November.
- Art Galpern has retired. Omnivest is currently working with Jay Smit, his replacement.
- Brief discussion held regarding assigned bank accounts. The Audit & Finance Committee will discuss in further detail.

Executive Session called into order at 5:50pm to discuss new hires, salary adjustments and special education litigation. Regular meeting returned to session at 6:05pm.

Action Items

- MOTION to APPROVE *New hire and salaries for Jessica Velez, Anastasha Mendez, Luz Rivera, Stacey Pace (Subcontracted), Luz Perez (Subcontracted)* by Marrero, seconded by Espinosa Motion passed.
- MOTION to APPROVE *2019-2020 MACCS Agreement by DuCette, seconded by Flores.* Motion passed.
- MOTION to APPROVE Rental Reimbursement by Gorman, seconded by Marrero. Motion passed.
- MOTION to APPROVE 2019-2020 Property Agreement by DuCette, seconded by Gorman. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 6:12pm.

Minutes Recorded by: Lisandra Kelly



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PARENT REPRESENTATIVES

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BOARD OF TRUSTEES MEETING MINUTES

Location: Admin Conference Room
Monday, October 21, 2019

Board Members Present: Brenda Marrero, Dana Espinosa, Dr. Nelson Flores, Jessika Garcia, Dr. Joseph DuCette, Sarah Ferst, Todd Kowalski

Board Members Absent: Donna Nuccio, Caroline Gorman

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Robin Eglin, Omninvest; Michael Cortez, PowerSchool Manager; David Shemaria, Assistant Principal; Mercedes Mason, Assistant Principal; Yolanda Cooper, Principal

Call to Order

Meeting was called to order at 4:40pm.

Public Testimony

No Public Testimony

Board Governance

- MOTION to APPROVE meeting minutes for 9/23/19 by Marrero, seconded by DuCette. Motion passed.
- Discussion held about ways for board members to get more involved with the school. Board members can participate in charitable giving and attend events that celebrate staff and students. Board members are welcome to suggest ideas for engagement as well. Board members requested to participate in a PSSA workshop to further understand state testing and would like to hear testimony of the parents attending the Empower Workshop Series.

School Report

- Comprehension Plan Update: The comp plan will be submitted in March 2020. 2019-2020 is the baseline year. 2020-2021 is Year 1 of the plan. The principal is planning to schedule a presentation with the curriculum team consultant.
- Data & Assessment Update: The school issued its first benchmark of the year. Shemaria provided an overview of results. Grades 1 and 2 benchmarks were conducted in small groups and Grades 3-8 used their iPads. The benchmarks are very similar to the PSSA format. There were no open-ended questions for preliminary data, just multiple choice.
- School Climate: Espinosa would like to see a month-to-month and year-to-year comparison, including the racial breakdown. The school would like to note that online submission of writeups created a huge surge of ODRS reported.



- Congreso Connections Update: Cortez reviewed a tracker developed to monitor the progress of students in the Lean Start Up program. The tracker monitors items such as attendance and reading. The goal is to measure the impact of students in the program along with parents attending the parent workshops. The workshop series started with 50 families and by week 4, only 28 families participated. The school is hoping to combat poor attendance with incentives and fun-filled activities during the workshops, such as the Saturday Fall Festival. A parent survey will be issued to gauge schedule preferences. The school is trying to impact the percentage of children completing homework and minutes read at home and school (90 minutes is the goal). The tracking data is strictly confidential.
- Transportation: The school has four assigned bus routes and it is struggling with buses that arrive late to school. The problem is so frequent that a tracker has been developed to show how many instructional minutes are lost due to lateness. The Operations Manager will be communicating lost instructional time with the School District on a weekly basis in hopes that the problem will be resolved before December. The CEO will intervene with the Charter School office if there is no improvement. The Board and CEO expressed concern about the impact of lost instructional time and academic achievement.

Financials

- *Review of the September financials provided by Robin Eglin.* Current Ratio: 1.18; Cash on Hand: 80.28; Debit Ratio: 0.52; Total Margin: 10.89%; Lease Coverage Ratio: 4.58
- There is a possibility that the district has an enrollment cap error. Special education overages attributed to summer program. Kowalski inquired about changes to metrics. There are none.
- Audit & Finance Committee Update: The first meeting was held on October 21st. The quarterly report was reviewed. The next meeting will have more details. Omnivest will provide a presentation on reserving funds. The CEO expressed interest in earmarking funds for tuition reimbursement and annual bonuses.

Executive Session called into order at 5:57pm to discuss new hires, salaries, special education litigation. Regular meeting returned to session at 6:02pm.

Action Items

- MOTION to APPROVE *New hire and salaries for Jose L Vazquez, Jeanette Lugo and Minelly Santiago* by DuCette, seconded by Kowalski. Motion passed.
- MOTION to APPROVE *2019-2020 CCTC Services Agreement by Ferst, seconded by Kowalski.* Motion passed.
- MOTION to APPROVE *CLI Agreement by Marrero, seconded by DuCette.* Motion passed.
- MOTION to APPROVE *Cultured Enuf Services Agreement, up to 10K threshold, by Marrero, seconded by Kowalski.* Espinosa abstains. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 6:15pm.

Minutes Recorded by: Lisandra Kelly



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PARENT REPRESENTATIVES

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BOARD OF TRUSTEES MEETING MINUTES

**Location: Admin Conference Room
Monday, November 18, 2019**

Board Members Present: Brenda Marrero, Nelson Flores, Donna Nuccio, Todd Kowalski (call-in), Caroline Gorman (call-in), Sarah Ferst (call-in)

Board Members Absent: Dana Espinosa, Dr. Joseph DuCette, Jessika Garcia

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Robin Eglin, Omnivest; David Shemaria, Assistant Principal; Yolanda Cooper, Principal

Call to Order

- Meeting was called to order at 4:35pm.
- Student anti-bullying campaign and presentation provided by three middle school students – discussed the impact of leaving positive messages on student lockers. Board members were asked by students to write positive messages on post-it notes to share with the school.

Public Testimony

No Public Testimony

Board Governance

- MOTION to APPROVE meeting minutes for 10/21/19 by Marrero, seconded by Flores. Motion passed.
- Brief discussion regarding board engagement; turkey drive and canned goods drive. Board members were requested to email Dr. Russotto to participate in Angeles de Cristales, Pan American's holiday gift drive. All board members agreed to adopt a student/family.

Financials

- *Review of the October financials provided by Robin Eglin.* Current Ratio: 1.35; Cash on Hand: 60.82; Debit Ratio: 0.41; Total Margin: 7.44%; Lease Coverage Ratio: 2.02
- Discussed impact of food expense, extra trash service billed through American Street, deep cleaning and summer costs, bond covenant review

Executive Session called into order at 5:28pm to discuss new hires, salaries, and salary adjustment. Regular meeting returned to session at 5:33pm.



School Report

- Strategic Discussion: *Use of reserve and excess funds* –
 - In 2017, a parking tax was enacted that went into effect in 2018. The IRS changed the provision allowing employee parking spaces to be tax deductible. The school is responsible for paying over \$17K in taxes.
 - According to Act 48, 11% of unassigned funds can be reserved. Omnivest recommends keeping \$1m in a board assigned account to be used for working capital. A board resolution is required. Legal counsel as well as counsel from a financial firm, is recommended. The board and school administration discussed assigning items, such as tuition reimbursement, & walkway construction. Omnivest will submit a memo to BBD firm to review. Nuccio inquired about assigned fund trends, with Omnivest stating that it is becoming a trend among charter schools to protect their funds.
- Media Relations – The school is continuing to work with Ceisler Media Group. Press training has been provided. Ceisler is currently reviewing school materials. Kowalski has provided the school with some ideas as the school is working on building a platform to be more upfront with fundraising.
- Congreso Partnership Update: The school provided an update on the navigator project. Parents have provided lots of feedback. Unfortunately, Congreso's previous navigator assignments failed to be good connections. Therefore, two new families will be sought out. The afterschool program is fully staffed in kindergarten. Training continues to be provided and the school is supporting Congreso with materials.
- Empower Program Update: The program continues to have a low participation rate, but the parents who do attend are consistent. There are 12 families. The school is conducting another focus group with about 10 parents. Unfortunately, the number of students reading and completing homework is not great. Brendan Conlin of Congreso is working tremendously with keeping the school connected and working with a Lean Start Up consultant.
- Dibels Assessment: Half of the student population show that they are in need of intensive support to become good readers upon review of the baseline data. Cooper provided a description of how the assessment was provided. Russotto discusses the challenge of parents not giving homework and reading at home priority status.

**Executive Session called into order at 6:19pm to discuss special education litigation.
Regular meeting returned to session at 6:23pm.**

Action Items

- MOTION to APPROVE *New hire and salaries for Dena Greenstreet and Carmen Guevara* by Nuccio and seconded by Flores. Motion passed.
- MOTION to APPROVE Salary adjustment for Altagracia Espinola de Martinez by Nuccio and seconded by Flores. Motion passed

There being no further business to come before the board, the regular meeting was adjourned at 6:24pm.

Minutes Recorded by: Lisandra Kelly