



BOARD OF TRUSTEES

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

PARENT REPRESENTATIVES

Dana B. Espinosa, Secretary
Jessika Garcia

BOARD OF TRUSTEES SPECIAL BOARD MEETING MINUTES

Location: Zoom.Us – Meeting ID: 921 3789 1796
Monday, July 27, 2020

Board Members Present: Dr. Nelson Flores, Dana Espinosa, Dr. Joseph DuCette, Sarah Finkelstein, Caroline Gorman, Donna Nuccio, Jessika Garcia

Board Members Absent: Brenda Marrero

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; David Shemaria, Assistant Principal; Mercedes Walton-Mason, Assistant Principal; Yolanda Cooper, Principal; Zach Brown, Director of Technology; Joshua Fineberg, Director of Student Services; Jennifer McNeil, Director of Specialized Services; Hannah Myers, Dean of Language Services

Call to Order

- Meeting was called to order at 4:38pm.

Public Testimony

No Public Testimony

Return to School Plan

Principal Cooper provided an overview and presentation of the Return to School Plan. Discussed the academics, referring to the Continuity of Education Plan. The grading scale will stay the same. Teachers will be using the G-Suite platform. Sample student schedules were reviewed, but scheduled lunch times will be revisited as parents were concerned with the time allotment. An explanation of activities in Week A and Week B for staff and students was provided, noting there is scheduled time for instructional team check-ins with students. Teachers will continue to co-plan and co-teach. This year, students will be introduced to mindfulness and be given socioemotional breaks. McNeil added that students will be provided related services to the greatest extent possible given the circumstances. The school is currently awaiting the last issued survey results from parents and staff. At this time, the responses are showing more parents in favor of 100% virtual model than a hybrid model.

Nuccio and the Board would like to remind the school administration that while their concerns are noted on the academic/socioemotional impact remote learning has on the students, to trust and rely on the bond the school and its employees have with its students and their families to persevere and overcome obstacles.



Health & Safety Plan

Dr. Russotto provided an overview of the Health and Safety Plan, outlining the template the Pennsylvania Department of Education has provided to include how the school is practicing healthy and safety guidelines. The school has put a Facilities plan in place using a combination of school and subcontracted cleaning staff. Staff and students will be responsible for cleaning their personal areas. Deep cleaning will take place on Fridays, while the whole staff is working remotely. The school has chosen to remove all soft touch areas, excess furniture and stuffed animals used for the primary grades. Protocols have been created for safeguarding student materials and belongings. Water will be available, not as drinking fountains, but as water bottle filling stations.

A maximum occupancy for common spaces, such as elevators, lounges, and conferences has been created, as well as an isolation room for individuals exhibiting COVID-like symptoms. The school will continue to implement physical distancing. Protocols have also been developed for visitors, including the wearing of face coverings. The School District will be providing transportation to those students electing to ride the school bus.

Action Items

- MOTION to APPROVE the 2020-2021 Return to School Plan in both the hybrid and 100% remote models with parent response and survey results being the determining factor in selecting a model, by Gorman, seconded by DuCette. Motion passed.
- MOTION to APPROVE the School Reopening Health & Safety Plan upon review by legal counsel, by Nuccio, seconded by Finkelstein. Motion passed.
- MOTION to APPROVE the Emergency Waiver of Instructional Time by Espinosa, seconded by Ducette. Motion Approved.

There being no further business to come before the board, the regular meeting was adjourned at 6:33pm.

Minutes Recorded by: Lisandra Kelly



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PARENT REPRESENTATIVES

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BOARD OF TRUSTEES MEETING MINUTES

Location: Zoom.us – Meeting ID: 965 4361 1519

Monday, August 10, 2020

Board Members Present: Dr. Nelson Flores, Dr. Joseph DuCette, Sarah Finkelstein, Caroline Gorman, Donna Nuccio, Jessika Garcia, Dana Espinosa

Board Members Absent: Brenda Marrero, Esq.

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Robin Eglin, Omnivest; David Shemaria, Assistant Principal; Mercedes Walton-Mason, Assistant Principal; Yolanda Cooper, Principal; Dr. Joshua Fineberg, Director of Student Services; Jeff Stacey of O'Donnell Stacey Associates.

Call to Order

- Meeting was called to order at 4:36pm.

Public Testimony

No Public Testimony

Board Governance

- MOTION to APPROVE meeting minutes for 6/29/20 by Finkelstein, seconded by DuCette. Motion passed.
- MOTION to APPROVE special meeting minutes for 7/27/20 by Finkelstein, seconded by DuCette. Garcia and Espinosa abstained.
- MOTION to APPROVE the reappointment of Brenda Marrero for another term beginning August 2020 and ending August 2022 by Flores, seconded by Gorman. Motion passed.
- MOTION to APPROVE the reappointment of Donna Nuccio for another term beginning August 2020 and ending August 2022 by Finkelstein, seconded by Gorman. Motion passed.
- MOTION to APPROVE the reappointment of Dana Espinosa for another term beginning August 2020 and ending August 2022 by DuCette, seconded by Gorman. Motion passed.
- MOTION to APPROVE the reappointment of Sarah Finkelstein for another term beginning August 2020 and ending August 22 by DuCette, seconded by Nuccio. Motion passed.

Financials

- *Review of the June financials provided by Robin Eglin.* Current Ratio: 1.18; Cash on Hand: 57.96; Debit Ratio: 0.45; Total Margin: 1.44%; Lease Coverage Ratio: 1.30. – PASS
- At this time, the school is closing the school fiscal year with a soft close due to an ongoing fiscal audit. The forecast from now until September is strong. Espinosa inquired about the building expenses being above average considering school closure. Management services have been high due to costs and repairs.
- Budget and reconciliations will be monitored closely due to Act 13.



School Report

- *Jeff Stacey of O'Donnell-Stacey Associates provides legal update and guidance on school reopening under COVID19.* Discussed liabilities, validity of waivers and negligence claims, legal risks with hybrid and 100% remote learning and indemnification. Despite COVID19's impact on providing services, there are no waivers for IDEA. At this time, the best thing for the school to do is to continue using the information that is available to update documents accordingly. Flores would like to schedule a brainstorming session regarding the pandemic's impact on special education and its provision.
- Board members expressed concerns regarding confidentiality and how virtual instruction impacts FERPA due to offsite locations. The school has set in place "Work from Home" expectations for staff and is taking steps to the best of their ability to protect confidentiality.

Entered into EXECUTIVE SESSION AT 5:49 PM to discuss personnel matters, salaries and new hires. Returned to REGULAR SESSION at 6:00 PM.

Action Items

- MOTION to APPROVE the *New Hires, Franck Pluviose, Karla Alvarez, Kenneth Perry, Natalie Poltash, Tori Golden* by Garcia seconded by Gorman. Motion passed.
- MOTION to APPROVE *Personnel Salaries of New Hires, Carmen Guevara, Lori Zimmaro and Jaslyn Tirado* by Garcia seconded by Gorman. Motion passed.
- MOTION to APPROVE *2020-2021 Employee Handbook* by Flores, seconded by Nuccio Motion passed.
- MOTION to APPROVE *2020-2021 Student & Family Handbook with recommended legal updates/suggestions and revised formatting* by Gorman, seconded by DuCette. Motion passed.
- MOTION to APPROVE *COVID-19 Policies, Procedures & Protocol with the recommendation that students and parents also sign a receipt of acknowledgement* by Flores, seconded by Espinosa Motion passed.
- MOTION to APPROVE *Remote Work Policy* by DuCette, seconded by Gorman. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 6:19pm.

Minutes Recorded by: Lisandra Kelly