

**BOARD OF TRUSTEES**

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

**PARENT REPRESENTATIVES**

Dana B. Espinosa, Secretary  
Jessika Garcia

**BOARD OF TRUSTEES  
MEETING MINUTES**

**Location:** Zoom.us – Meeting ID: 946 6500 3240  
**Monday, October 19, 2020**

**Board Members Present:** Brenda Marrero, Esq., Dr. Joseph DuCette, Sarah Finkelstein, Caroline Gorman, Donna Nuccio, Jessika Garcia, Dana Espinosa

**Board Members Absent:** Dr. Nelson Flores

**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; Jennifer McNeil, Director of Special Education; Jeff Stacey, O'Donnell Stacey Associates

**Call to Order**

- Meeting was called to order at 4:35pm.

**Public Testimony**

No Public Testimony

**Board Governance**

- MOTION to APPROVE meeting minutes for 9/21/20 by Marrero, seconded by Espinosa. Gorman abstains. Motion passed.
- The 1<sup>st</sup> session for the board retreat took place on 10/19/20. The 2<sup>nd</sup> and final session is scheduled on November 16<sup>th</sup> at 3:30pm.

**Entered into EXECUTIVE SESSION AT 4:39 PM to hold a legal consultation regarding the Charter Renewal Agreement and Reopening Plan. Returned to REGULAR SESSION at 5:35 PM.**

**Financials**

- *Review of the September Financials provided by Robin Eglin.* Current Ratio: 1.20; Cash on Hand: 57.09; Debit Ratio: 0.43; Total Margin: 8.76%; Lease Coverage Ratio: 1.90. – PASS
- Review of Quarterly Financials provided.
- PCCD Grant expenditures due by October 30<sup>th</sup>.

### **School Report**

The school is revisiting its Reopening Plan. It will be getting input and requesting feedback from its staff, parents, stakeholders and overall constituents. The plan would require board approval again if there are significant changes. The school is requesting board members hold December 7<sup>th</sup> as a special meeting date for a revamped reopening plan, in the event there are substantial changes. Board members are invited to share input. Cooper states the school will need to review Phase 4 Continuity of Education's plan and take a hard look at the blended model in order not to create additional stressors. The school administration has learned of some of the pros and cons regarding the autonomy of schedules and how it impacts students in different ways. Marrero is concerned about the spiking of COVID19 cases in Philadelphia but recognizes how effective wearing masks is proving to be in avoiding the spreading of illness. Espinosa would like to know if the school is considering bring students back in phases or rather have, they discussed gradual returning of students. Russotto states the ACCESS program has been key in testing theories of transition from home to school. Pan American is considering adjustment periods. Nuccio is concerned about the stability of communication and setting dates for return.

### **Action Items**

- MOTION to APPROVE the CORA Services Agreement by Marrero, seconded by Gorman. Motion passed.
- MOTION to APPROVE Student Health Services Policy Amendment by Gorman, seconded by DuCette. Motion passed.
- MOTION to APPROVE TB Waiver by Gorman, seconded by Nuccio. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 6:17pm.

Minutes Recorded by: Lisandra Kelly

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Sarah Finkelstein, Member  
Caroline Gorman, Esq. Member

**PARENT REPRESENTATIVES**

Dana B. Espinosa, Secretary  
Jessika Garcia

**BOARD OF TRUSTEES  
MEETING MINUTES**

**Location:** Zoom.us – Meeting ID: 991 2965 1199

**Monday, November 16, 2020**

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

**Board Members Absent:** Sarah Finkelstein

**Quorum Established:** Yes

**Others Present:** Dr. Darcy Russotto, CEO; Robin Eglin, Omnivest; Yolanda Cooper, Principal; Dr. Joshua Fineberg, Director of Student Services; Jennifer McNeil, Director of Special Education; Evaleen DeMarco, Director of Strategic Initiatives

**Call to Order**

- Meeting was called to order at 4:34pm.

**Public Testimony**

No Public Testimony

**Board Governance**

- MOTION to APPROVE meeting minutes for 10/19/20 by Gorman, seconded by DuCette. Garcia and Flores abstain. Motion passed.
- DeMarco provides an overview on school website update. Requested that each board member provide an update of their bio, a photo and according to Household 703, a formal email address for publication. DeMarco will follow up with individual email requests to each board member.

**Financials**

- *Review of the October Financials provided by Robin Eglin.* Current Ratio: 1.07; Cash on Hand: 47.57; Debit Ratio: 0.43; Total Margin: .42%; Lease Coverage Ratio: 1.15. – PASS
- Clarified position of Cash on Hand
- Provided an update on status of PPP Loan
- Discussed PCCD Gran and Federal Titles



### **School Report**

Yolanda Cooper provided an overview and presentation of the school report. Discussed important dates and the school's learning models. At this time, Pan Am is to continue its remote instruction model based on the level of community transmission. The community transmission data is available on PDE's website. The school leadership team will continue to meet and discuss regarding reopening and its educational plans (blended, remote, etc.)

**Entered into EXECUTIVE SESSION AT 5:07 PM to discuss employee and personnel matters.  
Returned to REGULAR SESSION at 5:15 PM.**

### **Action Items**

- MOTION to APPROVE Severance Agreement by Marrero, seconded by DuCette. Motion passed.
- MOTION to APPROVE Devine Bros Agreement by Espinosa, seconded by Gorman. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 5:29pm.

Minutes Recorded by: Lisandra Kelly

