

BOARD OF TRUSTEES

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Dana B. Espinosa, Secretary
Jessika Garcia

BOARD OF TRUSTEES MEETING MINUTES

Location: Pan American Academy Charter School, 3rd Floor, iMedia Center
Monday, August 9, 2021

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

Board Members Absent: Dr. Nelson Flores

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Robin Eglin, Omnivest; Dr. Joshua Fineberg, Director of Student Services; Mercedes Walton-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 6/28/21 by Marrero, seconded by Nuccio. Espinosa abstains. Motion passed.
- MOTION to APPROVE renewal of term for Dr. Nelson Flores beginning August 2021 and ending August 2023 by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE renewal of term for Dr. Joseph DuCette beginning August 2021 and ending August 2023 by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE renewal of term for Caroline Gorman beginning August 2021 and ending August 2023 by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE renewal of term for Jessika Garcia beginning August 2021 and ending August 2023 by Marrero, seconded by Espinosa. Motion passed.

Financials

- Review of the June Financials provided by Robin Eglin. Current Ratio: 1.57; Cash on Hand: 73.04; Debt Ratio: 0.38; Total Margin: 7.99%; Lease Coverage Ratio: 2.23. – PASS
- PPP Loan Promissory note has been received. Loan is forgiven.
- Field work for fiscal audit has been completed.

School Report

A recap of school enrollment was provided, highlighting recent trends in withdrawals. The school's population is 97% low-income with 81% of the population receiving SNAP/TANF benefits.

A presentation of the updated Health and Safety Plan was provided, giving an overview of the key prevention strategies. Staff and students will maintain at least 3 feet of physical distance between themselves and others. Classroom furniture has been altered or removed to try to provide the most room to separate students. Additional staff lounges have been created to help spread staff out while they are on meal breaks. The student lunch schedules will limit the amount of students dining at one time. Recess schedules will limit the amount of students in the schoolyard at one time. The school has ensured that appropriate signage has been posted reminding the school community to maintain physical distancing. School meetings will be held virtually if possible without sacrificing purpose or goals. Espinosa inquired about a contingency plan for the school in the event quarantine/isolation is required. The school is currently discussing the logistics for a virtual classroom schedule.

Entered into EXECUTIVE SESSION AT 5:26 PM for compensation review and personnel matters. Returned to REGULAR SESSION at 5:35PM.

Action Items

- MOTION to APPROVE New Hires - Joseph Kehoe, Melissa Valle, Kenyalie Pena, Yocelys DeOleo, Darius Wallace, Jessica Mendez, Allison Baker, Guy Ferguson, Laura Higgins DiVito, Lizmar Ramos, Meghan Turner, Owen Veasey, Stephanie Rodriguez by Marrero, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Personnel Salaries by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE Updated Health and Safety Plan by Marrero, seconded by Garcia. Motion passed.
- MOTION to APPROVE COVID Relief Stipends by Marrero, seconded by DuCette. Motion passed.
- MOTION to APPROVE Student and Family Handbook with pending changes recommended by legal counsel by Marrero, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Employee Handbook with recommended changes by legal counsel by Marrero, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Vaccination Policy by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE Childrens Literacy Initiative Agreement by Marrero, seconded by DuCette. Motion passed.
- MOTION to APPROVE Teach for America MOU by Marrero, seconded by Finkelstein. Motion passed.
- MOTION to APPROVE Visual Sound Agreement by Marrero, seconded by DuCette. Motion passed.
- MOTION to APPROVE Devereux Services Agreement by Marrero, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Apple Products Purchase by Marrero, seconded by Espinosa. Motion passed.
- MOTION to RATIFY Large Material Purchases - PowerSchool, American Reading Company, Asset Panda, Committee for Children, Heinemann, Houghton Mifflin, LinkiT, Renaissance, Wilson Language Training by Marrero, seconded by DuCette. Motion passed.

There being no further business to come before the board, the regular meeting was adjourned at 6:06pm.

Minutes Recorded by: Lisandra Kelly