

PAN AMERICAN ACADEMY CHARTER SCHOOL
School Board of Trustees

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Dana B. Espinosa, Secretary
Jessika Garcia

**January Board Meeting
MEETING MINUTES**

Location: Zoom.us – Meeting ID: 889 9343 1970
Monday, Jan 24, 2022

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

Board Members Absent: Dr. Nelson Flores; Caroline Gorman, Esq

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Yolanda Cooper, Principal; David Shemaria, Assistant Principal; Mercedes Mason, Assistant Principal; Lisandra Kelly, Director of Operations; Robin Eglin, Omnivest

Call to Order

- A. Meeting was called to order at 4:37PM

Public Testimony:

No public testimony

I. Board Governance

- A. Approval of Meeting Minutes for 12/16/22, Special Meeting
- *Motion to Approve Meeting minutes by Brenda Marrero for 12/16/22. Motion approved.*

II. Finance Report

- A. Monthly report
- *Financial review from December 1st-31st, and we are above budget*
 - *6 months Revenue is above budget, by category*
 - *Donna Nuccio asked Darcy about assessment with students, Darcy pointed out that we have had a lot of withdrawals and that where we struggle with special education students. We have had a lot of student's move out of state and start cyber schooling.*
 - *Dana Espinosa Asked when do we report our bond information to the bond holders; Robin stated that cash on hand will not be in the report and we are only required to make the report on June 30th.*
 - *Donna asked if we have a reinvestment covenant fund. Robin stated that we do not.*
 - *\$405,000 below budget on revenue; mainly from Special Ed*
 - *\$494,000 below budget on spending fixtures*
 - *Dana Espinosa, asked if the reason we're under budget is because of staffing. Robin stated that it was not on staffing, pointing out that salary and benefits make a large difference.*
 - *We are currently still missing a multitude of positions, classroom teachers and school staff makes it a combination.*

III. School Report

A. Update Remote Instruction

- *Preparing for student return on Monday Jan 31st. We have expectations that will be addressed to staff on Friday Jan 28th, for our in person Professional Development Day.*
- *We will have students come back and report to the lunchroom for testing and we will have them go over guidelines about how the return of school will go forward.*
- *Jumping back into access testing when we come back as well.*

IV. Strategic Discussion

A. 2022-23 Budget

- *Wanting to build on involving parents on the budget and also possibly adding students to get ideas.*
- *Running a community meeting on the budget per Darcy and David Shemaria*

Entered into EXECUTIVE SESSION AT 5:47PM to discuss, Human Resource items. Returned to regular session at 6:05PM

V. Action Items

A. Motion to Approve New Hires

- *Motion to approve by Brenda and seconded by Donna*

B. Motion to Approve Personnel Salaries

- *Motion to approve by Brenda, seconded by Sarah*

C. Motion to Approve Salary Adjustment

- *Motion to Approve by Brenda and seconded by Dana Espinosa*

D. Motion to Approve the Health and Safety Plan

- *Last one was submitted in August*
- *We can be more conservative than the change in CDC 5-day quarantine, however we cannot go lower than 5 days.*
- *When staff or students come back from day 5 of quarantine, when they return on day 6 we must arrange for them to have a separate eating place away from students and staff.*
- *We will stick with the 10-day quarantine unless there are more changes.*
- *Our closure, according to PDPH, was a functional closure because we did not have enough staff to operate.*
- *Brenda asked: how will change be communicated to parents; Darcy stated that we thought about another parent forum and we will communicate with parents via social media.*
- ***Motion to approve the updated Health and Safety Plan by Brenda, Jessika has seconded on the vote.***

There being no further business to come before the board, the regular meeting was adjourned at 6:23PM.

Minutes recorded by: Darius R. Wallace