

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: 876 1066 8055

Monday, April 18, 2022

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

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; David Shemaria, Assistant Principal; Robin Eglin, Omnivest LLC; Mercedes Walton-Mason, Assistant Principal

Call to Order

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

Public Testimony

- No Public Comment

Governance

- MOTION to APPROVE *meeting minutes for 4/18/22* by Marrero, seconded by Nuccio. Motion passed. Flores and Espinosa abstained.

Finance

- *Review of the April Financials provided by Robin Eglin.* Current Ratio: 1.81; Cash on Hand: 27.22 (FAIL); Debit Ratio: 0.30; Total Margin: 7.96%; Lease Coverage Ratio: 2.32. – PASS
- *Audit and Finance Committee Update:* The School District of Philadelphia has not released news of tuition rates. Therefore, Pan American has not been able to solidify a school budget. In the meantime, the CEO and designated staff members have been attending Philadelphia for Charter Excellence (PCE) member meetings to receive updates, mentoring and assistance with strategizing. PCE is a great help as they serve as a liaison between the School District of Philadelphia and the Pennsylvania Department of Education. Pan American believes they have done a great job with being conservative, but worries that a late release of tuition rates will not allow for proper planning.
- The school has presented to the Board of Trustees an updated salary guideline and payscale for the 2022-2023 school year.

School Report

- The school report was shared with board members, followed by a brief overview.

Entered into EXECUTIVE SESSION AT 5:22 PM for compensation review and personnel matters. Returned to REGULAR SESSION at 5:27 PM.

Action Items

- MOTION to APPROVE *2022-2023 New Hires (Gabby McGillin, Nina Makwana, Necole Ali, Thomas Warren, Zayra Alvarez)* by Marrero, seconded by DuCette. Motion passed.

- MOTION to APPROVE Non-Renewal of Employment Contracts by Marrero, seconded by Flores. Garcia abstained. Motion passed.
- MOTION to APPROVE Personnel Salaries by Marrero, seconded by Finkelstein. Motion passed.
- MOTION to APPROVE 2022-2023 Macs Janitorial Service Agreement by Marrero, seconded by Espinosa. Motion passed.
- MOTION to APPROVE 2022-2023 Salary Guidelines and Scale by Marrero, seconded by Gorman. Motion passed.
- MOTION to APPROVE Cafeteria Furniture Purchase by Marrero, seconded by Garcia. Motion passed.
- MOTION to APPROVE Visual Sound Work Proposal by Marrero, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Updated Emergency Instructional Time by Marrero, seconded by DuCette. Motion passed.
- MOTION to APPROVE Charter Renewal Letter of Intent by Marrero, seconded by Espinosa. Motion passed.

Meeting adjourned at 5.43PM.

Minutes recorded by: Lisandra Kelly