

BOARD OF TRUSTEES

Nelson Flores, Ph.D., Vice Chair
Joseph DuCette, Ph.D., Member
Donna Nuccio, Treasurer
Caroline Gorman, Esq. Member
Christina Barker, Member
Hector Guzman, Member
Ashley Feuer-Edwards, Member

PARENT REPRESENTATIVES

Dana Espinosa, Secretary
Jessica Garcia, Member

BOARD OF TRUSTEES
MEETING MINUTES

Location: Zoom.us – Meeting ID: [88046736073](#)

Monday, August 7, 2023

Board Members Present: Dr. Nelson Flores, Dr. Joseph DuCette, Hector Guzman,., Jessika Garcia, Donna Nuccio, Dana Espinosa

Board Members Absent: Christina Barker, Hector Guzman

Quorum Established: Yes

Others Present: Dr. Darcy Russotto, CEO; Mercedes Walton-Mason, Principal; Wendy Jackson, Assistant Principal; Robin Eglin, President, Omnivest, LLC; Evaleen DeMarco, Director of Strategic Initiatives; Dr. Joshua Fineberg, Director of Student Services

Call to Order

Meeting was called to order at 4:38pm.

Public Testimony

No Public Comment

School Connection

The school has a scheduled PD day on September 29th at 1:00pm. Flores will be onsite to engage with staff and will represent the entire board, but all board members are invited to attend if personal schedules allow it. Board members who are unable to attend can send updated bios or video introductions. The logistics of this visit is to continue at the next meeting. The goal is to introduce the school board to the staff as a way to connect with people and cultivate relationships.

Wendy Jackson joins Pan American Academy Charter School as the new Assistant Principal. Jackson brings with her 17 years of experience in education and servicing the community.

Governance

MOTION to APPROVE meeting minutes for 6/26/23 by Flores, seconded by Garcia. Nuccio Abstains. Gorman Abstains. Motion passed.

Marrero has left the school board, opening the position for board chair. MOTION to APPROVE Nelson Flores as the new Board Chair by Nuccio, seconded by Espinosa. Motion passed.

MOTION to APPROVE renewal of term for Nelson Flores by Feuer-Edwards, seconded by Gorman. Flores abstains.

MOTION to APPROVE renewal of term for Joseph DuCette by Flores, seconded by Nuccio. DuCette abstains.

MOTION to APPROVE renewal of term for Caroline Gorman by Espinosa, seconded by Flores. Gorman abstains.

MOTION to APPROVE renewal of term for Jessika Garcia by Flores, seconded by Espinosa, Garcia abstains.

Flores presents a board engagement plan. He would like to strengthen board engagement via participation of committees. Flores is looking forward to having a functional governance committee that supports the mission of the school and maintains compliance with state and local laws and regulations. The other priority areas are Finance and Development, Staff and Community Engagement and Data and Accountability. Every board member is expected to connect to an area listed in the board engagement plan to support the school.

Finance

Review of the June financials provided by Robin Eglin. Current Ratio: 2.06; Cash on Hand: 75.42(PASS) Debt Ratio: 0.75; Total Margin: 3.89%; Lease Coverage Ratio: 1.70 – PASS.

In reviewing the bondholder report, Nuccio highlighted the small cushion which comes from the challenge of filling positions Bondholders are expected to visit the school this year.

The budget impasse is over. Therefore, the school budget will not be impacted.

Development

DeMarco provides an update on grants, fundraising and partnerships. A grant proposal was submitted for Artful Minds with YASS. Recipients will learn of their acceptance in September. Currently, working on a grant proposal with Unity Play to update the playground that will include adaptive equipment for children. Applying for a minigrant to enhance the school garden as well.

There are no new updates on partnerships. Considering partnership with Holy University to support the staff pipeline.

In the past, the used uniform sale has produced good fundings, but post-pandemic sales have not yielded a good return. It's expected that this school year's sales will provide a decent profit. Logoed pullovers will be added as items for sale available to staff and parents. Dress down passes will be sold to staff members as a fundraiser as well.

DeMarco will continue to reach out to board members regarding activities, such as the Peace Day March, Puerto Rican Day Parade, etc. to support board engagement. Flores adds that he would also like to increase support to DeMarco and other school leaders as board members.

Entered into EXECUTIVE SESSION AT 5:45 PM to review and discuss personnel and compensation matters. Returned to REGULAR SESSION at 5:49 PM.

Action Items

- MOTION to APPROVE New Hires (Wendy Jackson, Lee Marie Torres-Colon, Nicola Robinson, Denise Velez, Anny Santos, Bridget Templeton, Andrew Jickling, Nilsa Espinal, Evelyn Otero, Leyshka Vargas Baez, Paola Vargas, Juan Gomez Ramos, Amanda Martel, Nika Virgile) by Flores, seconded by Feuer-Edwards. Motion passed.
- MOTION to APPROVE Personnel Salaries by Garcia, seconded by Nuccio. Motion passed.
- MOTION to APPROVE Salary Adjustments by Flores, seconded by DuCette. Motion passed.
- MOTION to APPROVE MTG Consultant Contract by Gorman, seconded by Feuer-Edwards. Motion passed.
- MOTION to APPROVE ModernFoldStyles Installation Purchase Agreement by DuCette, seconded by Flores. Motion passed.
- MOTION to APPROVE Jounce Contract by Flores seconded by Espinosa. Motion passed.
- MOTION to APPROVE Security Camera Upgrade Project by Flores, seconded by Garcia. Motion passed.
- MOTION to APPROVE Brett DiNovi and Associates Contract by Flores, seconded by Gorman. Motion passed.
- MOTION to APPROVE 2023-2024 Employee handbook contingent on review and approval by legal counsel by Flores, seconded by DuCette. Motion passed.
- MOTION to APPROVE 2023-2024 Student and Family Handbook contingent on review and approval by legal counsel by Flores, seconded by Feuer-Edwards.. Motion passed.
- MOTION to APPROVE MACCS School Health Services Contract by Flores, seconded by Espinosa. Motion passed.
- MOTION to APPROVE Summer Program Stipends by Flores, seconded by DuCette. Motion passed.
- MOTION to RATIFY Innovageous Contract by Flores, seconded by Feuer-Edwards. Motion passed.
- MOTION to APPROVE MACS Janitorial Services Contract by Flores, seconded by Espinosa. Motion passed.

Meeting adjourned at 6:31PM.

Minutes recorded by: Lisandra Kelly