

APPROVED



Pan American Academy Charter School

Minutes

April Board Meeting

Date and Time

Monday April 15, 2024 at 4:30 PM

Location

Virtual Meeting

Directors Present

A. Feuer-Edwards (remote), C. Gorman (remote), D. Espinosa (remote), D. Nuccio (remote), H. Guzmán (remote), J. DuCette (remote), J. Garcia (remote), N. Flores (remote)

Directors Absent

M. Gonzalez

Guests Present

B. Eglin (remote), Constance Malone (remote), D. Russotto (remote), Idalee Escribano (remote), K. Keppel (remote), L. Kelly (remote), Meghan Turner (remote), R. Burgos (remote), R. Lugo (remote), Sheina Perez (remote), W. Jackson (remote)

I. Opening Items

A. Call the Meeting to Order

N. Flores called a meeting of the board of directors of Pan American Academy Charter School to order on Monday Apr 15, 2024 at 4:33 PM.

B. Public Testimony

C. School Connections

Burgos and Keppel provide a recap of the most recent SAC meeting, highlighting continuous concerns from staff about how office disciplinary referrals (ODRS) are processed. Russotto confirms the concerns regarding ODRs and shares that the issues are being addressed internally and system training is being reiterated. Flores would like to address ODR responses as an agenda item in a future meeting for strategic input.

Malone and Escribano share their experiences as chaperones for the 8th Grade field trip to Costa Rica. While there were some hiccups with flight delays and cancelations, partnering with EF tours enhanced the student travel experience.

Turner provides an update on the Fiesta Fusion event, which will include live performances, food vendors, Vetri Mobile Teaching Kitchen, an art show, inflatables, a rockfall, and crafts provided by parents. A flyer has been shared with the school community. Guzman and Feuer-Edwards discuss the need for target goals and logistics to better support fundraising efforts. Feuer-Edwards shares an idea for the school to have what is known as an "advancement plan", which is an institutional plan to support strategy and logistics for fundraising.

II. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from 3/18/2024.

H. Guzmán seconded the motion.

The board **VOTED** to approve the motion.

B. Committee Updates

Governance Committee -- Flores is asking all board members to complete the board assessment in order to look at board members' strengths and to determine the needs to support growth and diversity. The Board currently does not have a position filled for vice chair, but is hoping to fill this role during the summer months. Gorman has met with a BoardonTrack mentor to discuss bylaws, their compliance, inclusion of committees and changing of the maximum number of board seats to 15.

Audit and Finance Committee -- Members recently met on April 22nd and will report updates in the next scheduled meeting.

C. 2024-2025 Board Meeting Schedule

N. Flores made a motion to approve the 2024-2025 board meeting schedule.

C. Gorman seconded the motion.

The board **VOTED** to approve the motion.

D. Statements of Financial Interest

Annual statements of financial interests are due. Each year, board members are required to complete a form disclosing financial interests, which remain on file with the school and are to be submitted to the Charter School Office. They are due by May 1st.

III. Finance

A. Monthly Report - March

Review of the monthly financials and budget forecast provided by Robin Eglin. Current Ratio: 2.75; Cash on Hand: 81.25 (PASS) Debt Ratio: 0.72; Total Margin: 7.01%; Lease Coverage Ratio: 2.62 – PASS.

B. Modular Classroom Install

A summary is provided regarding the Modular Classroom Installation Project. The modular classroom is an item in the Elevate215 grant to support math learning goals by having a dedicated space for small groups. It is a building that will contain two classrooms, which will have a bathroom. The project will require modifying retaining stone walls, removing concrete, adding stairs and ramps, installation of HVAC, plumbing and water lines as well as electrical work. Legal counsel is sought to determine whether or not there are implications based on the modular installation with the bondholders. The school is recommended to enter a 60-month lease for this project with the title reverting to the school once it is paid off rather than having a cash purchase. The determination for type of purchase will be confirmed by the Audit and Finance Committee.

IV. Development

A. Grants, Partnerships, Fundraising

Russotto provides an update and overview of grants, fundraising and donations. The school recently submitted a grant with the Kensington Reliance Fund.

V. School Report

A. School Report

The school report was provided for review.

B. PSSA Administration

The school is preparing for state testing beginning April 26th. This year, there are two coordinators, which are the Deans of Curriculum, Instruction and Assessments, Connie Malone and Laura Higgins-DiVito. Test security is a priority and the school has taken several measures to ensure materials are maintained secure and confidential, including having a dedicated room with a special lock and key.

C. 2024-2025 School Calendar

Russotto provides an overview of the 2024-2025 school calendar, which was shared with the staff for feedback prior to board presentation for approval. The upcoming school year calendar continue to have a noon dismissal each month and while it is 179 days rather than 180 days, the school is still in compliance with the number of instructional hours that are required. The calendar will also reflect time off for Muslim holidays, two full weeks off for winter break, and an early dismissal for Election Day.

VI. School Safety and Security

A. Comprehensive School Threat Assessment Guidelines (CSTAG) Training

Lugo provides an update on Act 55 requirements. Training has been initiated for Threat Assessment team members.

B. Emergency Preparedness Support Contract

The school would like to work with the Consortium Training and Consultants (CTC). The contract has been provided for review. CTC will support the school with a thorough emergency and operations plan, which will include assessments, training and establishing guidebooks for staff.

VII. High School Planning

A. Planning Updates

Russotto provides an update on high school planing. The school is partnering with Innovageous to support with the high school project. On May 13th, they are scheduled to visit the school to conduct staff focus groups and obtain input. Innovageous will follow up with a report in June. Russotto has also been meeting with Congreso to discuss Exito program and workforce development as part of high school offerings.

VIII. Executive Session

A. Human Resources

Entered into EXECUTIVE SESSION AT 6:16PM to review and discuss personnel and compensation matters.

B. Legal Consultation

Entered into EXECUTIVE SESSION AT 6:16PM to review and discuss student litigation matters. Returned to REGULAR SESSION at 6:29PM.

IX. Closing Items

A.

Action Items

N. Flores made a motion to Approve Personnel Salaries.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to Approve Stipends and Bonuses.

C. Gorman seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to Approve Emergency Preparedness Support Contract.

D. Nuccio seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to Approve 2024-2025 School Calendar.

D. Espinosa seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to Approve Special Education Settlement AC.

C. Gorman seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to Approve Modular Classroom Installation based on review and recommendation by the Audit and Finance Committee.

D. Espinosa seconded the motion.

The board **VOTED** to approve the motion.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:32 PM.

Respectfully Submitted,

N. Flores

Minutes recorded by : Lisandra Kelly