



# Pan American Academy Charter School

## Minutes

### May Board Meeting

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#### Date and Time

Monday May 20, 2024 at 4:30 PM

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#### Directors Present

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

#### Directors Absent

J. Garcia, M. Gonzalez

#### Guests Present

B. Eglin (remote), D. Russotto (remote), J. Fineberg (remote), K. Keppel (remote), L. Kelly (remote), R. Burgos (remote), W. Jackson (remote)

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### 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 May 20, 2024 at 4:33 PM.

#### B. Public Testimony

No public testimony.

#### C. School Connections

Burgos provided a summary of the previously held SAC meeting, covering topics such as protocols for students who go missing or are grieving, the employment renewal process, PowerSchool support, and interim reports. Espinosa requested more details on the

interim report process, particularly additional training for Gradebook, noting that she only received one interim report during the first trimester. It was highlighted that interim reports cannot be generated unless grades are entered. There was a discussion on incorporating dedicated data days for grades and reporting for the following school year. Additionally, there was a suggestion to have student government take an active role on the Board.

## II. Governance

### A. Approve Minutes

N. Flores made a motion to approve the minutes from April Board Meeting on 04-15-24.

A. Feuer-Edwards seconded the motion.

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

### B. Committee Updates

#### Board Retreat

- **Date:** July 15th
- Flores has requested brief meetings to plan the retreat.
- Proposal for a partners' event: a reception following the retreat to facilitate networking and engage potential future board candidates. This event will be smaller in scale, offering a mix-and-mingle format, especially valuable given the absence of the annual Festival de Sueños.

#### Governance Update

- **Bylaws:** Gorman is drafting new bylaws for the Governance Committee, which will then be reviewed by the full board.

#### A/F Committee Update

- Awaiting estimates for tuition dollars.
- Collaborating with Exude on job analysis and workforce planning to identify redundancies and gaps.

#### Engagement Committee

- Express gratitude to Ducette for a generous contribution to Fiesta Fusion.
- Attend the event in branded t-shirts.
- Implementing cashless payment options.

## III. Finance

### A. Monthly Report - April

*Review of the monthly financials and budget forecast provided by Robin Eglin.* Current Ratio: 2.67; Cash on Hand: 85.47 (PASS) Debt Ratio: 0.72; Total Margin: 7.06%; Lease Coverage Ratio: 2.67 – PASS.

#### **B. Modular Classroom Install Update**

The total cost for modular classrooms is \$198,710 plus labor costs. Given the school's healthy net income, it is recommended to use a portion of available cash to invest in this capital improvement. The key takeaway is that this investment will result in cost savings and will not significantly impact the income statements over the next five years. The construction timeline is set to begin in the last two weeks of June and will continue through July.

#### **C. FY22/23 990**

Eglin presented the 990 form for review.

N. Flores made a motion to Ratify Form 990 for Year 2022.

C. Gorman seconded the motion.

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

### **IV. Development**

#### **A. Grants, Partnerships, Fundraising**

The school has been actively submitting grant applications and is currently awaiting a decision from the Kensington Resilience Fund to support the school garden project, with a response expected by late June. Additionally, we are working on a Public Facilities grant to support our HVAC system.

N. Flores made a motion to RESOLVED: The Board authorizes Pan American Academy Charter School to submit an application for the Public School Facilities Grant.

H. Guzmán seconded the motion.

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

### **V. School Report**

#### **A. School Report**

Russotto presents the school's mission and its adopted values and mindsets to support organizational progress and student achievement. To summarize, the school's mission is to prepare bilingual, internationally minded inquirers who learn and contribute to the community through service and action. It values positive relationships, teamwork, collaboration, student-centered thinking, and lifelong learning. It believes in fostering positive connections, working together towards shared goals, keeping students at the forefront of our decisions, and continuously learning and growing as a community. Its core mindsets emphasize shared ownership, focusing on execution, integrity in our actions, and using data to drive improvement.

#### **B.**

## Special Education Updates

Fineberg provides a presentation to discuss school's Special Education programming and its progress. This year, two new programs have been introduced with dual objectives: firstly, to better serve the needs of our students, and secondly, to reduce out-of-district placements. The Therapeutic Learning Classroom (TLC) aims to enhance services for students with significant behavioral needs, allowing them to stay at PAACS rather than transferring to more restrictive environments. This program offers highly supportive placement (79%) for a minimum of two semesters. The Academic Behavior Classroom (ABC) caters to special education students with minor behavior challenges and additional academic needs not fully addressed in other tiered settings. Students may attend ABC for one period (45 minutes) a day, two to three days a week.

The school will continue to assess programming and build a continuum of services to support its students.

## VI. Executive Session

### A. Human Resources

**Entered into EXECUTIVE SESSION AT 5:14 PM to review and discuss personnel and compensation matters. Returned to REGULAR SESSION at 5:18 PM.**

## VII. Closing Items

### A. Action Items

N. Flores made a motion to APPROVE new hires (TJ Hamilton, Connor Duncan, Sydney Pecarific, Raycell Diaz Hernandez, Ada Okechukwu, Vijay Krishnan).

C. Gorman seconded the motion.

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

N. Flores made a motion to APPROVE personnel salaries.

D. Nuccio seconded the motion.

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

N. Flores made a motion to APPROVE stipends and bonuses.

D. Espinosa seconded the motion.

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

N. Flores made a motion to APPROVE Ainsworth Building Automation Solutions Proposal for the HVAC Control Upgrade.

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE Frontline Professional Growth Suite Purchase.

H. Guzmán 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 6:24 PM.

Respectfully Submitted,  
N. Flores