

APPROVED



Pan American Academy Charter School

Minutes

June Board Meeting

June 24, 2024

Date and Time

Monday June 24, 2024 at 4:30 PM

Location

Zoom

Directors Present

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

Directors Absent

None

Guests Present

B. Eglin (remote), D. Russotto (remote), Elzy Munoz (remote), J. Fineberg (remote), Jannette Diaz, Congreso (remote), Joanna Hightower, Innovageous (remote), L. Kelly (remote), M. Mason (remote), Shira Woolf-Cohen, Innovageous (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 Jun 24, 2024 at 4:32 PM.

B. Public Testimony

C.

School Connections

Elzy Munoz presents a video and a collection of photos from the Fiesta Fusion Event. The event featured the popular food truck, Humpty's Dumplings, sponsored by the board, which was a huge hit among attendees. The event drew over 500 people, showcasing its success and popularity.

Additionally, graduation ceremony photos are available, capturing every student receiving their diploma in cap and gown. Notable attendees included Flores, Guzman, and Espinosa. Flores expressed happiness at seeing increased board engagement and presence at the event.

II. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from May Board Meeting on 05-20-24.

D. Nuccio seconded the motion.

Gonzalez abstains. Garcia abstains.

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

B. Committee Updates

Gorman has successfully updated the bylaws, which will be presented for approval in August following a review at the board retreat in July. The retreat is scheduled for July 15 at 11:00 AM and will include a partner's event starting at 4:30 PM.

One of the highlights of the July retreat is a community-building activity, featuring a cooking session with the school's newest partner, Vetri Mobile Kitchen. Russotto mentioned that since the school will no longer host its major fundraising event, Festival de Sueños, on an annual basis. Therefore, the partner's event provides an excellent opportunity to connect with partners and introduce Mercedes Mason de Gomez, who will oversee partnerships. This event will also facilitate mingling and support the development of the school's advancement committee.

Kudos to the Governance Committee for their consistent monthly meetings and progress on various projects and updates. A reminder to all board members that they are welcome to participate in other committees as well.

III. Finance

A. Monthly Report - May

A review of the covenants required for Net Income was discussed, and the Net Income will be revisited after the reconciliation of June's financials. Flores noted that Nuccio is currently serving alone on the Audit and Finance Committee and welcomes others to join to support the review of the school budget.

B. 2024-2025 Budget Presentation

Russotto presented an overview and detailed presentation of the budget. The Net Income is budgeted at \$119,141, and all covenants are met. Tuition dollars show an increase of over 9% from last year's figures, though tuition reimbursement is based on enrollment and may fluctuate.

The school's benefits package has been increased by 4.2%, with a 2-year plan secured for both the vision plan and a wellness program, which this year included a Walking Challenge. The insurance carrier remains unchanged.

Common themes from the listening tours were shared, highlighting the following priorities:

- Expanding TLC programming
- Continuing the CARE team
- Maintaining the iMedia teaching position
- Expanding the Thinquiry scope and sequence
- Continuing SEL with Second Steps
- Increasing focus on active and structured recess
- Providing paid holidays for part-time employees

An overview of staffing changes was provided, detailing the number of employees who have resigned, retired, not renewed, had their positions eliminated, as well as those in new roles and new positions.

Additionally, an overview of the organizational chart was presented, including the breakdown of instructional, operations, and student services divisions. Plans include expanding bilingual classrooms to additional grades in the lower school and extending TLC classrooms to upper grades while eliminating the ABC program. New positions added include an IT Manager and an HR Support Assistant to bolster Operations.

During the meeting, Gonzalez inquired whether the budget changes would allow for the restoration of eliminated positions due to coverage needs. Russotto responded that the impact of the eliminated roles would be assessed throughout the year to determine any necessary adjustments.

Espinosa emphasized the importance of ensuring middle school students have recess and whether there was room to have students participate in recess in the upcoming year.

Russotto acknowledged this and shared that Dr. Feliciano, the current Dean of School Culture, has successfully managed recess for grades K-5 and hopes to implement similar structures for grades 6-8. Espinosa would like to know if it is possible to bring back Playworks to support with recess and Russotto will look into it. Espinosa inquired about the possibility of bringing back Playworks to support with recess. Russotto agreed to look into this option.

Nuccio commended Russotto, Leigh Ann Kelly, and Robin Eglin of Omnivest for their excellent work in creating the budget.

C. Audit Firm Selection

Eglin presented a review of three proposals for a new auditing firm and asked the board to select one of the firms.

IV. Development

A. Grants, Partnerships, Fundraising

FundEd continues to support the school with grants, focusing currently on facilities improvement grants. Flores inquired about the possibility of reestablishing the role of Director of Strategic Initiatives. Russotto explained that the responsibilities of this role have been distributed among other staff members and that FundEd will assist with large-scale grants. Russotto highlighted that the former employee in this role had valuable institutional knowledge and expressed hope that this role, if reestablished, would potentially be filled by a current employee as they grow with Pan American Academy and add value to the Advancement Committee as it develops.

V. School Report

A. School Report

The school report was provided for review.

VI. School Safety and Security

A. Cell Phone Policy Procedures

Russotto discussed the new Cell Phone Policy, which entails lower school students having their phones locked in a box, while upper grade students will use Yondr pouches. Parents will receive ongoing communication throughout the summer and the school year about the importance of eliminating cell phone use during school hours to support academic achievement.

VII. High School Planning

A. Planning Updates

Joanna Hightower and Shira Woolf-Cohen of Innovageous presented updates on High School Planning. Russotto supplemented the updates with an overview of the foundational elements for the Pan American Academy High School, which have been

shared with focus groups. A summary of input from stakeholders including staff, students, and parents/guardians was provided.

They asked the board for their input and/or a stamp of confidence in the direction of the planning process.

Guzman expressed confidence in the discussed initiatives while emphasizing the significance of showcasing diverse paths to success, particularly through industry and trade options. He recommended educating counselors to support vocational programming as a viable pathway for students.

Feuer-Edwards echoed support for non-traditional educational choices and proposed enhancing these options with mentoring and networking opportunities.

Flores and Espinosa emphasized the importance of students continuing on a biliterate learning path. They acknowledged the challenges of sustaining a dual language program at the high school level due to student population and staffing constraints. However, they confirmed that language programming from Beginner to Advanced levels will still be available.

Flores asks board members to email Hightower and Woolf-Cohen additional input and thoughts. The next steps for the HS application process were shared.

VIII. Executive Session

A. Human Resources

Entered into EXECUTIVE SESSION AT 6:22 PM to review and discuss personnel and compensation matters. Returned to REGULAR SESSION at 6:29 PM.

IX. Closing Items

A. Action Items

N. Flores made a motion to APPROVE Non-Renewals.

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE Personnel Salaries.

D. Espinosa seconded the motion.

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

N. Flores made a motion to APPROVE Vacation Leave Payout.

C. Gorman seconded the motion.

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

N. Flores made a motion to APPROVE Benefits Package Renewal.

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE 2024-2025 School Budget.

M. Gonzalez seconded the motion.

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

N. Flores made a motion to APPROVE Student Phone Policy.

D. Espinosa seconded the motion.

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

N. Flores made a motion to APPROVE Visual Sound Quote.

M. Gonzalez seconded the motion.

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

N. Flores made a motion to APPROVE Learning A to Z Quote.

J. Garcia seconded the motion.

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

N. Flores made a motion to APPROVE MTG Firewall Quote.

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE MTG Work for Modular Classrooms.

C. Gorman seconded the motion.

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

N. Flores made a motion to APPROVE Yondr Quote.

D. Espinosa seconded the motion.

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

N. Flores made a motion to Innovageous Proposal for Services - BTO Grant Year 2.

A. Feuer-Edwards seconded the motion.

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

N. Flores made a motion to APPROVE Innovageous Proposal for Services -
Teacher/Staff PD.

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE Exude Wellness Proposal.

M. Gonzalez 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 6:38 PM.

Respectfully Submitted,

N. Flores