



# Pan American Academy Charter School

## Minutes

### August Board Meeting

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#### Date and Time

Monday August 5, 2024 at 4:30 PM

#### Location

via Zoom

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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), M. Gonzalez (remote), N. Flores (remote)

#### Directors Absent

J. Garcia

#### Guests Present

B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), J. Fineberg (remote), L. Kelly (remote), M. Mason (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 Aug 5, 2024 at 4:34 PM.

#### B. Public Testimony

#### C. School Connections

Mason is excited to announce details for the upcoming Back to School Party, which will feature vendors and community representatives, as well as various activities for students. We are hoping to have Eagles SWOOP represented at the event.

Date: August 23

Time: 11:00 AM – 1:00 PM

Additionally, the school will kick off the day with a staff activity, Panamily Olympics, from 8:00 AM to 9:30 AM.

## II. Action Items

### A. Contracts

N. Flores made a motion to RATIFY Furniture Purchase for Modular Classrooms pending confirmation of procurement policy.

D. Espinosa seconded the motion.

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

N. Flores made a motion to RATIFY MTG Contract for Tech Support for 2024-2025.

A. Feuer-Edwards seconded the motion.

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

N. Flores made a motion to APPROVE MACCS Health Services 2024-2025 Contract.

D. Espinosa seconded the motion.

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

N. Flores made a motion to RATIFY CBS Property Management Contract Amendment 2024-2025.

C. Gorman seconded the motion.

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

N. Flores made a motion to RATIFY MACS Contract.

H. Guzmán seconded the motion.

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

N. Flores made a motion to RATIFY Cultured Enuf Contract 2024-2025.

D. Espinosa seconded the motion.

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

N. Flores made a motion to APPROVE Audit Engagement 2024.

A. Feuer-Edwards seconded the motion.

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

### B. Other Items

N. Flores made a motion to EDNA changes.

M. Gonzalez seconded the motion.

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

N. Flores made a motion to APPROVE Resolution for TD Bank Account.

M. Gonzalez seconded the motion.

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

### III. Governance

#### A. Approve Minutes

N. Flores made a motion to approve the minutes from June Board Meeting on 06-24-24.

H. Guzmán seconded the motion.

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

#### B. Board Member Term Renewal

N. Flores made a motion to APPROVE Renewal of Terms.

A. Feuer-Edwards seconded the motion.

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

#### C. Committee Updates

##### Governance Committee

The Governance Committee discussed the meeting schedule, the CEO survey for the upcoming evaluation, and the possibility of expanding both the Board and Audit/Finance Committee memberships. Flores presented a map outlining a board meeting planning document aimed at enhancing strategic discussions and planning.

##### Advancement Committee

No updates at this time. The committee is still working on finalizing its meeting schedule and setting goals.

##### Audit/Finance Committee

The Audit/Finance Committee established a set of goals and is focused on building capacity in procurement and strengthening internal controls knowledge.

#### D. Review of Revised ByLaws

N. Flores made a motion to APPROVE revised bylaws pending final approval by legal counsel.

C. Gorman seconded the motion.

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

### IV. Finance

#### A. Monthly Report - June

*Review of the June financials and budget forecast provided by Robin Eglin.* Current Ratio: 1.93; Cash on Hand: 94.80 (PASS) Debt Ratio: 0.82; Total Margin: 4.34%; Lease Coverage Ratio: 2.23 – PASS.

The school is adopting an Assigned Fund Balance Policy in compliance with GASB 54, aimed at improving fund balance reporting. The policy establishes two key classifications: 1) Funds reserved for specific future expenditures like capital improvements, technology upgrades, and athletic programs. These funds require Board approval for use and modifications. 2) Funds not allocated for specific purposes, providing working capital and contingency for unexpected expenses. The CEO is authorized to allocate these funds per the operating budget. The Board must approve any changes or uses of these funds.

#### **B. Assigned Funds Policy Review**

N. Flores made a motion to APPROVE Assigned Funds Policy - Resolution.

C. Gorman seconded the motion.

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

### **V. Development**

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

Russotto provides an overview of various funding sources, partnership programs, and donations supporting school initiatives. Russotto highlighted grants like the Caroline Alexander Buck for Out of School Time Programming (\$20,000) and the FFVP Fruits & Vegetable Program (\$46,760). Partnerships include Congreso de Latino for community support, PA Ballet for dance programs, and Teach for America for staffing. The school received a \$9,000 grant to support the "Kids Love Graphic Novels" event, scheduled for October in celebration of National Book Month. This funding will be used specifically to provide books for the event. In-kind donations, such as backpacks and lunch for induction staff, are also noted, alongside specific educational programs, grants, and classroom initiatives aimed at enhancing student and staff resources.

#### **B. FundEd Contract**

N. Flores made a motion to APPROVE FundEd Contract.

M. Gonzalez seconded the motion.

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

### **VI. School Report**

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

The School Report was provided. Jackson and Muñoz highlight 2023-2024 Schoolwide data and assessment.

The school provides the following assessments:

**LinkIt! Assessments:** Administered three times a year to evaluate student progress toward grade-level objectives.

**Star Assessments:** Includes **Star Math** (math skills), **Star Reading** (reading abilities), and **Star Early Literacy** (early reading skills), providing insights on strengths and areas for improvement.

**Fountas & Pinnell (F&P) Assessments:** Helps teachers assess reading levels in both English and Spanish, supporting tailored lesson planning.

**ACCESS Test Results:** Used to assess English language development and inform placement, reclassification, and instructional planning for ELL students.

The school provides a Social-Emotional Learning (SEL) Screener:

The SEL screener is a questionnaire assessing students' social-emotional wellbeing.

Tools include:

**Devereux Student Strengths Assessment (DESSA):** A quick evaluation of K-8 students across eight social-emotional domains, such as responsibility and decision-making. Teachers complete an 8-question mini version in about 1 minute per student.

**Student Risk Screening Scale (SRSS):** A universal screener, administered twice a year, helps identify students at risk of behavioral challenges, guiding targeted interventions and support.

Jackson and Muñoz provided an overview of assessment scores for students in grades K-8 using iStation platform and STAR data. DESSA figures were also provided with Fineberg adding to the discussion regarding the SEL screeners and data.

## **B. School Improvement Plan**

N. Flores made a motion to APPROVE School Improvement Plan pending.

J. DuCette seconded the motion.

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

## **C. Employee Handbook**

N. Flores made a motion to 2024-2025 employee handbook.

D. Espinosa seconded the motion.

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

## **D. Student and Family Handbook**

N. Flores made a motion to 2024-2025 student and family handbook.

A. Feuer-Edwards seconded the motion.

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

## **E. School Enrollment Policy Update**

N. Flores made a motion to APPROVE School Enrollment Policy.

M. Gonzalez seconded the motion.

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

## **VII. High School Planning**

### **A. Planning Updates**

To organize the search for a new location, Eglin, Russotto, Gonzalez, Feuer-Edwards and Janette Diaz are working together to identify both temporary (3-5 years) and permanent spaces of 35,000-50,000 square feet. Additionally, a letter of support template will be provided to board members to aid in the high school application process by leveraging their networks.

It's recommended to create a Google Doc that breaks down types of support into categories like civic, parent, and others, to better structure outreach efforts.

## **VIII. Executive Session**

### **A. Human Resources**

Entered into EXECUTIVE SESSION AT 6:20 PM to review and discuss personnel and compensation matters. Returned to REGULAR SESSION at 6:26 PM.

### **B. Legal Consultation**

## **IX. Closing Items**

### **A. Action Items**

N. Flores made a motion to NEW HIRES.  
J. DuCette seconded the motion.  
The board **VOTED** to approve the motion.  
N. Flores made a motion to personnel salaries.  
D. Espinosa seconded the motion.  
The board **VOTED** to approve the motion.  
N. Flores made a motion to mentor stipends.  
M. Gonzalez seconded the motion.  
The board **VOTED** to approve the motion.  
N. Flores made a motion to RATIFY settlement 1.  
M. Gonzalez seconded the motion.  
The board **VOTED** to approve the motion.  
N. Flores made a motion to SETTLEMENT 2.  
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 6:29 PM.

Respectfully Submitted,  
N. Flores