

APPROVED



# Pan American Academy Charter School

## Minutes

### September Board Meeting

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#### Date and Time

Monday September 16, 2024 at 4:30 PM

#### Location

This is a virtual meeting.

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#### Directors Present

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

#### Directors Absent

D. Nuccio, H. Guzmán, M. Gonzalez

#### Guests Present

B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), I. Escribano (remote), J. Fineberg (remote), L. Kelly (remote), M. Mason (remote), R. Burgos (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 Sep 16, 2024 at 4:33 PM.

#### B. Public Testimony

#### C. School Connections

Idalee Escribano is introduced as the new Upper School teacher representative.

Mason recaps the August 25th Back to School Party, including vendors, participants and entertainment by the Philadelphia Eagles, which was featured on ABC Channel 6 News.

The school has established affinity groups in partnership with TeachPlus. The current affinity groups are for Black Educators, LGBTQ+, Co-Conspirators/Allies, and Latino.

The school is excited to continue placements for student teachers, which provide support to our school and recruitment strategy.

Mason continues to solidify partnerships and schedule events to support community and employee engagement.

## II. Action Items

### A. Contracts

N. Flores made a motion to RATIFY Gibbs & Douglass Enterprises LLC DBA Servpro Contract.

D. Espinosa seconded the motion.

This service contract is related to the expenses incurred to recover from water damages due to flooding.

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

### B. Other Items

N. Flores made a motion to APPROVE High School Application Letter of Intent pending any revisions that are provided by CSO and/or legal counsel.

C. Gorman seconded the motion.

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

N. Flores made a motion to APPROVE Dayana Covington's Request to Conduct Research for Dissertation.

J. Garcia seconded the motion.

Dayana Covington is a current employee serving the school as an Instruction Coach, concentrating in Math content.

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

## III. Governance

### A. Approve Minutes

N. Flores made a motion to approve the minutes from August Board Meeting on 08-05-24.

A. Feuer-Edwards seconded the motion.

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

## **B. Committee Updates**

**Governance:** The CEO evaluation will be discussed during the executive session. Meeting agendas will be requested and finalized at least a week in advance. The school is seeking a replacement for Nuccio as this is her last year on the Board; preferably a board member with audit/finance expertise.

**Audit/Finance:** Efforts are underway to transfer funds to a new account.

**Advancement:** Working on setting a meeting schedule, establishing goals for raising awareness and securing support from external stakeholders, and identifying partners and sponsorship opportunities with committee members.

## **IV. Finance**

### **A. Monthly Report - July & August**

Eglin presents the financial report for the months of July & August.

Payments to the school in July, August, and October are based on the average enrollment numbers.

By September 25th, the report should reflect accurate enrollment figures for both regular education and special education students, ensuring that dates for IEPs and related details are correct.

## **V. Development**

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

Russotto provides updates on grants, partnerships, and fundraising. The current priority is securing OST funding, with support from FundEd Strategies. The school is also exploring ways to update the playground to make it more inclusive for children with disabilities and sensory needs. Additionally, efforts are underway to secure support for the high school. This work aligns with the Advancement Committee, and a meeting with all involved parties will be scheduled in the future.

## **VI. School Report**

### **A. School Report**

The school report was presented.

In regard to school enrollment and specialized services -- there is a high number of new Kindergarten students with significant special needs. Classrooms have been adjusted to accommodate these needs, with support from Brett DiNovi & Associates. Some students may require alternative placements.

## **VII. School Safety and Security**

### **A. Review of All Staff Training and Procedures**

We partnered with two organizations: Consortium Training and The Center for Safe Schools. Consortium Training created an Emergency Response Booklet for the school that was distributed to all teachers and faculty members. Jeff Solomon from Consortium conducted safety training for both staff and leadership team members. The school will continue collaborating with Solomon to refine procedures and enhance security skills.

The Center for Safe Schools completed a walkthrough and provided safety recommendations.

Safet drills are scheduled, and a fire drill has already been conducted.

Crisis communication training is needed, and the school will be reaching out to a media company for support in this area.

## **VIII. High School Planning**

### **A. Planning Updates**

A draft of 75 pages of narrative is in progress, with the appendices expected to be the same length or longer. This will be shared with the board on 10/21 for feedback and review. The submission deadline is 11/15, followed by a 45-day public review period.

Ongoing Meetings:

- We meet every other week, focusing on curriculum development, MYP for grades 6-10, and career pathways.
- There is emphasis on language classes, with plans for advanced language courses tailored to support career development.
- Work is underway to enhance support for EL and special education learners, as well as to foster a positive school culture.
- We are collaborating with legal counsel on governance issues related to the expansion versus opening a new school.
- Appendices have been started.

Property and Real Estate:

- Eglin is assisting with property location. A property near 6th & Indiana (The Mill Development, managed by IMPACT Services) is under consideration. It is already set up to support a school layout, and a nearby building is outfitted as a gym with a basketball court.
- CAD drawings have been received, and PZS is being contacted for a test fit.
- The property, located by a railroad (not active), has potential for landscaping and outdoor space, though parking may require further development.
- One of the buildings is historical.

#### High School Support:

- Russotto is gathering High School Letters of Support. Board members are encouraged to reach out to partners, local businesses, politicians, educational institutions, and civic associations for letters of support. Templates and narratives have been provided.

### IX. Executive Session

#### A. Human Resources

Entered executive session at 6:11 pm to discuss personnel matters, personnel compensation and CEO evaluation; rejoined regular session to 6:31pm.

#### B. CEO Evaluation

### X. Closing Items

#### A. Action Items

Motion to APPROVE NEW SALARIES.

C. Gorman seconded the motion.

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

Motion to EXUDE CONTRACT.

J. Garcia seconded the motion.

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

Motion to APPROVE NEW HIRES.

A. Feuer-Edwards seconded the motion.

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

N. Flores made a motion to STIPENDS.

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