



# Pan American Academy Charter School

## Minutes

### October Board Meeting

Regularly scheduled meeting (In-person)

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#### Date and Time

Monday October 21, 2024 at 4:30 PM

#### Location

Pan American Academy Charter School  
2830 N American St  
Philadelphia, PA 19133

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#### Directors Present

A. Feuer-Edwards, D. Espinosa, D. Nuccio, H. Guzmán, J. Garcia, N. Flores

#### Directors Absent

C. Gorman, J. DuCette, M. Gonzalez

#### Guests Present

Cynthia Matos, Instructional Coach, D. Russotto, E. Munoz, I. Escribano, J. Fineberg, Jeff Stacey of O'Donnell Stacey, LLC, L. Kelly, M. Mason, R. Burgos, R. Lugo, Robin Eglin of Omnivest LLC, Sheina Perez-Montalvo, Parent Engagement Liaison, Shira Woolf Cohen of Innovageous Consultants, W. Jackson

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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 Oct 21, 2024 at 4:34 PM.

#### B.

## Public Testimony

### C. School Connections

Burgos provided an update on the School Advisory Council (SAC), raising concerns about students using inappropriate language and slurs. A recommendation was made to implement restorative justice and practices. There was also discussion on activity schedules, specifically related to dismissal and lunchroom schedules, as well as employee salaries and schedules, which are posted and comparable to those of the school district. Board members inquired about restorative practices to address inappropriate language, and Muñoz shared the current plan to address these issues. However, Russotto confirmed that there is no formal system for restorative justice in place. The school would like to develop this, but Fineberg emphasized that it requires thorough training for successful implementation. Flores suggested revisiting the topic with the Board in the spring.

Perez-Montalvo provided an update on extended day programming, reporting total enrollment across clubs, with 207 students participating, including those in Congreso's After-School program. All clubs are provided at no cost to parents. Russotto added that the school is part of the Mayor's OST partnership/programming.

Flores inquired about the role of the Parent Engagement Liaison, and Russotto summarized her responsibilities, focusing on parent-facing tasks and supporting school events.

## II. Action Items

### A. Contracts

No contracts to review at this time.

### B. Other Items

No other items to review at this time.

## III. Governance

### A. Approve Minutes

N. Flores made a motion to approve the minutes from September Board Meeting on 09-16-24.

A. Feuer-Edwards seconded the motion.

Guzman abstains. Nuccio abstains.

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

### B.

## **Committee Updates**

**Governance:** The board met with a BoardOnTrack coach to support its management process, particularly in onboarding and other related materials.

**Audit/Finance:** No updates at this time. Efforts are underway to find a board member with audit and finance experience to join the team.

**Advancement:** No updates at this time. The team is focused on establishing and finalizing its meeting schedule.

## **C. CEO Evaluation**

Russotto discussed the CEO evaluation, explaining that goals were crafted based on feedback from all members. The goals were presented for review, and Russotto provided an overview of each goal, along with the expectations and objectives necessary to meet them. Espinosa requested more information regarding the academic goal, and Russotto clarified that it would encompass all methods used to measure achievement both at the school-wide level and for individual students. Data on student performance will be available in December to provide further insight.

## **D. Updates of By-laws**

N. Flores made a motion to Approve Updated Bylaws.

D. Nuccio seconded the motion.

Stacey provided an update on the review of the updated bylaws, noting that Act 55 has changed provisions of charter law, particularly impacting governance. The law now requires that board members must live in Philadelphia, and parents must serve on the board as long as their children are enrolled. While the current bylaws already reflect some of the school's practices, the language needs to be updated to align with the new legal requirements. The bylaws will be revised to better support future school management.

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

## **IV. High School Planning**

### **A. Planning Updates**

Russotto, Woolf-Cohen, and Eglin provided updates on the high school planning process, supported by a presentation. A special meeting is tentatively scheduled for November 11th to approve the high school application draft.

The mission and vision will remain unchanged, with the IB authorization expanding to include MYP for grades 9-10 and the Career-Related Program (CP) for grades 11-12, making Pan American Academy the only school in Philadelphia offering the full IB continuum. Woolf-Cohen highlighted career pathways programming, including early

exposure for grades 9-10 and intentional restructuring of classes, alongside a focus on language acquisition for new and advanced students, with opportunities to earn the Seal of Biliteracy. Students will have options for both career-readiness and college-readiness, supported by established partnerships.

Eglin emphasized the need for a 5-year projection plan starting with 9th grade and discussed location options, including renting, purchasing, and architectural designs tailored to educational needs. PZS Architects will present on November 1st, and discussions with the landlord are ongoing for a 15-year agreement with an option to purchase after 7 years. FF&E requirements were reviewed, with the school needing to meet specified standards.

Considerations for developing a new high school versus expanding the current model were explored.

## **V. Finance**

### **A. Monthly Report - September**

Eglin provided a review of financials and key metrics, reporting a current ratio of 2.12 and 88.6 days of cash on hand.

## **VI. Development**

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

Decisions on grant applications are still pending. Efforts are ongoing to update the playground, secure OST grant funding to support expenses, and apply for a Food Service Equipment grant to replace outdated equipment.

## **VII. School Report**

### **A. School Report**

The school report has been provided for review. Fineberg presented on the proposed Autistic Support Program, noting an increase in AS primary disability diagnoses, with the school surpassing the state average. He discussed the need to support students in the least restrictive environment, which requires specific programming to meet the educational needs of AS students. The tentative plan is to open the program in January 2025 for grades K-2, with the intention to expand it to include grades 3-5 in the 2026-2027 school year.

## **VIII. Executive Session**

### **A. Human Resources**

The board entered executive session at 6:29 PM to discuss personnel matters and compensation, and rejoined the regular session at 6:35 PM.

## **IX. Closing Items**

### **A. Action Items**

N. Flores made a motion to APPROVE new hires (Genesis Arias, Lilian Frias, Maria Fiordelisi).

H. Guzmán seconded the motion.

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

N. Flores made a motion to APPROVE Personnel Salaries.

A. Feuer-Edwards seconded the motion.

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

N. Flores made a motion to APPROVE personnel stipends.

D. Espinosa seconded the motion.

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

N. Flores made a motion to RATIFY employee separation.

J. Garcia 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