APPROVED

Pan American Academy Charter School

Minutes

March Board Meeting (In-Person)

Date and Time
Monday March 17, 2025 at 4:30 PM

Location
2830 N American Street
Philadelphia, PA 19133

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

Directors Absent
H. Guzmán, M. Gonzalez

Guests Present
B. Robin Eglin, Omnivest LLC, Darcy Russotto, CEO/Principal, Elzy Muñoz, Assistant Principal, Idalee Escribano, Teacher Representative, Jeffrey Stacey, O'DonnellStacey, Joshua Fineberg, Director of Student Services, L. Kelly, Wendy Jackson, Assistant Principal

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 Mar 17, 2025 at 4:37 PM.

B. Public Testimony

C. School Connections

Escribano provided an update of the last SAC meeting as follows:

- The team discussed the discontinuation of ESSER funds, which had previously been used to provide staff bonuses. It was noted that staffing levels have increased, impacting overall planning and resources.
- Updates to protocols were shared to ensure that staff absences are properly managed and accounted for, helping to reduce the risk of missed or unrecorded absences. Current substitute coverage is much better than in previous years, with teachers being more satisfied. A new substitute company started last year and has grown since then, with the school appreciating their customer service.
- Strategies were explored to prevent students from purchasing items at gift shops or vending machines during trips, with a particular focus on younger students who may not yet understand financial concepts. Additionally, an update to the field trip protocol is planned for implementation in the upcoming school year.
- SAC discussed ways to commemorate a student who recently passed away, with the intention of honoring their memory respectfully and meaningfully.

Mason de Gomez shared the school's experience of participating in the Philadelphia Public School Rally organized by the African American and Latino Charter School Coalitions. The event took place on February 27. Mrs. Reyes, a current parent and teacher, and Mr. Arizpe, our Music teacher, both spoke at the rally, along with three student speakers who represented the school with pride and confidence. A video link was shared to provide a recap of the rally. The group also discussed the potential for participating in future advocacy events, including rallies in Harrisburg.

II. Action Items

A. Contracts

B. Other Items

N. Flores made a motion to Approve Board Meeting Calendar.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve 2025-26 Academic Calendar.
J. Garcia seconded the motion.
The rationale for scheduling half days on the last day of the school year was explained, highlighting the need for teachers to complete end-of-year tasks and checklists. Some frustration was expressed regarding the number of half days, particularly toward the end of the year. A suggestion was made to consider parent feedback on this issue. It was noted that the school has been collecting data on student attendance during half days to better understand and address student needs. The importance of half days in supporting teachers and ensuring a smooth close to the school year was emphasized. The board approves the academic calendar with a note to revisit the schedule options for the following year.

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

III. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from February Board Meeting on 02-24-25.
D. Espinosa seconded the motion.
Feuer-Edwards abstains.
The board **VOTED** to approve the motion.

B. 2024 Statement of Financial Interest Forms

Board members are required to submit a Statement of Financial Interest to comply with local and state regulations. All forms must be on file by May 1. The Board Liaison will follow up with each board member via email.

C. Committee Updates

The Governance Committee shared an update on ongoing recruitment efforts to fill upcoming vacancies and expand the board. Recruitment is focused on identifying candidates with expertise in Audit and Finance, Fundraising, CTE, Health Services, Technology, and Business. Potential candidates affiliated with the Community College of Philadelphia and Esperanza Health Center were discussed. A promising candidate for the Audit and Finance role has been identified. The Board also expressed interest in maintaining a strong affiliation with Temple University and will continue working to identify candidates from that institution. As part of the next steps, the Board will continue vetting current prospects and expanding outreach to community partners. Additionally, the Board will engage Janette Diaz of Congreso to align on priority areas for new board members, particularly as Congreso appointees currently represent a minority of the Board.

The Advancement Committee discussed redefining fundraising as building relationships, making strategic connections, and bringing valuable resources to the school. Board members were encouraged to leverage their networks and expertise to support the school’s mission. The importance of storytelling, using videos and student testimonials, was emphasized to engage potential donors. Clear messaging and accessible strategic priorities were identified as key to fostering donor interest. The group also recommended exploring corporate partnerships for initiatives like the playground project and Staff Appreciation Week. Aligning fundraising with academic and professional development goals was highlighted, along with potential board member training at the upcoming summer retreat. Lastly, the committee stressed cultivating a culture of philanthropy across the entire board.

The Audit and Finance Committee is in its preliminary stages for budget planning for the 2025-2026 school year.

IV. High School Planning

A. Next Steps in Application Process

Russotto and Flores thanked everyone for their hard work and dedication throughout the high school application process. The school acknowledged the critical feedback received from the authorizer and expressed appreciation for the team's collective effort. The school will discuss its response to feedback and next steps with legal counsel.

V. Finance

A. Monthly Report - February

The financial statements for February were reviewed and discussed. The current ratio stands at 0.51. While February's net income was lower than budgeted, the overall financial position remains stable.

B. 2023 Form 990

N. Flores made a motion to Approve 2023 Form 990.
C. Gorman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Nuccio	Aye
N. Flores	Aye
C. Gorman	Aye
J. Garcia	Aye
J. DuCette	Aye
D. Espinosa	Aye
A. Feuer-Edwards	Aye
M. Gonzalez	Absent
H. Guzmán	Absent

C. Rental Reimbursement - Main Building

N. Flores made a motion to Rental Reimbursement - Main Building.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Gonzalez	Absent
C. Gorman	Aye
H. Guzmán	Absent
D. Espinosa	Aye
J. Garcia	Aye
J. DuCette	Aye
A. Feuer-Edwards	Aye

Roll Call

D. Nuccio	Aye
N. Flores	Aye

D. Rental Reimbursement - Annex

N. Flores made a motion to Approve Rental Reimbursement for Annex.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Garcia	Aye
J. DuCette	Aye
C. Gorman	Aye
A. Feuer-Edwards	Aye
H. Guzmán	Absent
D. Espinosa	Aye
M. Gonzalez	Absent
D. Nuccio	Aye
N. Flores	Aye

VI. Development

A. Grants, Partnerships, Fundraising

A report was provided, and there are no changes in grants at this time.

VII. School Report

A. School Report

A report was provided, and there are no further updates at this time. The Board Leadership goals will be revisited at another scheduled board meeting.

VIII. School Safety and Security

A. Building Safety Updates

The team discussed a recent increase in parent restrictions, which stemmed from incidents involving trespassing, use of profanity, and threatening behavior. It was noted that these types of situations have become more frequent and require careful monitoring. The process for reinstating parents who have been restricted was reviewed. The importance of ensuring that all measures taken support a safe and secure school environment was emphasized.

Police presence was noted, but it was not related to parent restrictions. The onsite officer was assisting with traffic safety enforcement, and several illegal U-turns were observed.

IX. Executive Session

A. Human Resources

Executive Session began at 5:29 PM to consult with legal counsel regarding the high school application and next steps, personnel matters, and compensation. The meeting reconvened in regular session at 6:12 PM.

X. Closing Items

A. Action Items

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 Referrals and Stipends.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve Exude Contract.
C. Gorman 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 6:28 PM.

Respectfully Submitted,
N. Flores