Pan American Academy Charter School

Minutes

June Board Meeting

Date and Time
Monday June 23, 2025 at 4:30 PM

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

Directors Absent
H. Guzmán, J. Garcia

Guests Present
D. Russotto (remote), Elzy Munoz, Assistant Principal (remote), Joshua Fineberg, Director of Student Services (remote), L. Kelly (remote), Mercedes Mason de Gomez, Director of Talent Management (remote), Robin Eglin, Omnivest LLC (remote), Wendy Jackson, Assistant Principal (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 23, 2025 at 4:32 PM.

B. Public Testimony

There was no public testimony provided.

C. School Connections

Flores welcomed new board member Jake Becker.

Mason de Gomes provides a recap of end-of-year activities:

- The school hosted a cereal bar breakfast, held raffles, and offered summer-themed gift baskets on June 13th.
- The Teacher of the Year staff award was presented to Guy Ferguson.
- The Yolanda Pastrana Service staff award was presented to Lee Marie Torres-Colon.
- Employees were recognized for 5, 10 & 15 years of service, and Dr. Russotto was commemorated with artwork by the school's Art Teacher, Mrs. Chambers-Goldberg.
- The school's leadership received training on PD Facilitation with Bright Morning.
- The school's leadership held its annual retreat at Shofuso Japanese Cultural Center.

II. Action Items

A. Contracts/Agreements & Purchases

N. Flores made a motion to Approve MTG Contract.
D. Nuccio seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve MACS Janitorial Services Contract.
C. Gorman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve MACCS Health Services Agreement.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to PS Attendance Intervention and eCollect Forms.
C. Gorman seconded the motion.
Enhances truancy data, early warning, and parent communication.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve Soliant Agreement for Contracted Staff pending final edits (reduced finder's fee, benefits clarification).
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve iPads Quote.
D. Espinosa seconded the motion.
Approved initial 100 units. Anticipate an additional 200 pending August ratification.
The board **VOTED** to approve the motion.

B. Policies & Amendments

N. Flores made a motion to Approve Revised Internal Controls Policy.
A. Feuer-Edwards 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 May Board Meeting on 05-19-25.
D. Espinosa seconded the motion.
Abstentions: Jake Becker and Maria Gonzalez (not present at May meeting).
The board **VOTED** to approve the motion.

B. Committee Updates

Governance Update

- DuCette nominated **Derek Coffman** as a new member of the board. She provided background on his qualifications and experience. Flores and Russotto recently met with Coffman and expressed their support for his nomination. They are pleased that he will continue to foster the school's relationship with **Temple University**, especially as DuCette prepares to step down. Coffman will provide support for fundraising **and development initiatives**, leveraging his background and connections.
- Departures: Hector Guzman, Joseph Ducette, and Donna Nuccio.
- Flores emphasized the importance of the CEO evaluation and reminded members to submit feedback by the end of the week. Becker is exempt due to his new membership.

Advancement Update
The team is looking forward to the upcoming summer training, which will focus on fundraising strategies and development skills. Feuer-Edwards to reconnect with Flores in July to support advancement planning.

Audit and Finance Committee
A presentation of the final budget for the fiscal year was provided. FY25–26 Budget Presentation Highlights:

- Unexpected revenue increases: 17.6% (Regular Ed), 14.18% (Special Ed) due to state budget revisions. Built on 750-cap enrollment: 549 regular, 201 special education students.
- Staffing and salary adjustments are aligned with the Step-and-Lane teacher system, offering competitive salaries for support staff and non-certified teachers, as well as additional stipends for Special Education and Spanish instruction.
- Benefits renewal with **Cigna** at 2.8% increase. Added multi-year rate guarantees and wellness funds ($10K).

N. Flores made a motion to Approve Derek Coffman's board membership.
J. DuCette seconded the motion.
The board **VOTED** to approve the motion.

IV. Finance

A. Monthly Report

May financial and year-end forecast presented by Robin Eglin.

- Strong position despite delays in tuition projections.
- Tuition is based on the School District of Philadelphia's 2024-25 budget.
- Discussion on the challenges of the delayed state budget and its impact on funding reliability.

V. High School Planning

A. Application Process Updates

N. Flores made a motion to Withdraw High School Application.
M. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.
While the school has decided to withdraw its high school application at this time, it will continue its ongoing collaboration with CCP for a dual-enrollment pathway and possible board representation. The school will also continue to place emphasis on community partnerships and future growth planning.

VI. Development

A. Grants, Partnerships, Fundraising

Russotto provided June's Development Report, highlighting the school's continued outreach for partnerships and donor development. The School Board will also be participating in a fundraising training session provided by FundEd during its annual retreat.

VII. School Report

A. School Report

The school report was provided for review. Leadership goals and strategic updates aligned with budget and personnel planning.

VIII. Executive Session

A. Human Resources

The Board entered into Executive Session to discuss personnel matters and compensation.

IX. Closing Items

A. Action Items

N. Flores made a motion to Approve 2025-2026 Budget.
C. Gorman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve Non-Renewals.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approval of New Hires (S. Santiago, C. Asqui, N. McFadden, O. Alliyu, J. Laverack, S. Ruiz-Lopez, E. Lopez, Y. Padilla Crisostomo).
M. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve Personnel Salaries.
D. Nuccio seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve 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 6:23 PM.

Respectfully Submitted,
N. Flores