APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday August 4, 2025 at 4:30 PM

Directors Present
D. Coffman (remote), D. Espinosa (remote), J. Becker (remote), J. Garcia (remote), N. Flores (remote)

Directors Absent
A. Feuer-Edwards, C. Gorman

Guests Present
B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), J. Fineberg (remote), J. Rivera (remote), L. Kelly (remote), M. Mason (remote), W. Jackson (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 Aug 4, 2025 at 4:37 PM.

B. Public Testimony

There was no public testimony provided.

C. School Connections

Denise Velez, Summer Program Coordinator
Mrs. Velez was honored to serve as the Summer Program Coordinator and expressed her gratitude for the strong support she received throughout the four-week program. The

program concluded with overwhelmingly positive feedback from families. To celebrate the students' participation, Mrs. Velez shared a heartfelt video collage highlighting memorable moments from the Kindergarten Readiness Camp. Of the students who registered, 80% attended the camp.

II. Action Items

A. Contracts/Agreements & Purchases

N. Flores made a motion to APPROVE FundED Contract - Consulting Services.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE LinkIt! Renewal.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Cultured Enuf Agreements.
J. Garcia seconded the motion.
Organizational re-assessment and service agreement.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Technology Purchases.
D. Coffman seconded the motion.

- Apple (iPads)
- CDW (iPad Cases)
- MTG (Firewall Subscription)
- Visual Sound (Smartboards)

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Curriculum Purchases.
D. Espinosa seconded the motion.

- Great Minds (Math)
- Amplify (Science)
- EPS Learning (PSSA Study)
- Fundations (Literacy)

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Furniture Purchases.
J. Becker seconded the motion.

- Bellia (tables and chairs)

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE MadBeatz contract.
J. Garcia seconded the motion.
Afterschool drumming program.

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Chestnut Hill College -MOU.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.

B. Policies & Amendments

N. Flores made a motion to APPROVE 2025-2026 Employee Handbook.
J. Becker seconded the motion.

- New FMLA policy.
- Expanded language.
- Equipment management.

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE 2025-2026 Family and Student Handbook.
D. Coffman seconded the motion.

- Late pickup policy.

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Revised Records Retention and Destruction Policy.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Revised Internal Controls Policy.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Revised Tuition Reimbursement Policy.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Staff-Student Relations Policy.
D. Espinosa 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 06-23-25.
D. Espinosa seconded the motion.
Abstentions: Jessika Garcia (not present at the June Meeting).
The board **VOTED** to approve the motion.

B. Board Membership

D. Espinosa made a motion to APPROVE Board Term Renewal for Dr. Nelson Flores, Board Chair.
D. Coffman seconded the motion.
Abstention: Dr. Nelson Flores.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Board Term Renewal for Caroline Gorman, Member.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Board Term Renewal for Jessika Garcia, Parent Rep.
D. Espinosa seconded the motion.
Abstention: Jessika Garcia.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Board Term Renewal for Ashley Feuer-Edwards, Member.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.

C. Committee Updates

Governance Update
Flores informed that Maria Gonzalez has agreed to step down as board member. Emphasized the importance of filling board member vacancies.

Advancement Update
Coffman is committed to focus on fundraising strategies and development skills.

Audit and Finance Committee
Becker shared his excitement after having a great meeting with Robin Eglin, will be meeting once a month.

IV. Finance

A. Monthly Report

Year-end financial statement presented by Robin Eglin

- Healthy projections, better than forecasted.
- Discussion on the budget impasse in Harrisburg for Philadelphia School District, delays in payment for July and August. Potential for borrowing if impasse continues into August. If the impasse prolongs it could affect the school's cash flow.

V. Development

A. Grants, Partnerships, Fundraising

Russotto provided August's Development Report, highlighting the school's continued outreach for partnerships and donor development.

- Philadelphia Activity Fund- funded $1,000 for October Book Event: Pájinas y Cultura. Funds will be used for books and materials for the third annual literacy celebration.

VI. School Report

A. School Report

The end-of-year school wide data presentation and school report were provided for review. Leadership hopes to include comparative data on PSSA scores particularly following the first year of online testing for the upcoming September Board meeting.

VII. Executive Session

A. Human Resources

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

VIII. Closing Items

A. Action Items

N. Flores made a motion to APPROVE 2025-2026 New hires.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Personnel Salaries.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Stipends.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.

B. Executive Session - CEO Evaluation

The Board entered into Executive Session to discuss CEO evaulation.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,
N. Flores