APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday September 15, 2025 at 4:30 PM

Directors Present
A. Feuer-Edwards (remote), D. Coffman (remote), D. Espinosa (remote), J. Becker (remote), J. Garcia (remote), N. Flores (remote)

Directors Absent
C. Gorman

Guests Present
B. Eglin (remote), D. Russotto (remote), I. Escribano (remote), J. Rivera (remote), L. Kelly (remote), M. Mason (remote), R. Burgos (remote), R. Lugo (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 Sep 15, 2025 at 4:33 PM.

B. Public Testimony

C. School Connections

Rivera recaps the September 11th Back to School Night, including vendors and participants that table during the parent resource fair.

II. Action Items

A. Contracts/Agreements & Purchases

N. Flores made a motion to APPROVE AMIRA Learning Contract.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Liability Insurance Renewal.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Innovageous Contract.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Exude Contract.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Donotech Solutions Contract.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.

B. Policies & Amendments

N. Flores made a motion to APPROVE Certification and Credential Reimbursement Policy.
D. Espinosa seconded the motion.

- Revised tuition reimbursement policy.

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Substitute Teacher and Compensation Policy.
A. Feuer-Edwards seconded the motion.

- Onboarding process for long term substitutes.

The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Revised ESL Policy.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Revised Enrollment Policy.
D. Espinosa seconded the motion.

- Updated language to align with Apply Philly Charter.

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 held on 08-04-2025 Board Meeting on 08-04-25.
D. Espinosa seconded the motion.
Abstentions: Ashley Feuer-Edwards (not present at the August Meeting).
The board **VOTED** to approve the motion.

B. Committee Updates

Governance: Discussion of board meeting schedule, Flores requested board member availability for October's in-person board meeting. Flores introduced resume of Congreso board member appointee Hector Nunez for the Board to review. Nunez will be invited to the October board meeting for a formal introduction.

Audit/Finance: Continues to make great progress in weekly meetings. Preparing to begin **forecasting in November**.

Advancement: A regular meeting schedule has been established. Have started to dig into key projects with focus on how to support the board beyond donations, encouraging member engagement and organizing processes and protocols for partnerships. Coffman shared his excitement for the thank-you card and social media recognition. Feuer-Edwards developed a PAACS Board Engagement Worksheet, that will outline ways board member can contribute beyond financial support, identify each member's strengths (time, skills, connections, resources) and how they'd like to be involved.

IV. Finance

A. Monthly Report

Eglin presents the financial report for August. Emphasis placed on the importance of cash on hand given the current state budget impasse and delays in student tuition payouts. Federal funding is expected to be released in October, though possible delays remain. The school has sufficient reserves to cover approximately four months of operations if delays occur. The Board and school leadership have done an excellent job planning for these contingencies.

V. Development

A. Grants, Partnerships, Fundraising

Last year, the school received $9,000 in funding from the Philadelphia Activity Fund. This year the school will receive $1,000 which will support the October Book Event. Additional funding applications are pending. Updates on grant awards are expected in October and mid-December, and the school will continue to apply for available funding. Any donations received will be reported monthly.

VI. School Report

A. School Report

2025–2026 School Report: Three pending lawsuits are currently being addressed. Russotto and Fineburg are meeting with Stacey to resolve these matters prior to the October board meeting, with the goal of achieving a clean slate. Stacey is actively working to resolve all litigation.

Data Presentation: Mrs. Jackson presented trends in lower and upper school K–3 literacy, noting small gains; however, kindergarten proficiency rates remain low. Math progress was reviewed, with targeted support provided through the WIN (“What I Need”) intervention block, including small-group instruction. Parent communication for students requiring interventions will be sent this week. Academic walkthroughs conducted by assistant principals and principals will focus on instructional practices. Coaching supports are in place to strengthen Tier 1 instruction and targeted Tier 2 small-group interventions.

2025–2026 Board and Leadership Goals: Russotto reviewed the school’s goals based on feedback from the CEO evaluation. Key priorities include increasing staff certification numbers, improving PSSA outcomes, and supporting teacher retention. The leadership team is also addressing student attendance, with a focus on Tier 2 and Tier 3 interventions, and has added an attendance goal to the school plan in response to national trends affecting PAACS. Succession planning continues to be a priority.

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 New hires.
D. Espinosa seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Personnel Salaries.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Stipends.
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 6:28 PM.

Respectfully Submitted,
N. Flores