APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday January 12, 2026 at 4:30 PM

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

Directors Absent
None

Guests Present
D. Russotto (remote), E. Munoz (remote), J. Rivera (remote), L. Kelly (remote), M. McIntosh (remote), R. Burgos (remote), R. Lugo (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 Jan 12, 2026 at 4:36 PM.

B. Public Testimony

C. School Connections

McIntosh provided updates from the SAC meeting held in December. Topics discussed included student attendance, specifically that students arriving late are being marked absent and the need to consistently review absentee lists. Student behavior was also addressed, with teachers requesting greater consistency in expectations and increased

administrative support. Additional items raised included the need for AD1 keys for substitute teachers, consistent stocking of staff bathroom supplies, and increased administrative presence during student transitions to reinforce expectations. Teachers also requested clarity around unannounced observations, as well as more efficient and better-structured meetings. The administration noted plans for New Year listening tours, reviewed security protocols, and provided technology reminders.

Russotto added to the discussion on student lateness. Russotto shared that Ms. Jeannie has been pulling tardy data, issuing attendance letters, overview of arrival times, and student bell schedules. As a result of these efforts, 48% of families have shown improvement in attendance, which was acknowledged and celebrated. While progress has been made, it was noted that continued improvement is needed, and additional worsening attendance letters will be issued as necessary.

II. Action Items

A. Contracts/Agreements & Purchases

N. Flores made a motion to APPROVE the Chestnut Hill MOU Amendment.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.

B. Policies & Amendments

III. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from Board Meeting on 11-17-25.
A. Feuer-Edwards seconded the motion.
Becker abstains
The board **VOTED** to approve the motion.
N. Flores made a motion to approve the minutes from Special Board Meeting on 12-22-25.
J. Becker seconded the motion.
Coffman and Nunez abstain
The board **VOTED** to approve the motion.

B. Committee Updates

Governance: An update was provided on board vacancies, with the goal of filling remaining seats by February, leading toward a full board. This includes identifying parent representatives. It was clarified that Congreso's Board approves its nominees; PAACS Board does not approve Congreso nominees. Any concerns related to nominees will be shared with Jeanette Diaz, Congreso CEO. Parent representatives, however, will be

approved by the board. Overall, progress is being made toward achieving a fully seated board.

Advancement: The board received an update on board engagement efforts and upcoming events. Board members were reminded to complete the Board Engagement Worksheets outlining personal giving goals, connections, and participation by the February board meeting and to contact Coffman or Feuer-Edwards with any questions or concerns. The committee shared that events will be communicated earlier and posted in Board On Track, with additional details shared via email. February events include a Family Movie Night, the 100th Day of School celebration on February 6 with board volunteer opportunities such as student read-alouds, a bracelet giveaway for the first 100 students, and student sound bites. The February 20 Black History Month Talent Show will be promoted as a community-wide event, featuring a drum line opening and student talent showcases. Board support was requested for food vendor donations or sponsorships, outreach to community organizations and cultural centers for tabling, attendance, and volunteers for photography and video; additional details will be provided by Mason de Gomez. It was also discussed Sunshine Committee efforts to support staff engagement and teacher appreciation. Lastly, members were informed that thel attend Congreso Gala will be held on March 21 and that board members are encouraged to attend, with further details to be shared via email.

IV. Finance

A. Audit Report

Cris Sefransky of HFCO was introduced to provide an overview of the Independent Auditor’s Report. Sefransky explained that the purpose of the audit is to ensure there is no fraud and that federal funds are being used appropriately, which is essential to maintaining eligibility for continued and future federal funding. Becker further clarified that the audit is not focused on day-to-day operations, but rather on reviewing internal controls, lender requirements, and compliance with the appropriate use of federal funds. Sefransky confirmed that the audit did not identify any findings or concerns related to misuse of federal funds from a financial reporting standpoint.

B. Financial Forecast

Eglin presented the financial forecast, which was previously reviewed with the Audit and Finance Committee before being shared with the Board. He explained that the initial forecast model is typically prepared in November using actual school performance data from July through November, and that the forecast will be updated monthly through April as financial statements are issued. Payroll (salaries, taxes, and benefits) remains the largest single expense category and is currently trending below budget. Other operating expenses have been adjusted as part of the detailed forecasting process. The primary drivers of the negative variance in the November forecast are additional special education expenses and salary increases associated with the Board-approved certified teaching

program at Chestnut Hill. Special education expenses continue to be significant. Eglin also provided an overview of available financial cushions and identified safeguards in place to mitigate potential risks. He expressed confidence that, with current controls and adjustments, the school will remain financially stable through June without major issues.

C. Monthly Report

V. Development

A. Grants, Partnerships, Fundraising

Russotto reported that grant application with the FJ Brotherton Charitable Trust was not funded. The Hilda & Preston Davis Foundation grant application remains pending. Mason de Gomez continues to oversee donations and in-kind contributions, as well as ongoing fundraising efforts. Russotto reported on the success of the Angelitos de Cristal initiative, highlighting a generous contribution from ALG Vacations. She also shared the success of their annual holiday party, during which gifts were wrapped and prepared for students. In attendance at the event were Concepcion, Mason de Gomez, Rivera, and Russotto.

VI. Executive Session

A. Human Resources

The Board entered into Executive Session to discuss special education settlements, personnel matters and compensation. The Board resumed regular session at 6:21 PM.

VII. Closing Items

A. Action Items

N. Flores made a motion to APPROVE New Hires.
J. Garcia 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 Stipends/Awards/Bonuses.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Special Education Settlements discussed in Executive Session.
D. Coffman 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