APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday February 23, 2026 at 4:30 PM

Directors Present
A. Feuer-Edwards (remote), D. Coffman (remote), H. Nuñez (remote), J. Becker (remote), N. Flores (remote), N. Reyes (remote), T. Delgado-Bickley (remote)

Directors Absent
J. Garcia

Ex Officio Members Present
J. Diaz (remote)

Guests Present
B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), J. Rivera (remote), L. Kelly (remote), M. Mason (remote), M. McIntosh (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 Feb 23, 2026 at 4:33 PM.

B. Public Testimony

C.

School Connections

R. Burgos provided SAC updates from the January SAC meeting. Key points of discussion included small group instruction and testing. Teachers reported that there has been an increase in small group work, which has been going well overall. However, some concerns were raised regarding classroom space and usage when conducting small groups. A rotating schedule for small group instruction was discussed as a potential solution. There was also clarification requested regarding Congreso's afterschool program, specifically how much time is allocated for students to complete homework during the program. Teachers requested bonuses without conditions; however, it was noted that this is not feasible at this time. It was shared that the salary guidelines have been updated. Additional clarification was also provided regarding staff stipends. Lastly, there was discussion about the potential development of an AI policy. At this time, the school is leaning toward continuing to follow the existing academic integrity policy rather than creating a separate AI-specific policy.

II. Action Items

A. Policies & Amendments

N. Flores made a motion to APPROVE Villa Dissertation Proposal.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE the 2026-2027 Academic Calendar with corrections.
N. Reyes seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Therapy Solutions Agreement.
J. Becker 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 Board Meeting on 01-12-26.
A. Feuer-Edwards seconded the motion.
Abstentions: N. Reyes & T. Delgado-Bickley
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE New Board Member/Parent Representative N. Reyes.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
Introduction to new board member T. Delgado-Bickley Congreso appointee, who shared her excitement about joining the board.

B.

Committee Updates

Governance: N. Flores reminded board members about the mandated ACT 55 training requirement. L. Kelly emphasized that ACT 55 is a compliance requirement and must be completed by all sitting board members.

Advancement: A. Feuer-Edwards congratulated the school on the successful Black History Month Talent Show and noted how meaningful it was to have board members in attendance. She highlighted that events like this provide a great opportunity for board members to stay involved and support the school community. A video of the performance was shared. A. Feuer-Edwards also noted that upcoming school events will continue to be shared through Board on Track. She provided an overview of upcoming events, with particular attention to Staff Appreciation Week and Fiesta Fusion, and discussed ways the board can support these events. She shared that she is continuing to work with M. Mason de Gómez to identify concrete ways the board can contribute, such as food donations and securing sponsors.
Additionally, A. Feuer-Edwards expressed interest in beginning conversations around board engagement sheets. She will follow up via email with new board members N. Reyes and T. Delgado-Bickley. She emphasized the importance of board members being contributing participants, not only financially but also through connections and community support. Strategic conversations around board engagement will continue during the March board meeting.

Audit & Finance: D. Russotto highlighted the Budget timeline, stating that updates were made to include additional details. Budget season has officially begun, and initial work is underway on the 2026–2027 school year budget. Preliminary tuition dollar estimates appear favorable at this time. Listening tours with Instructional staff have already begun and will continue through early March and will help inform budget priorities. The medical insurance renewal process has also started. These and other key activities are reflected in the updated timeline. The board will receive more detailed budget updates during the April and May board meetings to ensure members are well informed and acclimated to the budget process. The final budget is due to the state on June 30 and must be approved by the Board at the June meeting so that partners at Omnivest can submit it on time. It was also noted that tuition dollar amounts are not typically confirmed until late May or early June. Overall, the committee reported that the school is in good shape as the budget process begins.

IV. Finance

A. Monthly Report

R. Eglin reviewed the combined financial statements for December 2025 and January 2026. Overall, the metrics for both months look very positive.

B. Financial Forecast

In discussing the current financial forecast, J. Becker provided context regarding higher-than-expected variations in contracted services. He noted that some of these fluctuations are beyond the school's control and the spending is not frivolous. J. Becker also highlighted trends showing increased needs for student supports, which should be considered in future financial forecasts.

Additionally, J. Becker commended D. Russotto for the work done in stabilizing the school's infrastructure, emphasizing the importance of continuing to strengthen systems during leadership transitions.

V. Development

A. Grants, Partnerships, Fundraising

D. Russotto reported that there are no new updates beyond what was included in the submitted report. She shared that a grant applied for last year was funded at 50% of the original request. The funder has chosen to forgo the application process and has committed to funding the grant for a second year.

VI. School Report

A. School Report

W. Jackson provided updates on lower school grades K–3, highlighting academic, behavioral, and social-emotional trends:
Kindergarten:

- Early growth observed; however, literacy development is a concern, particularly for English Learners (EL) and Special Education students.
- Behaviors are generally manageable, with additional supports provided through school-based therapists.
- Social-emotional learning (SEL) supports are in place; most students are at moderate risk. Tier 1 supports are provided to all students, and the school-based therapist used DESSA data to identify those needing additional interventions.
- Attendance is stable, though some chronic lateness issues require follow-up with parents.

First Grade:

- Literacy is a concern, with less than half of students on track for grade level, especially among EL and Special Education students.
- Math performance is moderate.

- Behavioral challenges are more pronounced, particularly among African American and Special Education students.
- Attendance is marginal, with some truancy concerns. Attendance improvement meetings have been held with parents.

Second Grade:

- Academic performance shows stabilization; literacy is moderate risk, but students are outperforming K and 1st grade peers. Growth in Spanish is showing progress.
- Behaviors, as measured by Office Discipline Referrals (ODRs), are manageable. Adjustments such as moving students between homerooms have led to positive behavior changes.
- SEL is a strength for this grade. A two-pronged support system is in place for students struggling with behaviors.
- Attendance is the highest across K–3 grades, demonstrating the strongest profile.

Third Grade:

- Highest risk in literacy and math growth; many students are below benchmarks and showing minimal growth, indicating larger learning gaps.
- ODRs are the highest among K–3, with significant coaching provided by the Dean of Student Culture.
- SEL supports were provided earlier in the school year; additional interventions continue.
- Attendance is stable, though tier 2 concerns exist regarding lateness, with approximately one-third of students arriving late. Increased communication with parents is ongoing to address this.
- Structures are in place to provide targeted support and best serve student needs.

This report highlights the need for differentiated academic and behavioral support across grades, with particular focus on literacy growth and attendance interventions.

E. Muñoz provided data updates for upper school grades, focusing on 4th grade:

4th Grade:

- **Math:** Highest percentage of students on track for local benchmarks; overall progress is moving in a positive direction.
- **Behavior:** Reports the lowest number of Office Discipline Referrals (ODRs) since the start of the school year.
- **ELA:** Approximately one-quarter of students are on track, with a 50% growth rate.
- **Spanish:** Growth is the lowest among subjects, using ISIP benchmarks to track performance in both Spanish and math.

- **Attendance:** Absenteeism is higher at this grade level compared to lower grades.

Next Steps for Final Trimester: Leverage teachers showing growth in Professional Learning Communities (PLCs) to support colleagues with strategies for academic growth. Implement instructional adjustments to better prepare students for Spanish assessments. Continue behavioral support interventions to maintain positive trends.

E. Muñoz emphasized that the 4th-grade team has done an excellent job advocating for students and securing the supports they need to succeed academically and behaviorally.

5th Grade:

- **Attendance:** Maintaining a strong attendance rate of 95% or above.
- **Behavior:** Reports the highest number of Office Discipline Referrals (ODRs) among upper school grades. Patterns indicate that behavioral incidents tend to occur at specific times of day.

Next Steps: Additional staff support will be provided during these peak times to help manage behaviors. **SEL:** Adjustments are being made to the social-emotional learning supports, with targeted interventions added to meet student needs.
The team continues to monitor both attendance and behavior trends closely, ensuring appropriate supports are in place to maintain academic and social-emotional growth.

6th Grade:

- **SEL:** Lowest risk among upper school grades; students received SEL support early in the year.
- **Attendance:** Strong daily attendance at 95%.
- **Academic Growth:** Positive growth observed in both Math and ELA. Collaborative planning time is being used to develop strategies to continue academic progress.

7th Grade:

- **ELA:** 75% of students have growth rates on track to meet state requirements.
- **Attendance:** Average daily attendance is 95%.
- **Behavior & SEL:** Higher risk for SEL concerns; ODRs are notable, with patterns similar to 5th grade during “hot” times of day.

Next Steps: Academically, PLCs are being used to share strategies to support student growth. Behavioral supports include targeted interventions during transitions and other peak times to reduce ODR incidents.

These updates emphasize continued focus on maintaining strong attendance, supporting social-emotional needs, and leveraging collaborative planning to sustain academic growth.

L. Kelly highlighted that a handful of students in the upper school are reading at or above a 12th-grade reading level, recognizing their exceptional academic achievement.

VII. Executive Session

A. Human Resources

The board entered into executive session at 6:36 PM to discuss personnel matters and exited at 6:39 PM

VIII. Closing Items

A. Action Items

N. Flores made a motion to APPROVE.
D. Coffman seconded the motion.
New Hires
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE.
J. Becker seconded the motion.
Personnel Salaries
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE.
D. Coffman seconded the motion.
Stipends
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 6:30 PM.

Respectfully Submitted,
N. Flores