APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday March 16, 2026 at 4:30 PM

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

Directors Absent
H. Nuñez, T. Delgado-Bickley

Guests Present
B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), J. Rivera (remote), J. Stacey (remote), L. Kelly (remote), M. Mason (remote), M. McIntosh (remote), R. Burgos (remote), R. Lugo (remote), Ryan Farrell (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 Mar 16, 2026 at 4:34 PM.

B. Public Testimony

C. School Connections

M. McIntosh provided SAC updates from the March meeting, highlighting several key themes across grade bands.

- In K–2, there were concerns about limited teacher coverage in 1st grade and inconsistent responsiveness; administration acknowledged both issues and will follow up, particularly around communication gaps.
- In grades 3–5, staff expressed a need for clearer and more consistent administrative support, with leadership requesting more specific feedback to better define roles and expectations. Additional discussion focused on improving inclusivity and transparency in staff recognition, reconsidering instructional time for foundational literacy skills, exploring scheduling adjustments (particularly for 4th grade), and addressing low staff morale through initiatives such as themed days. The timeline for the 2026–27 calendar was also confirmed.
- In grades 6–8, concerns centered on student uniform compliance and the need for clearer dress-down guidelines for student-athletes, with administration planning to reinforce expectations and provide additional guidance.

II. Action Items

A. Policies & Amendments

N. Flores made a motion to APPROVE Dissertation Proposal.
N. Reyes seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Employee Handbook Updates.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE Student Handbook Updates.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE 2025-2026 Calendar Updates.
J. Garcia 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 02-23-26.
A. Feuer-Edwards seconded the motion.
Abstentions: J. Garcia
The board **VOTED** to approve the motion.
There are no major updates from the Governance Committee at this time. N. Flores and D. Russotto have been discussing the importance of balancing how the board supports school initiatives while staying within appropriate boundaries of oversight. There has also been feedback that data presented to the board can feel overwhelming, and the committee is exploring ways to make information more digestible and streamlined so it is

more useful for decision-making. Efforts are underway to improve how information is shared with the board, with an emphasis on clarity and effectiveness, and there is continued encouragement for board member input and engagement. Initial planning for CEO evaluations has begun, with the process expected to start next month. Congreso still needs to meet and vote on their nominee for the board member position. There is also an ongoing discussion about the format and style of board meeting minutes.

L. Kelly disussed that board members are required to submit a Statement of Financial Interest to comply with local and state regulations. All forms must be on file by May 1. The Board Liaison will follow up with each board member via email.

B. Committee Updates

Audit & Finance: D. Russotto shared updates regarding authorized signers, noting that as members roll off the board, changes are being made to maintain efficiency. J. Beck and Accounts Payable Manager O. Feliciano are being added as signers, which will help reduce delays related to bank transactions that previously required D. Russotto's signature. Additionally, D. Russotto reported that she will be opening the previously board-approved money market account at the bank. This is expected to be completed before spring break.

IV. Finance

A. Monthly Report

The February financial report was reviewed by R. Eglin. Revenue for the month came in above budget, and net income exceeded expectations. In February, both revenue and operating expenses were above budget. The four key financial metrics tracked by the organization are all in strong condition. The current ratio stands at 2.11, and overall, the organization's financial position remains stable.

V. Development

A. Grants, Partnerships, Fundraising

D. Russotto informed the board that work is ongoing on smaller grant applications, while the organization's partner, FundEd, continues to focus on larger grant opportunities. There are no additional updates at this time. D. Russotto also confirmed that the grants report is updated monthly and remains available to the board for review.

B. Development - Board Engagement

A. Feuer-Edwards discussed board engagement plans, noting a shift toward having board members complete and submit their individual engagement plans to the

Advancement Committee for review. This will help provide better visibility into areas of engagement and identify opportunities for increased involvement.

The committee also focused on the upcoming Fiesta Fusion event, highlighting various ways board members can participate and encouraging them to confirm their attendance. There is still a need for additional food vendors, particularly those representing the different continents that will be featured at the event, and board members are encouraged to assist in identifying and securing vendors.

D. Coffman raised support for Staff Appreciation Week and encouraged board members to make a financial contribution before the end of the fiscal year. Continued board engagement through event participation remains a priority, and Board on Track will be used to keep members informed of upcoming opportunities.

Additionally, A. Feuer-Edwards emphasized the urgent need to financially support a Pan Am student's participation in the upcoming 8th grade GATE trip. D. Russotto shared a link for board members to contribute toward this initiative.

D. Russotto and D. Coffman discussed the ways board members can donate through the school website.

VI. School Report

A. School Report

J. Stacey and R. Farrell, Assistant Director of Student Services, presented an introduction and overview of the Special Education Program. D. Russotto introduced R. Farrell to the board and acknowledged the strong work being done to support students receiving special education services. J. Stacey provided an overview of FAPE (Free Appropriate Public Education), explaining its meaning and how it aligns with the Individuals with Disabilities Education Act (IDEA). He also provided additional details on the process, including tuition funding provided by the School District of Philadelphia for identified students. R. Farrell provided a general overview of the special education process, including how students are referred, evaluated, and determined eligible for services, as well as how placements are decided. He emphasized the school's commitment to meeting the needs of all students and ensuring appropriate supports are in place. He also noted that while families may share external diagnoses, the school follows a formal process to determine eligibility, and it is the school's responsibility to identify students who may need services and provide the necessary programs.

VII. Executive Session

A. Human Resources

The board entered into executive session at 6:28pm to discuss personnel matters. The board exited executive session at 6:32pm.

VIII. Closing Items

A. Action Items

N. Flores made a motion to APPROVE personnel salaries.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE stipends/bonuses.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE to ratify extended leave.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to APPROVE new hires.
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 6:34 PM.

Respectfully Submitted,
N. Flores