APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday April 20, 2026 at 4:30 PM

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

Directors Absent
A. Feuer-Edwards, J. Garcia

Guests Present
B. Eglin (remote), D. Russotto (remote), Denise Velez (remote), J. Rivera (remote), Kimberly Hensinger (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 Apr 20, 2026 at 4:33 PM.

B. Public Testimony

C. School Connections

R. Burgos presented the SAC updates, highlighting several celebrations and areas of focus within the school community. Teachers expressed a desire to be more proactive in addressing student behaviors and strengthening school culture through initiatives such as

Spirit Week. There was also discussion about supporting upper school students in thinking more intentionally about their futures, including guidance through the high school application process. The committee discussed bringing students in grades 6–8 to a high school fair and providing transportation to encourage participation and early exposure to future opportunities. Challenges discussed included the need for better communication regarding consequences or behavioral issues that occur when students are outside of their teachers' supervision. Concerns were also raised about the use of AI for sending emails and the importance of using these tools carefully and responsibly. Additionally, teachers requested increased administrative support regarding items students bring to school, as well as consistent enforcement of uniform and iPad checks.

II. Action Items

A. Policies & Amendments

N. Flores made a motion to APPROVE Immigration Policy.
T. Delgado-Bickley seconded the motion.
The board **VOTED** to approve the motion.

B. Contracts

N. Flores made a motion to APPROVE Financial Audit Engagement.
H. Nuñez seconded the motion.
The board **VOTED** to approve the motion.
RFPs for School Health, Custodial, and Fiscal Management Services will be discussed during the school report no approvals needed at the time.

III. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from Board Meeting on 03-16-26.
J. Becker seconded the motion.
Abstentions: T. Delgaldo-Bickley and H. Nunez
The board **VOTED** to approve the motion.
Board Compliance: A reminder was issued to all members who have not yet submitted their *Statement of Financial Interest* forms. These forms are required by both the School District of Philadelphia and the Commonwealth of Pennsylvania, and must be on file no later than May 1. Members were asked to submit their forms prior to this deadline to allow sufficient time for review and verification before final submission.

Additionally, any new board members are required to complete and submit an Act 55 Training Certificate as part of the mandatory reporting to the School District of Philadelphia.

B. Committee Updates

Governance Committee:

- Flores and Russotto have already begun discussing the CEO evaluation timeline. The goal is to finalize the evaluation and establish new goals during the summer board retreat, scheduled for July 9. Invitations for the summer board retreat will be shared through Board on Track.
- Flores also plans to meet with the Advancement Committee and the Audit and Finance Committees before the summer board retreat to recap the year.

Advancement Committee:

- Flores shared updates on behalf of Feuer-Edwards and Coffman, including reminders about the upcoming Staff Appreciation Week, which will be discussed further during executive session.
- A reminder was also shared about Fiesta Fusion, scheduled for May 15, and board members were encouraged to attend. D. Velez provided an overview of what attendees can expect at the cultural event, which will celebrate the seven continents through food, music, activities, and performances.

Audit and Finance Committee:

- Russotto shared that the committee has been meeting regularly to build the budget and is currently working through the fourth draft. At this stage, the committee is closely reviewing and digging into the details of the budget. Once the draft is finalized, the committee will wait for the School District to provide updated tuition numbers to determine whether any additions or reductions will need to be made to the budget.

IV. Finance

A. Monthly Report

Eglin presented the financial statements for March 2026. Key metrics included a corrected current ratio of approximately 2.19 (standard ≥1.1), days cash on hand at 108 days (requirement: 45 days), a debt ratio of 0.68 (requirement: <0.85), a total margin of 5.47%, and a debt service coverage ratio of 2.88x (requirement: 1.15x).

Russotto shared additional financial updates, including that new signers were added to the accounts, including Accounts Manager O. Feliciano. Also reported that a money market account was opened, earning a 2.96% interest rate, which is expected to generate approximately $90,000 to the budget.

B. Financial Forecast

Eglin reviewed the forecast for the remaining three months of the fiscal year and highlighted that revenue remains right on budget. Salaries and wages are currently

$34,000 below budget, while benefits for the fiscal year are approximately $22,000 above budget. Most budget categories remain on target, with the exception of contracted services, which continues to be the highest expense category in the budget.
By the end of the fiscal year, expenses are projected to be approximately $237,000 higher than budgeted; however, the projected net loss is still expected to be lower than originally budgeted. The organization currently maintains a cash balance equivalent to 79 days, exceeding the covenant.

Eglin also noted that the month of June typically includes a significant number of expenses. The educational materials line item allows for pre-purchases, making it a controllable expenditure category. Contracted services expenses were higher than budgeted due to variances related to substitute teachers, special education services, the addition of three APS students, one student aide, and increased behavioral support services.

V. Development

A. Grants, Partnerships, Fundraising

Russotto shared that grant writing efforts are continuing under the advisement of FundEd, with the organization actively pursuing additional grant opportunities. Several current applications are tied to the October Reading Event in celebration of National Book Month and Hispanic Heritage Month. These literacy-focused grants are intended to fund a book vending machine, which the organization hopes to implement as part of the PBIS initiative through grant funding support. In addition, a grant opportunity through Whole Foods is being pursued to support the community garden and provide materials that allow students to actively engage with the garden. Russotto also thanked the Board for their donations in support of the G.A.T.E. trips.

There was also discussion regarding sponsorship opportunities. Russotto shared that the book vending machine could serve as an excellent sponsorship opportunity, along with end-of-year student celebrations, including the upcoming Reader’s Red Carpet event and the Athletic Awards Ceremony.

VI. School Report

A. School Report

Russotto shared updates regarding the Comprehensive Plan, noting that she has been attending PDE-sponsored meetings in preparation for the plan’s submission in the fall. The goal is to align the outlined Comprehensive Plan goals with the CEO evaluation goals so that the organization is moving in one unified direction. Feedback will be requested from staff, Board members, and parents, and additional information regarding timelines and opportunities for input will be shared once finalized.

L. Kelly also discussed internal control policies, including procedures related to purchasing, cash management, and other financial practices that are heavily reviewed during audits. She reviewed the use of Requests for Proposals (RFPs) and non-competitive proposals, emphasizing the importance of transparency, accountability, and maintaining full and open competition through proper solicitation and documentation processes. Current RFPs include custodial services and school health services. L. Kelly has developed the proposal processes to ensure the organization remains competitive, receives the necessary services, and stays in compliance with internal control requirements.

VII. Executive Session

A. Human Resources

The board entered into executive session at 5:38pm to discuss personnel matters. The board exited executive session at 6:36pm.

VIII. Closing Items

A. Action Items

N. Flores made a motion to APPROVE Personnel Salaries.
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 6:36 PM.

Respectfully Submitted,
N. Flores