APPROVED

Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday June 22, 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), N. Reyes (remote), T. Delgado-Bickley (remote)

Directors Absent
None

Guests Present
Dr. Darcy Russotto, CEO/Principal (remote), Jannette Diaz, President, Congreso de Latinos Unidos (remote), Lisandra Kelly, Director of HR & Operations, Roberto Lugo, Director of Security (remote), Robin Eglin, President, Omnivest LLC (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 Jun 22, 2026 at 4:34 PM.

B. Public Testimony

C. School Connections

No updates were reported.

II. Action Items

A. Policies & Amendments

No policies or policy amendments were presented for Board consideration at this meeting.

B. Contracts

N. Flores made a motion to Approve Fiscal Management Services Contract - Omnivest, LLC.
T. Delgado-Bickley seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve School Health Services Contract - MACCS.
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 05-18-26.
A. Feuer-Edwards seconded the motion.
Hector Nuñez abstains
The board **VOTED** to approve the motion.

B. Committee Updates

Governance Committee — reminding board members to complete the CEO Evaluation Survey in order to complete the evaluation. The goal is to share the survey results during the board retreat in July. Reminder about the calendar invite for the Board Retreat.

Brief overview of what is planned for the board retreat, which will focus on the school's comprehensive plan, CEO evaluation, advancement committee, and succession planning.

We still have a Congreso-appointee vacancy. Jannette will be following up with Nelson to share prospective candidates.

Ashley shares ideas regarding the advancement committee's plans and goals for the schools.

IV. Finance

A.

Monthly Report

Robin Eglin presented an overview of the May financial statements and key financial metrics, highlighting the School's current financial position and overall budget performance. The Board received the report for review.

B. Financial Forecast

- Robin Eglin presented an update on the School's most recent financial forecast, including projected revenues, expenditures, and year-end financial outlook.
- Becker provided an overview of planned pre-purchases for the upcoming school year. Russotto supplemented the presentation by outlining anticipated expenditures for curriculum materials and instructional resources in support of academic programming.

C. 2026-2027 Budget

- Russotto presented the proposed 2026–2027 operating budget. The presentation included an overview of enrollment and tuition assumptions, themes identified through staff listening tours, employee benefits, strategic staffing changes, the proposed organizational structure, a summary of the operating budget, and key charter and bond financial metrics.
- The Board reviewed enrollment and tuition assumptions, including the School's 750-student enrollment cap for tuition reimbursement. It was noted that tuition rates differ for general education and special education students. Eglin explained that tuition rates are provided annually by the School District of Philadelphia and were received in mid-June. Historical tuition trends from the previous three years were also presented.
- Russotto summarized findings from department listening tours conducted with staff and school leadership. Strengths identified included small-group instruction, WIN programming, co-teaching, integration of social-emotional learning, access to instructional materials, operational systems, and intervention supports. Priority areas for improvement include strengthening Tier I instruction, enhancing school culture through Tier I behavioral supports, and strategically aligning staffing to maximize direct instructional support.
- An overview of the School's comprehensive employee health benefits package was presented.
- Strategic staffing recommendations for the 2026–2027 school year were reviewed. The proposed organizational changes include adding a Chief Operating Officer position to strengthen operational leadership, system development, and succession planning. Additional staffing adjustments were presented to better support Special Education, MTSS, school safety, lunch and recess supervision,

instructional coaching, and classroom support. It was noted that several position eliminations were offset by the creation or redesign of positions to better align with organizational priorities.

- Eglin reported that the Audit & Finance Committee reviewed the proposed budget and recommended a budget reflecting a 1.5% operating margin. A condensed overview of the budget was presented, including the fiscal impact of the expiration of a grant.
- The Board reviewed key charter and bond financial metrics, including cash balance and lease coverage ratio, and discussed the School's continued financial stability.
- Flores requested additional information about the proposed Multi-Grade Leader position and its role within the instructional model, particularly regarding the restructuring of lower school leadership. Russotto explained that the position supports teacher leadership development, instructional coaching, and succession planning, drawing on best practices developed through the School's partnership with Elevate 215 while strengthening instructional support and staff retention.

V. Development

A. Grants, Partnerships, Fundraising

Russotto presented the Development Report and announced that the school was selected as a recipient of a grant from the McLean Foundation. She also reported that there were no new updates regarding the City Celebration Grant at this time.

VI. School Report

A. School Report

The School Report was presented and provided to the Board for review and discussion.

B. Comprehensive Plan

Russotto provided an update on the School's Comprehensive Plan, noting that the plan is required every three years and is due for submission in September. The Board was informed that the draft plan will be reviewed in detail during the July Board Retreat and will be posted for a 28-day public comment period beginning in July. The final plan will be presented to the Board for approval at the August meeting prior to submission. The updated plan will include a Student Attendance Goal, and preliminary planning discussions have already been conducted with school staff and the Leadership Team.

VII. Executive Session

A. Human Resources

At **5:56 p.m.**, the Board entered Executive Session to discuss personnel and compensation matters, in accordance with the Pennsylvania Sunshine Act.

B. School Safety & Security Annual Report

During the Executive Session, the Board reviewed the confidential 2025–2026 School Safety & Security Annual Report, as required by Pennsylvania law. No official action was taken during the Executive Session.

VIII. Closing Items

A. Action Items

N. Flores made a motion to Approve Employee Renewals & Non-Renewals.
J. Garcia 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.

B. Adjourn Meeting

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 the CEO Contract.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve 2026-2027 School Budget.
N. Reyes seconded the motion.
The board **VOTED** to approve the motion.
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