Pan American Academy Charter School

Minutes

Board Meeting

Date and Time
Monday August 3, 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
B. Eglin (remote), D. Russotto (remote), E. Munoz (remote), J. Rivera (remote), L. Kelly (remote), M. Mason (remote)

I. Executive Session

A. Executive Session

The board entered into executive session at 4:30pm to discuss personnel matters. The board exited executive session at 5:02pm.

II. 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 Aug 3, 2026 at 5:05 PM.

B. Public Testimony

During public testimony, **Francisco Villa** shared concerns regarding compensation practices for employees hired mid-year. Mr. Villa discussed the prorating of salaries for employees who begin employment during the school year and the resulting impact on summer pay. He noted that while related information is included in the Employee Handbook and new hire letter, there is no specific policy addressing the matter in detail and expressed concern that the process is not thoroughly communicated to employees at the time of hire. Mr. Villa shared that this resulted in financial hardship for him. He also raised concerns regarding workload expectations, explaining that he was asked to provide classroom coverage due to staff shortages without receiving additional compensation. Mr. Villa requested that the Board consider reviewing practices and policies related to compensation for mid-year hires and equitable staff workloads.

C. School Connections

Mrs. Velez shared that she was honored to serve as the Summer Program Coordinator and expressed her gratitude for the strong support she received throughout the four-week program. She reported that Kindergarten Readiness Camp served 54 incoming kindergarten students, while the Extended School Year (ESY) program served 33 students. The Éxito program served 40 second-grade students, with a focus on reading and literacy intervention. The Congreso seved over 100 students who participated in summer enrichment activities, including sports and opportunities to strengthen social-emotional skills. Mrs. Velez reported that the program concluded with overwhelmingly positive feedback from participating families. To celebrate the students and highlight their experiences, she presented a video collage featuring memorable moments from the summer programs.

III. Action Items

A. Human Resources

N. Flores made a motion to Approve New Hires.
T. Delgado-Bickley seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to Approve Employee Salaries.
N. Reyes seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve the updated 2026-2027 school year calender.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve the updated 2026-2027 school year board meeting calendar.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.

B. Policies

N. Flores made a motion to approve the Student & Family Handbook.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve the Employee Handbook.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve the ESL Policy.

J. Becker seconded the motion.

The board **VOTED** to approve the motion.

C. Contracts, MOUs & Agreements

N. Flores made a motion to approve the Mad Beatz Philly contract.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve the FundEd contract.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve the Innovageous contract.

D. Coffman seconded the motion.

The board **VOTED** to approve the motion.

D. Purchases

N. Flores made a motion to approve Amplify purchase.

J. Becker seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve Apple Care purchase.

J. Garcia seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve Eureka purchase.

D. Coffman seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve Fundations Training purchase.

J. Becker seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve MTG IT consult.

A. Feuer-Edwards seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve LinkIt.

J. Becker seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve Learning A-Z purchase.

J. Becker seconded the motion.

The board **VOTED** to approve the motion.

N. Flores made a motion to approve Heggerty purchase.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve MTG server.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve Renaissance.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve School Outfitters furniture purchase.
J. Becker seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve Thinquiry furniture purchase.
A. Feuer-Edwards seconded the motion.
The board **VOTED** to approve the motion.
N. Flores made a motion to approve Wilson Language.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.

IV. Governance

A. Approve Minutes

N. Flores made a motion to approve the minutes from Board Meeting on 06-22-26.
J. Garcia seconded the motion.
The board **VOTED** to approve the motion.

B. Committee Updates

Governance: N. Flores reviewed the Board's expectations and commitments, emphasizing the importance of regular attendance and being fully present and engaged during meetings. Board members were reminded to communicate in a timely manner if they are unable to attend a meeting to help ensure that quorum requirements are met, and to notify both the Board Chair and Board Liaison of any anticipated absences. Additional expectations included active participation in Board committees, attending one to two school-wide events to maintain visibility within the school community, and continuing to learn about the school in order to effectively represent and share its work with the broader community. Board members were also reminded of the importance of responding consistently and promptly to emails, requests, and other Board communications.

N. Flores provided an update regarding the Congreso Board appointee. A candidate has been nominated, and the candidate's résumé was shared with Board members for review. Flores and Dr. Russotto met with the candidate and discussed her existing connection to the PAACS community through her work with Xiente. Congreso is expected to vote on the appointment at its next Board meeting, which will take place after the PAACS September 14 meeting. Pending Congreso's approval, the new appointee may begin serving on the PAACS Board in October.

N. Flores discussed the formation of a Succession Planning Committee and encouraged Board members to begin considering how the Board would like to structure and proceed with the committee. One option discussed was establishing it as an Executive Committee consisting of the Board Chair, Vice Chair, and Secretary. Flores invited Board members to share any thoughts, recommendations, or suggestions regarding the committee's structure and next steps with him via email.

Advancement Committee: The Advancement Committee will prioritize meeting before the September Board meeting to finalize the Board Commitment Plans. The committee will continue to review and further develop the plans during future meetings.

D.Russotto discussed the upcoming Back-to-School Celebration and shared that PAACS was awarded a $30,000 Citywide Celebration Grant. The grant will support a community mural project designed to capture and celebrate the voices of PAACS students and families while reflecting their vision for the community over the next 250 years.

V. Finance

A. Monthly Report

R. Eglin reviewed the preliminary year-end financial statements for the 12-month period ending June 30, 2026. He reported that PAACS closed the fiscal year in line with projections and noted that the financial statements remain preliminary and are subject to auditor adjustments, which are expected to be minimal from a material standpoint. Eglin will provided a thorough analysis comparing the April forecast with the June year-end results and highlighted that contracted services expenses came in lower than projected. Overall, the year-end financial position and projections remain healthy, with no significant concerns anticipated at this time.

VI. Strategic Discussion

A. Comprehensive Plan

Dr. Russotto provided an update on the Comprehensive Education Plan, noting that the established goals remained unchanged. She explained that the planning process began at the end of the previous school year, when staff participated in gathering and reviewing relevant information and data. The leadership team used this information to further develop and refine the plan and its goals. Upon staff returning for the new school year, approximately two weeks remained before the September 1 submission deadline, allowing for a final round of staff review and feedback prior to submission.

N. Flores made a motion to made a motion to approve the Comprehensive Education Plan, with the understanding that any necessary revisions resulting from the public input period would be incorporated into the final plan.
D. Coffman seconded the motion.
The board **VOTED** to approve the motion.

VII. Closing Items

A. 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