

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: July 25, 2023

School(s): Bellalago Academy, PM Wells Charter Academy

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
July 25, 2023	8:00 am	8:56 am	August 22, 2023	8:00 am	S. Steele
Meeting Location:					
Location: 2310 New Beginnings Road Kissimmee, FL as well as via Zoom as publicized on the Public Notice.					
Attended by:					
Charter Board Members (in person): Mike Steigerwald, Chair Mark Grey, Vice Chair Catherine (Kay) White, Trustee		Other Attendees: Maria Suriel, Finance Director, Education Foundation (virtually) Kerry Avery, Executive Director, Education Foundation (in person) Samantha Giel, Education Foundation (in person) Savannah Steele, Education Foundation (in person)			
Virtual:		Jeffrey Hernandez, NAEP (virtually) Alex Trujillo, NAEP (virtually) Debra Bele, SDOC (virtually)			
Absent: Dave Sklarek, Trustee Celia Thacker Dorn, Trustee		Angela Barner, SDOC Director of Finance (virtually) Janine Bracco, Bellalago Assistant Principal (virtually) Ivonne Sardinias, PM Wells Principal (virtually) Levicko Embry (virtually) John Tyler (virtually)			

I. **WELCOME**

Call to Order

- Pursuant to public notice, the meeting commenced at 8:00 am with a Call to Order by Chair Mike Steigerwald. Roll call was taken, and quorum established.

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Meeting Minutes

- The Board reviewed, discussed, and approved the meeting minutes from June 27, 2023, Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the June 27, 2023, Charter Board of Trustees Meeting Minutes as a group, as presented. Motion was approved unanimously. (3-0,2)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION

- **Audit Engagement Letter** – The audit engagement letters for Bellalago and PM Wells were shared to update and include single audit fees. Ms. Avery presented the audit engagement letters to the Trustees for review, discussion, and approval.
- **Condolences to Jeffrey Hernandez and his family** – Mike shared on behalf of the Trustees, their thoughts and well wishes to Jeffrey and his family during this tough time.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve both audit engagement letters for PM Wells and Bellalago, as presented. Motion was approved unanimously. (3-0,2)

III. SCHOOL REPORTSBellalago Academy

- **Monthly School Report** – Principal Cleveland was not present for the meeting. Assistant Principal Janine Bracco was present for the meeting and was able to provide an update. The school has submitted expenditure requests to repair and enhance school property. An expenditure request includes large reflective numbers to be installed on the buildings, car loop repairs and repaving. She shared something they are focusing on this year is working to get AVID demonstration school status. Lastly, she shared they have completed and submitted the school safety assessment test. Ms. Bracco shared there are 4 teachers who are working on completing a few more requirements and are awaiting certifications, and 3 vacant positions.
- **Financial Report** –
 - **June 2023 Financial Report** – Ms. Angela Barner presented the June 2023 Financial Report for Bellalago. She shared information about the balance sheet including updates to the general fund, special revenue, capital outlay, and total governmental funds. She also shared the updates to the statement of revenue, expenditures, and change in fund balance. The Trustees then called for discussion and approval.
 - **Schedule of Grant Activity** – Ms. Angela Barner presented the schedule of grant activity to the Trustees for review, discussion, and approval.
- **Bellalago Presents to the Board** –
 - **Out of Field Waiver Report** – Mr. Steigerwald noted the out of field report was detailed under the monthly school report and was presented to the board for review and discussion.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the June 2023 Financial Report, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Schedule of Grant Activity, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Out of Field Waiver Report, as presented. Motion was approved unanimously. (3-0,2)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinias shared some upcoming events that they are hoping will increase school pride and connection between the school, students, and parents. She shared they are doing a separate open house for kindergarten and 6th grade as those students usually need a bit more time to adjust and feel comfortable in the transition into those grades. Currently, there are 4 teaching positions open. The school enrollment is currently 471. Principal Sardinias shared they are concerned about the enrollment and believe it is due to not having transportation services available and the convenience of other schools. Jeffrey Hernandez shared they have requested a quote from a bus transportation company.

- **Financial Report –**
 - **June 2023 Financial Review** – Alex Trujillo presented the June 2023 Financial Report for PM Wells. He started by presenting the statement of revenue and expenditures. He shared the expenditures are currently in line with the budget timeline for the year. He shared the main liabilities include the payroll accrual and NAEP management fees. Mark asked if there would be a budget amendment in the future due to the overages. Ms. Avery noted the budget amendment must be completed to ensure for compliance with the auditors. The Trustees then called for discussion and approval.
 - **Quarter Financial Review** – The quarter financial review was presented to the Trustees for review, discussion, and approval. Mark noted the June financials balance sheet was not matching up with the quarter financials. Alex Trujillo shared the balance sheet under the quarter financials was incorrect and would be resubmitting the corrected balance sheet. The Trustees then called for discussion and approval based on the correct balance sheet under the June financials.
 - **Schedule of Grant Activity** – Jeffrey Hernandez shared a brief report of the Schedule of Grant Activity in their Monthly Report.
- **PM Wells Presents to the Board**
 - **Out of Field Report** – Jeffrey Hernandez presented the updated report for the Trustees to review and approve.
 - **2023-24 Bell Schedule** – Jeffrey shared a 9th period was added to the bell schedule for middle school to offer a STEM class.
 - **PM Wells included in SDOC Mental Health Assistance Allocation Plan** – Principal Sardinas shared the form is to represent PM Wells is opting in for the SDOC Mental Health Plan. The Mental Health Assistance Allocation Plan was presented to the Trustees for review, discussion, and approval.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the June 2023 Financial Report, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Quarter Financial Review, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Schedule of Grant Activity, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Out of Field Waver Report, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to approve the 2023-24 Bell Schedule, as presented. Motion was approved unanimously. (3-0,2)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the SDOC Mental Health Assistance Allocation Plan, as presented. Motion was approved unanimously. (3-0,2)

IV. OLD BUSINESS

- **Transition Documents from CSUSA for PM Wells** – Kerry shared there are no updates at this time.
- **NAEP Contract Deliverables Checklist** – Ms. Avery noted the staff continues to work with NAEP to ensure all items are in compliance and completed according to the contract documents. She noted we will be closing out the year in the next couple weeks and will be working on next year's checklist.
- **NAEP Reserve Loan Extension** – Ms. Avery noted the next evaluation will be in October 2023.

- **NAEP Performance Strategy Plan** – Ms. Avery shared there is no additional updates regarding the strategy plan and is looking into combining it with the Contract Deliverables Checklist.

V. **NEW BUSINESS** – Kerry Avery shared the staff is working to provide a uniform template for the financials as well as a standardized capital plan format.

VI. **PUBLIC COMMENT**

- No one from the public asked to address the Trustees.

VII. **ADJOURNMENT**

- The meeting was adjourned at 8:56 am.

MOTION: Motion was made by Mark Grey and seconded by Kay White to adjourn the July 25, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (3-0,2)

Mike Steigerwald, Chair

Date: _____