

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: August 22, 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:
August 22, 2023	8:02 am	9:33 am	September 26, 2023	8:00 am	Savannah 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 Catherine (Kay) White, Trustee Dave Sklarek, Trustee Celia Thacker Dorn, Trustee		Other Attendees: Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejnoui, Program Director, Education Foundation (virtually) Savannah Steele, Executive Assistant, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually)			
Virtual:		Alex Trujillo, NAEP (virtually) Debra Bele, SDOC (virtually) Angela Barner, SDOC Director of Finance (virtually)			
Absent: Mark Grey, Vice Chair		Janine Bracco, Bellalago Assistant Principal (virtually) Ivonne Sardinas, PM Wells Principal (virtually) Jazmyn Burgos, NAEP (virtually)			

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:02 am with a Call to Order by Chair Mike Steigerwald. Roll call was taken, and quorum established.

Meeting Minutes

- The Board reviewed, discussed, and approved the meeting minutes from July 25, 2023, Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Celia Thacker Dorn to approve the July 25, 2023, Charter Board of Trustees Meeting Minutes as a group, as presented. Motion was approved unanimously. (4-0,1)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION**III. SCHOOL REPORTS**Bellalago 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. Ms. Bracco shared the school is very close to capacity for student enrollment and they have only 1 teacher vacancy. She noted they are struggling to find applicants but are reaching out to teachers that have applied to other schools. She shared the school is still pending approval for their expenditure requests to repair and enhance school property. The requests include large reflective numbers to be installed on the buildings, car loop repairs including repaving and widening, HVAC, and roof repairs. She shared they are actively working daily to finish the front lobby area. Ms. Bracco shared they are looking for guidance from the trustees to determine which improvement project should be completed first.

- **Bellalago Financial Report** –
 - **July 2023 Financial Report** – Ms. Angela Barner presented the July 2023 Financial Report for Bellalago. She shared information about the balance sheet including updates to the general fund, expenditures, special revenue, capital outlay, and total funds. The Trustees then called for review, discussion, and approval.
 - **Schedule of Grant Activity** – Ms. Angela Barner presented the schedule of grant activity to the Trustees for review and discussion.
 - **2023-2024 Budget** – Ms. Angela Barner highlighted information regarding total expenditures, revenue, capital outlay, and total fund balances. The 2023-2024 Final Budget was presented 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.
 - **2023-24 Capital Maintenance Plan** – Ms. Angela Barner detailed the beginning fund balance, total estimated revenues, current projects, new projects, and total ending fund balance. The trustees noted their concerns in order of necessity are the roof repairs, HVAC repairs, and then car loop repairs. The trustees concluded there is enough money in reserves to complete all three of these projects and asked Bellalago to provide an updated budget at the next meeting to reflect the updated capital maintenance plan.

MOTION: Motion was made by Celia Thacker Dorn and seconded by Dave Sklarek to approve the July 2023 Financial Report, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Celia Thacker Dorn and seconded by Mike Steigerwald to approve the 2023-2024 Budget, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Celia Thacker Dorn and seconded by Kay White to approve the 2023-2024 Capital Plan Report, as presented. Motion was approved unanimously. (4-0,1)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared at the time of the report there were 2 teaching positions open but have since hired a teacher over the weekend, so there is now only 1 position open. She shared they are working hard to increase the enrollment; however, the number of students remains at 424. Principal Sardinas shared information about upcoming events, athletic updates, and noted the playground equipment was delivered and should be completed next Tuesday. Ms. Thacker Dorn asked what the enrollment was at the end of the last school year. Mr. Jeffrey Hernandez shared the enrollment at the end of the year was 627. He shared they had a very large 8th grade class that graduated, and the remaining students that left transferred to SLAM and Bridge Prep. He also noted some of the students have left due to lack of transportation. Mr. Hernandez shared he has gotten a quote from ANS Transportation of \$570 per bus, per day. He believes that based on the current enrollment and the pricing, the transportation wouldn't be worth the cost at this time but plans to bring the full quote from ANS to the trustees once they receive the final numbers. The trustees shared their concern about the sustainability of the school with such low enrollment numbers. Mr. Hernandez shared the school needs to be at a minimum enrollment of 500 for the school to be able to sustain itself.
- **PM Wells Financial Report** –
 - **July 2023 Financial Report** – Alex Trujillo presented the July 2023 Financial Report for PM Wells. He highlighted items on the profit and loss statement such as the expenditures, adjustments, and total fund balance. On the balance sheet, he shared information about the assets and liabilities, accounts payable, and salaries. The Trustees then called for discussion and approval.
 - **Schedule of Grant Activity** – Jeffrey Hernandez shared a brief report of the Schedule of Grant Activity in their Monthly Report.
 - **2022-23 Final Budget** – Mr. Trujillo shared the 2022-23 Budget with the updates that Mark Grey requested at the last meeting. Mr. Steigerwald requested that this item be tabled until next meeting, so Mr. Grey has the chance to review the report as he was absent from this meeting.
 - **2023-24 Budget** – Mr. Trujillo highlighted items on the expenditure category such as salaries, fiscal services, foundation fees, and the items adjusted due to the decrease in enrollment. He noted the excess of revenues over expenditures is very tight. The trustees shared their concern with the sustainability of the school as well as not having enough in reserves in the case of an emergency. The 2023-2024 Final Budget was presented to the trustees for review, discussion, and approval
- **PM Wells Presents to the Board**
 - **Out of Field Report** – Jeffrey Hernandez presented the updated out of field report for the Trustees to review and approve.

MOTION: Motion was made by Celia Thacker Dorn and seconded by Kay White to approve the July 2023 Financial Report, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Celia Thacker Dorn and seconded by Dave Sklarek to approve 2023-24 Budget, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve Out of Field Report, as presented. Motion was approved unanimously. (4-0,1)

IV. OLD BUSINESS

- **Transition Documents from CSUSA for PM Wells** – No Update
- **NAEP Contract Deliverables Checklist** – Work in Progress
- **NAEP Reserve Loan Extension** – Next Evaluation October 2023

V. NEW BUSINESS

VI. PUBLIC COMMENT

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

VII. ADJOURNMENT

- The meeting was adjourned at 9:33 am.

MOTION: Motion was made by Kay White and seconded by Celia Thacker Dorn to adjourn the August 22, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)

Mike Steigerwald, Chair

Date: _____