

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: September 26, 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:
September 26, 2023	8:21 am	9:13 am	October 24, 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 Mark Grey, Vice Chair Dave Sklarek, 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) Samantha Giel, Development Manager, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually) Alex Trujillo, NAEP (virtually) Angela Barner, SDOC Director of Finance (virtually) Melanie Cleveland, Bellalago Principal (virtually) Ivonne Sardinas, PM Wells Principal (virtually) Jazmyn Burgos, NAEP (virtually)			
Virtual: Celia Thacker Dorn, Trustee					
Absent: Catherine (Kay) White, Trustee					

I. **WELCOME**

Call to Order

- Pursuant to public notice, the meeting commenced at 8:21 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 August 22, 2023, Charter Board of Trustees meeting.

MOTION: Motion was made by Dave Sklarek and seconded by Mark Grey to approve the August 22, 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 FOUNDATIONBellalago New Assistant Principal – Susan Zilinskis

- Ms. Avery shared a welcome to the new assistant principal Susan Zilinskis. Ms. Cleveland noted she was the prior dean at Bellalago and they are very happy to have her in her new role as assistant principal.

Preliminary Audit

- Ms. Avery shared we are very close to receiving the final audit of the financials. She noted it would be forwarded to the trustees once we receive it and would be submitted for approval at the next meeting.

Dave Sklarek Retiring from Charter Board of Trustees

- Ms. Avery shared that Dave Sklarek is retiring from the Charter Board of Trustees but noted he would stay on the board until a replacement is found. She shared her gratitude for Dave and his contributions to the board and the community.

III. SCHOOL REPORTSBellalago Academy

- **Monthly School Report** – Principal Cleveland shared some updates regarding the Title I and Title IV grants. She noted that the vacancy on the Title I has been filled. She also noted the Title IV grant is geared towards the arts. She shared a dream for Bellalago to develop a space for the art students where performances and productions could take place. Principal Cleveland shared some updates on the current expenditure requests. The car loop repair has been approved at the district level and they are just awaiting the timeline and details for the project to begin. The front lobby rehardening is still in process. Principal Cleveland shared news about an event Bellalago is hosting in October for Hispanic Heritage Month. They noted their teacher allocations are on par and they are not losing or gaining any teachers at this time.
- **Bellalago Financial Report** –
 - **August 2023 Financial Report** – Ms. Angela Barner presented the August 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, 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 approval.
 - **Title 1 Plan** – Principal Cleveland shared the Title 1 Plan PowerPoint with the trustees. She noted this is the PowerPoint presentation that they shared with the parents at parent night.
 - **First Quarter Newsletter** – Principal Cleveland shared the first quarter newsletter that she sends out to the students and parents each quarter. The letter included some updates about the first round of FAST assessments. It also detailed the average daily attendance at 95%. Lastly, it detailed an upcoming event that will be taking place at Bellalago in support of Hispanic Heritage Month.
 - **2023-2024 Budget** – Ms. Angela Barner shared the 2023-2024 Budget was included to reflect the changes in the capital outlay plan and to detail the remaining fund balances after the maintenance projects are completed.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the August 2023 Financial Report and the Schedule of Grant Activity, as presented. Motion was approved unanimously. (4-0,1)

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

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared the school is fully staffed, however, she noted they do have some permanent substitutes in some classrooms, so they are looking for a permanent teacher in those areas. She noted the current enrollment has been steady at 421 students. She noted the school is 100% in compliance in reference to the Pre-FTE. Principal Sardinas shared updates on upcoming events and fundraisers, ESE updates, athletics, and the before and after care program. She detailed the 21st century program was at capacity and has an upcoming event - Multicultural Night to encourage community involvement.

- **PM Wells Financial Report** –
 - **August 2023 Financial Report** – Alex Trujillo presented the August 2023 Financial Report for PM Wells. He highlighted items on the profit and loss statement such as the revenues, expenditures, salaries, adjustments, and total fund balance. On the balance sheet, he shared information about the cash totals, reserve fund, accounts payable, and a positive fund balance. 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.

- **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.
 - **Teacher Salary Increase Allocation** – Mr. Hernandez shared this is an allocation of the stipend received from the state. The teacher salary increase allocation was presented to the trustees for review, discussion, and approval.
 - **Reserve Loan Registry** – Mr. Hernandez shared the reserve loan registry and the balances for monitoring purposes. The reserve loan registry was presented to the trustees for review.
 - **2023-2024 Parent Student Handbook** – The 2023-2024 Parent Student Handbook was presented to the trustees for review, discussion, and approval.
 - **Adopt Osceola County Student Code of Conduct 2023-2024** - The Osceola County Student Code of Conduct 2023-2024 was presented to the trustees for review, discussion, and approval.
 - **Adopt Osceola Student Progression Plan 2023-2024** - The Osceola County Student Progression Plan 2023-2024 was presented to the trustees for review, discussion, and approval.
 - **Teachers receiving the Teacher Classroom Supply Assistance Supplement** – Mr. Hernandez shared this is a list of teachers that were in place by September 1st and have been submitted to the district. He shared once the funds are received, it will then be distributed to the teachers. The Teacher Classroom Supply Assistance Supplement was presented to the trustees for review, discussion, and approval.
 - **2023-2024 Reunification Plan** - The 2023-2024 Reunification Plan was presented to the trustees for review, discussion, and approval.
 - **2023-2024 FAST DATA Presentation** – The 2023-2024 FAST data presentation was presented to the trustees for their review. This presentation includes data separated by each grade and details some areas of need.
 - **2022-23 Final Budget** – At the last meeting, Mr. Steigerwald requested that this item be tabled until September, so Mr. Grey has the chance to review the report. The 2022-2023 Final Budget was presented to the trustees for review, discussion, and approval.
 - **Transportation Quote** – Mr. Hernandez shared they have been researching options for transportation and at this time does not seem like a viable option. ANS Transportation provided a quote of \$547 per day, per bus. He shared they are going to be looking into purchasing a bus and hiring a driver and will bring more information back to the trustees once received.

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

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Schedule of Grant Activity, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to approve the Teacher Salary Increase Allocation, as presented. Motion was approved unanimously. (4-0,1)

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

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to approve the 2023-2024 Parent Student Handbook, 2023-2024 Osceola County Student Code of Conduct, 2023-2024 Osceola County Progression Plan, and the 2023-2024 Reunification Plan, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Teacher Classroom Supply Assistance Supplement, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the 2022-23 Final Budget, 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 – Ms. Avery noted a workshop has been scheduled for PM Wells and NAEP's team as Mr. Hernandez has requested to present a comprehensive plan for PM Wells to the trustees. This meeting was scheduled for October 24, 2023 at 9:30am.
- **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 9:13 am.

MOTION: Motion was made by Dave Sklarek and seconded by Mark Grey to adjourn the September 26, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)

Mike Steigerwald, Chair

Date: _____