

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting Date:** October 24, 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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
October 24, 2023	8:04 am	9:16 am	December 12, 2023	8:00 am	Savannah Steele
<b>Meeting Location:</b>					
<b>Location:</b> 2310 New Beginnings Road, Kissimmee, FL as well as via Zoom as publicized on the Public Notice.					
<b>Attended by:</b>					
<b>Charter Board Members (in person):</b> Mike Steigerwald, Chair Mark Grey, Vice Chair Catherine (Kay) White, Trustee Celia Thacker Dorn, Trustee		<b>Other Attendees:</b> 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 (in person) Alex Trujillo, NAEP (virtually) Angela Barner, SDOC Director of Finance (virtually) Melanie Cleveland, Bellalago Principal (virtually) Ivonne Sardinas, PM Wells Principal (in person) Jazmin Burgos, NAEP (in person) Andrea Adkins, NAEP (in person) Tina Childers, NAEP (in person) Justin Cabral, Moss Krusick & Associates (virtually) Joe Krusick, Moss Krusick & Associates (virtually) Chad Jones, Harvard Jolly (in person)			
<b>Virtual:</b>					
<b>Absent:</b> Dave Sklarek, Trustee					

### I. **WELCOME**

#### Call to Order

- Pursuant to public notice, the meeting commenced at 8:04 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 September 26, 2023, Charter Board of Trustees meeting.

**MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the September 26, 2023, Charter Board of Trustees Meeting Minutes as a group, as presented. Motion was approved unanimously. (4-0,1)**

*Charter Board of Trustees of the Education Foundation Osceola County*

**II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION**Dave Sklarek Retiring from Charter Board of Trustees

- Ms. Avery shared that Dave Sklarek is retiring from the Charter Board of Trustees but was not able to attend this meeting due to a scheduling conflict. She shared her gratitude for Dave and his contributions to the board and the community.

Audit Presentation – Bellalago & PM Wells

- The Bellalago and PM Wells Charter Schools audit was presented by Mr. Justin Cabral with Moss Krusick and Associates. He detailed the financials, the balance sheet, the notes, and notable details. He explained the audit showed no discrepancies and everything was in clean opinion for both schools.

Tentative November Meeting

- Ms. Avery shared that the board should decide if they want to have the November Charter Board of Trustees meeting or if they would prefer to cancel due to there being no pressing matters. The trustees concluded that the November meeting would be cancelled, and we would hold a meeting on December 12<sup>th</sup> if there was pressing business.

**III. SCHOOL REPORTS**Bellalago Academy

- **Monthly School Report** – Principal Cleveland shared some updates regarding the front lobby rehardening. She shared it is almost completed but has some concerns and has reached out to the district to work on those issues. She noted some upcoming events such as the title 1 parent night, the annual fall festival, and Boo on Broadway.
- **Bellalago Financial Report** –
  - **September 2023 Financial Report** – Ms. Angela Barner presented the September 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 government funds. Mr. Grey noted the operations expenditures is at 64% and asked why that category is at such percentage at this time of year. Ms. Barner later shared that she confirmed the percentage is so high due to salaries and they have ordered maintenance supplies well in advance for the whole school year. 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** – The out of field waiver report was presented to the board for review and approval.
  - **Schoolwide Improvement Plan** – Principal Cleveland presented the Schoolwide Improvement Plan to the trustees for review, discussion, and approval.
  - **Professional Learning Plan** – Principal Cleveland presented the Professional Learning Plan to the trustees for review, discussion, and approval.
  - **Extended Learning Program** – Principal Cleveland shared the extended learning program and explained that the plan is only for this semester due to not having funding for the spring semester at this time. The plan was presented to the trustees for review, discussion, and approval.

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

**MOTION: Motion was made by Celia Thacker-Dorn and seconded by Mark Grey to approve the Out of Field Waiver Report, 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 Schoolwide Improvement Plan, 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 Professional Learning Plan, as presented. Motion was approved unanimously. (4-0,1)**

**MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Extended Learning Program, as presented. Motion was approved unanimously. (4-0,1)**

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared the school is fully staffed and noted the current enrollment has been steady at 416 students. Principal Sardinas shared updates on upcoming events and fundraisers, clubs, 8<sup>th</sup> grade orientation, scholastic book fair, extended day for 3<sup>rd</sup>-5<sup>th</sup> grade, and ESE updates.
- **PM Wells Financial Report** –
  - **September 2023 Financial Report** – Alex Trujillo presented the September 2023 Financial Report for PM Wells. He highlighted items on the profit and loss statement such as the total 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 Waiver Report** – Ms. Andrea Adkins, Chief of HR NAEP, presented the updated out of field report for the Trustees to review and approve.
  - **2023-2024 Emergency Plan Update** – Mr. Hernandez shared this is an updated plan as the state has now required the removal of color codes in the plan. The update reflects those required changes.
  - **Reflective Site Visit Tool** – Mr. Hernandez shared the reflective site visit tool is to provide information about the district's visit to the school and to share the recommended changes.
  - **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 Discussion** – Mr. Hernandez shared the reserve loan registry was created to organize all of the loan data and reimbursement information.

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**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. (4-0,1)**

**MOTION: Motion was made by Celia Thacker-Dorn and seconded by Mark Grey to approve the 2023-2024 Emergency Plan Update, as presented. Motion was approved unanimously. (4-0,1)**

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

**IV. OLD BUSINESS**

- **NAEP Contract Deliverables Checklist** – Work in Progress – Ms. Avery noted this would be further discussed at the workshop with NAEP that is following the meeting.

**V. NEW BUSINESS**

**VI. PUBLIC COMMENT**

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

**VII. ADJOURNMENT**

- The meeting was adjourned at 9:16 am.

**MOTION: Motion was made by Mark Grey and seconded by Celia Thacker-Dorn to adjourn the October 24, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)**

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Mike Steigerwald, Chair

Date: \_\_\_\_\_