

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: December 12, 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:
December 12, 2023	8:03 am	9:19 am	December 12, 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 Celia Thacker Dorn, Trustee Chad Jones, Trustee			Other Attendees: Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Savannah Steele, Executive Assistant, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually) Alex Trujillo, NAEP (virtually) Angela Barner, SDOC Director of Finance (virtually) Ivonne Sardinias, PM Wells Principal (virtually) Susan Zilinskas, Bellalago Assistant Principal (virtually)		
Virtual: Mark Grey, Vice Chair					
Absent: Melanie Cleveland, Bellalago Principal					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:03 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 October 24, 2023, Charter Board of Trustees meeting.

MOTION: Motion was made by Celia Thacker Dorn and seconded by Kay White to approve the October 24, 2023, Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (5-0,0)

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

Welcome Chad Jones to the Charter Board of Trustees

Charter Board of Trustees of the Education Foundation Osceola County

- Ms. Avery shared a warm welcome to our newest board member, Chad Jones. She noted Mr. Jones has completed his onboarding process and is very excited to have him on the Charter Board of Trustees.

Mark Grey – Retiring in January

- Ms. Avery shared that Mark Grey has announced his retirement from his position on the board but has agreed to stay on until the meeting in January to allow some time to find a replacement. She shared her gratitude and thanks to Mr. Grey for his contributions to the board and noted he will be dearly missed.

Bellalago & PM Wells LLC Establishment

- Ms. Avery shared it was discovered during the audit that Bellalago did not have an established LLC and PM Wells' LLC was expired and needed to establish a separate LLC for the preschool. The completed LLC documents were shared with the board and the schools.

III. SCHOOL REPORTS

Bellalago Academy

- **Monthly School Report** – Principal Cleveland was not able to attend the meeting so Assistant Principal Zilinskas attended the meeting in her place. Assistant Principal Zilinskas shared updates including their upcoming events and testing updates. She shared their concerns about the front desk in the lobby obstructing the view of the door and noted they are working with facilities to work on a solution. She shared exciting news that the school grade for the 2022-2023 school year has increased to a B.
- **Bellalago Financial Report** –
 - **October 2023 Financial Report** – Ms. Angela Barner presented the October 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 governmental 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** – The Out of Field waiver report was presented to the board for review and approval.

MOTION: Motion was made by Celia Thacker-Dorn and seconded by Kay White to approve the October 2023 Financial Report and the Schedule of Grant Activity, as presented. Motion was approved unanimously. (5-0,0)

MOTION: Motion was made by Kay White and seconded by the Schedule of Grant Activity to approve the Schoolwide Improvement Plan, as presented. Motion was approved unanimously. (5-0,0)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared the school is fully staffed and noted the current enrollment is at 408 students. Principal Sardinas shared updates on upcoming events and fundraisers, clubs, 8th grade orientation, scholastic book fair, extended day for 3rd-5th grade, and ESE updates.
- **PM Wells Financial Report** –
 - **October 2023 Financial Report** – Alex Trujillo presented the October 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. Mr. Trujillo noted their team has made some adjustments to align their income and expenses to suit the current enrollment numbers. He shared they will provide a budget amendment at the January or February meeting. 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.

- **Reserve Loan Report** – Mr. Hernandez shared the reserve loan registry was included with the schedule of grant activity and is used to organize all the loan data and reimbursement information.
- **PM Wells Presents to the Board**
 - **Out of Field Waiver Report** – The Out of Field Waiver report was presented to the trustees for review and approval.
 - **Printer Update Proposal** – Mr. Hernandez shared the request to update their printer/copier machine. By purchasing the new machine, it is projected to save approximately \$500 due to updated software. The proposal was presented to the trustees for review and approval.

MOTION: Motion was made by Mark Grey and seconded by Celia Thacker-Dorn to approve the October 2023 Financial Report, as presented. Motion was approved unanimously. (5-0,0)

MOTION: Motion was made by Celia Thacker-Dorn and seconded by Chad Jones to approve the Schedule of Grant Activity, as presented. Motion was approved unanimously. (5-0,0)

MOTION: Motion was made by Kay White and seconded by Celia Thacker-Dorn to approve the Out of Field Waiver Report, as presented. Motion was approved unanimously. (5-0,0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Printer Update Proposal, as presented. Motion was approved unanimously. (5-0,0)

IV. OLD BUSINESS

- **NAEP Contract Deliverables Checklist** – Work in Progress – Ms. Avery shared the checklist is still in progress and are working through specific requirements as related to the monthly reports.
- **Bellalago Facilities Request** – Ms. Barner shared she received an email from facilities with an update on the timeline of their current project requests. The HVAC repairs are currently on hold due to a delay in the shipment of the equipment. She shared the car loop repair project is in the contract phase for civil engineering. The trustees requested more information on if there is a safety concern with the current state of the car loop and if there is a way the car loop could be repaired while waiting for the complete resurfacing process as it could take up to 2 years to finish. Ms. Barner shared they would provide pictures to the trustees at the next meeting.

V. NEW BUSINESS

VI. PUBLIC COMMENT

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

VII. ADJOURNMENT

- The meeting was adjourned at 9:19am.

MOTION: Motion was made by Celia Thacker-Dorn and seconded by Kay White to adjourn the December 12, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (5-0,0)

Mike Steigerwald, Chair

Date: _____