

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting Date:** January 23, 2024

**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>
January 23, 2024	8:02am	9:36am	February 20, 2024	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 Catherine (Kay) White, Trustee Celia Thacker Dorn, Trustee Chad Jones, Trustee			<b>Other Attendees:</b> Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejniuoi, 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) Ivonne Sardinas, PM Wells Principal (virtually) Melanie Cleveland, Bellalago Principal (virtually) Jazmin Burgos, NAEP (virtually) Amy Arrington, SDOC (virtually) Kiarra Julien, NAEP (virtually) Andrea Adkins, NAEP (virtually)		
<b>Virtual:</b> Mark Grey, Vice Chair					
<b>Absent:</b>					

### **I. WELCOME**

#### Call to Order

- Pursuant to public notice, the meeting commenced at 8:02am 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 December 12, 2023, Charter Board of Trustees meeting.

**MOTION: Motion was made by Kay White and seconded by Celia Thacker Dorn to approve December 12, 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**Mark Grey – Retiring from Charter Board of Trustees

- Ms. Avery shared that Mark Grey has announced his retirement from his position on the board. She shared her gratitude and thanks to Mr. Grey for his contributions to the board and noted he will be dearly missed.

**III. SCHOOL REPORTS**Bellalago Academy

- **Monthly School Report** – Principal Cleveland shared updates including their upcoming events and their test scores. She shared their concerns about the front desk in the lobby obstructing the view of the door but noted they will be working on a solution for that to be fixed over summer break. She shared exciting news that the school grade for the 2022-2023 school year has increased from a “C” to a “B” and was only 6 percentage points away from an “A”. Principal Cleveland shared there is a new issue with the water at the school, their monthly bill has now exceeded the total bill from last year. She noted they have contacted maintenance and are working on locating the issue to fix it.
- **Bellalago Financial Report** –
  - **December 2023 Financial Report** – Ms. Angela Barner presented the December 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.
  - **Facilities Update** – Principal Cleveland shared the main concern right now is the water leak as it is costing the school a lot of money. She noted the car loop and HVAC are in progress and they hope to begin work in the summer. Trustee Jones noted that the water problem should be top priority as it can delay the car loop repairs if the problem worsens.
  - **School Recognition Funds** – Ms. Cleveland noted the school advisory committee has decided to divide the school recognition funds and all 2022-23 staff will receive a portion of the money.
  - **Mid-Year Fast Data** – Principal Cleveland shared there was a big improvement made in reading and noted that district-wide math is a struggle, but they are actively working on improving their math scores.

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

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared her welcome to the assistant principal Ms. Rosado back to the school after her maternity leave. She shared updates on the VPK which they are awaiting mulch to be delivered for the playground, working on their community awareness, and in the process of procuring furniture and curriculum. Principal Sardinas shared updates on upcoming events and fundraisers and noted the current enrollment is at 420 students.
- **PM Wells Financial Report** –
  - **December 2023 Financial Report** – Alex Trujillo presented the December 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 of the December 2023 Financial Report.

- **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. Mr. Hernandez asked the trustees for expedited processing of the FEPF grant payments as they need the money to use for payroll and expenses. He shared they are functioning with the lowest number of staff and the grant payments are still not enough to cover the payroll. Ms. White noted their enrollment as compared to October's FTE count has remained the same which is why the FEPF payments are lower. She believes the enrollment decline is due to the school not providing transportation.
- **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.
  - **Playground Invoice** – Mr. Hernandez presented an invoice for the playground reimbursement to PM Wells. Ms. Avery noted there was an approximate \$4000 difference in this invoice as compared to the invoice that was approved by the trustees back in February 2023. Mr. Hernandez confirmed the difference in price from the quote last year, is due to renting equipment needed to install the playground. He shared a parent at the school has volunteered to do the labor for free to install the playground. Trustee Jones had concerns about the liability and requested a certification of insurance, playground certification, and warranty from installer. Mr. Hernandez agreed to provide these items.

**MOTION: Motion was made by Mark Grey and seconded by Chad Jones to approve the December 2023 Financial 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 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 Kay White and seconded by Celia Thacker-Dorn to approve the Playground Invoice, 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 will provide updates as they come. Mr. Hernandez asked for the trustees to make changes to the contract based on his memorandum that he submitted for the workshop in October. Ms. Thacker-Dorn noted that they requested in October that Mr. Hernandez submit a red line of the contract for the trustees to review and have not received that. She explained to Mr. Hernandez what the red line of the contract is for and why it is needed for the attorney to review. Mr. Hernandez stated he would submit a red line contract.
- **PM Wells Transportation Update** - Mr. Hernandez shared he has talked to a bussing company, and they have all been too expensive. He noted that instead of providing transportation to help increase enrollment numbers, the school has a vision of expanding through 12<sup>th</sup> grade to improve enrollment. Ms. Thacker-Dorn asked if Mr. Hernandez had reached out to the charter school that was recommended by Mr. Steigerwald to speak to as they owned and operated their own busses. Mr. Hernandez stated he did not need to as he spoke to the company that sells the busses and has done his own research. Mr. Jones requested a proposal be presented so the trustees have the opportunity to do a cost/benefit analysis. Mr. Steigerwald mentioned before he can consider the expansion into 9<sup>th</sup> grade, he would like to see data from the other schools that have expanded, and survey data from

students in the area presented to understand if it would be beneficial or not. He also noted that he is not comfortable making any changes to current procedures at this time.

**V. NEW BUSINESS**

- Mr. Jones shared he would like to schedule a visit to both schools now that we are passed the new year. Ms. Avery noted she would be working with the trustees to schedule.

**VI. PUBLIC COMMENT**

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

**VII. ADJOURNMENT**

- The meeting was adjourned at 9:36am.

**MOTION: Motion was made by Celia Thacker-Dorn and seconded by Kay White to adjourn the January 23, 2024, Charter Board of Trustees Meeting. Motion was approved unanimously. (5-0,0)**

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Mike Steigerwald, Chair

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