

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: February 27, 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.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
February 27, 2024	8:03am	9:57am	March 26, 2024	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 Chad Jones, Trustee			Other Attendees: Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejnui, Program Director, Education Foundation (virtually) Savannah Steele, Executive Assistant, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually)		
Virtual: Celia Thacker Dorn, Trustee			Alex Trujillo, NAEP (virtually) Angela Barner, SDOC Director of Finance (virtually) Ivonne Sardinas, PM Wells Principal (virtually) Melanie Cleveland, Bellalago Principal (virtually)		
Absent:			Jazmin Burgos, NAEP (virtually) Debra Bele, SDOC (virtually) Mark Viera, NAEP (virtually) Marissa Gracia (virtually) Dr. Penaloza (virtually)		

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:03am 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 January 23, 2024, Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve January 23, 2024 Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0,0)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATIONCelia Thacker-Dorn Resignation

- Ms. Avery shared that Celia Thacker-Dorn has announced her resignation from the Charter Board of Trustees. She shared her thanks to Celia for her time and commitment to the Charter Board and wished her the best of luck with her future endeavors.

Bellalago Site Visit

- Mr. Steigerwald shared he wished he could have attended the site visit but ask Mr. Jones to share about his visit. Mr. Jones thanked Principal Cleveland and the staff at Bellalago for hosting the site visit on February 22nd. He noted it was a great visit that included a performance by the band. He shared their concerns and questions were all noted and will be further discussed.

PM Wells Site Visit

- Mr. Steigerwald shared he is excited to visit PM Wells on February 29th and he thanked the team for hosting the trustees.

III. SCHOOL REPORTSBellalago Academy

- **Monthly School Report** – Principal Cleveland shared updates including events, facilities, and maintenance requests. She shared the golf cart request has been approved and funding has been secured through school safety. The next step is for them to research and provide quotes to further the process. She noted they have hired three new teachers to fill open positions. They are left with one open position in middle school science that is currently being filled by a substitute. Principal Cleveland noted the HVAC has been postponed until 2025. She also shared the car loop has been approved and has been moving forward but she does not have a timeline yet.
 - **Out of Field Waiver Report** – The Out of Field waiver report was presented to the board for review and approval. Trustee White requested a description of who needs to complete testing and who needs to pay for the certification be included on next month's report.
- **Bellalago Financial Report** –
 - **January 2024 Financial Report** – Ms. Angela Barner presented the January 2024 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. Trustee Jones requested a description of each grant be added to the report. Ms. Barner shared she would include descriptions going forward.
- **Bellalago Presents to the Board** –
- **Facilities Update** – Principal Cleveland noted the HVAC has been postponed until 2025. She also shared the car loop has been approved and has been moving forward but she does not have a timeline yet.

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the Out of Field Waiver Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Chad Jones and seconded by Kay White to approve the January 2024 Financial Report as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Chad Jones and seconded by Kay White to approve the Schedule of Grant Activity as presented. Motion was approved unanimously. (4-0,0)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared updates on upcoming events and fundraisers and noted the current enrollment is at 416 students. She noted they are projecting enrollment to be at 450 next year and that is the number they will be budgeting for.
 - **Out of Field Waiver Report** – The Out of Field Waiver report was presented to the trustees for review and approval.

- **PM Wells Financial Report** –
 - **January 2024 Financial Report** – Alex Trujillo presented the January 2024 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. Ms. Avery noted there was an error with the formula on the spreadsheet in the instructional category. The Trustees then called for discussion and approval of the January 2024 Financial Report pending the formula correction.
 - **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.

- **PM Wells Presents to the Board.**
 - **Academic Calendar** – Mr. Hernandez shared the academic calendar for the 2024-2025 school year. He noted they follow the school district calendar as per the contract requirements. Ms. Avery asked what day PM Wells has early release. Mr. Hernandez confirmed PM Wells has early release on Mondays.
 - **Employee Agreement** – Mr. Hernandez presented the employee agreement to the board for their approval and discussion.
 - **Salary Scale** – Mr. Hernandez shared PM Wells follows the district review and raise process for their staff. He presented the salary scale to the board for their discussion and approval.
 - **Bus Research** – Mr. Mark Viera shared his research for what would be involved in offering transportation at PM Wells. He detailed the price range of busses, estimated how many busses needed, maintenance costs, and fuel costs. Mr. Hernandez shared a survey was sent out to the students' parents at PM Wells. There were 71 responses to the survey. 66% of the responses noted that transportation is important or crucial for their student to continue at the school. Mr. Hernandez noted he is against offering transportation as he does not feel there is a significant need. Trustee Jones noted he feels the survey data is not fully accurate as the survey responses are from current students, not potential students. Trustee Steigerwald noted he is concerned that the school will continue to lose students if transportation is not provided because according to the survey, there is 64% of current students that shared transportation is very important or essential to them. Ms. White asked Mr. Hernandez if there was potential funding from the State for transportation, Mr. Hernandez shared he would research if there is state funding for it. Based on the data, the trustees feel this is a viable option to increase the population of the school and want to discuss further at a workshop.
 - **K-12 Research** – Mr. Hernandez shared their intentions of expanding PM Wells into a K-12. Mr. Steigerwald noted he is not comfortable in making a decision to expand the school to K-12 at this time but would allow Mr. Hernandez to present support data and discuss further

at a workshop. The trustees and PM Wells team agreed to hold a workshop following the March Charter Board of Trustees meeting.

- **Florida High School Athletic Association** – Mr. Hernandez requested approval for PM Wells to apply for a membership with the Florida High School Athletic Association as they offer services for middle school as well. Ms. White noted she will approve but on a stipulation that it will only be for middle school student services.
- **Capital Reserve Request**
 - **A/C** – Mr. Hernandez presented quotes to repair two A/C units and a quote to replace the units. He noted there was little difference between the repair and replacement so he would like to recommend replacing the units. The quotes were presented to the trustees for their review and approval.
 - **Ballistic Film** – Mr. Hernandez presented a quote to the trustees to have ballistic film installed on the windows. He noted that \$2,000 of the total would be covered by the school safety grant. Trustee Jones noted he would like more information on the specifications of the product and recommended using a different language such as impact resistant film to eliminate liability. Trustee White requested additional quotes to verify that this is a good price and would like more information on the specifications of the product. Mr. Steigerwald determined this request would be tabled until more quotes and specifications are provided.
 - **Window Tint** – Mr. Hernandez shared a parent at the school has offered to provide the window tint installation at a discounted rate. Mr. Steigerwald requested product data, additional quotes, and further research for the need of this window tint. The trustees agreed to table this item until these requests are provided.

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the Out of Field Waiver Report, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the January 2024 Financial Report, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Mike Steigerwald to approve the Schedule of Grant Activity, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the 2024-2025 Academic Calendar, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Mike Steigerwald to approve the Salary Scale, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Chad Jones and seconded by Kay White to approve the Employee Agreement as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Mike Steigerwald to approve the application for the Florida High School Athletic Association for middle school membership, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the A/C Replacement Capital Reserve Request, as presented. Motion was approved unanimously. (3-0,0)

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.
- **Code Violation Update** – Mr. Hernandez shared the wood has been cleared off of the property and the fence has been repaired.
- **Incident 241006673 Update** – Mr. Hernandez shared that due to the sensitivity of the incident he is unable to provide any details to the incident but noted that it has been taken care of and there are safety measures in place to prevent this incident from reoccurring. He also noted that both students that were involved are still students at the school.

V. NEW BUSINESS

VI. PUBLIC COMMENT

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

VII. ADJOURNMENT

- The meeting was adjourned at 9:57am.

MOTION: Motion was made by Kay White and seconded by Chad Jones to adjourn the February 27, 2024, Charter Board of Trustees Meeting. Motion was approved unanimously. (5-0,0)

Mike Steigerwald, Chair

Date: _____