

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: March 26, 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:
March 26, 2024	8:03am	9:08am	April 23, 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 Ejniuoi, Program Director, Education Foundation (virtually) Savannah Steele, Executive Assistant, Education Foundation (in person) Alex Trujillo, NAEP (virtually)		
Virtual:			Angela Barner, SDOC Director of Finance (virtually) Ivonne Sardinas, PM Wells Principal (virtually) Melanie Cleveland, Bellalago Principal (virtually)		
Absent: Jeffrey Hernandez, NAEP			Debra Bele, SDOC (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 February 27, 2024, Charter Board of Trustees meeting.

MOTION: Motion was made by Chad Jones and seconded by Kay White to approve February 27, 2024 Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (3-0,0)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATIONPM Wells Site Visit

- Mr. Steigerwald shared his thanks to the team at PM Wells for hosting the trustees on February 29th. Mr. Jones agreed and noted it was very insightful and was glad he was able to attend.

Workshop - Reschedule

- Mr. Steigerwald shared there was a workshop with the PM Wells team previously scheduled to take place following this meeting. However, Jeffrey had last minute travel plans and the trustees decided to cancel the workshop and reschedule when Jeffrey could attend. The trustees agreed to reschedule the workshop for April 23rd at 9:30am, following our regularly scheduled Charter Board of Trustees meeting.

III. SCHOOL REPORTSBellalago Academy

- **Monthly School Report** – Principal Cleveland shared updates including events, facilities, and maintenance requests. She shared their literacy coach has been promoted to Assistant Principal at Westside, so they are now looking to fill the open position. She shared it is a bit challenging to fill this kind of position mid-year, but they are monitoring and screening their candidates that they do have. Principal Cleveland also shared their Kindergarten commitments for next year is almost at capacity and they are looking to add a second VPK program for next year.
 - **Out of Field Waiver Report** – The Out of Field waiver report was presented to the board for review and approval. Principal Cleveland noted they have highlighted individuals on the list that have completed their requirements.
- **Bellalago Financial Report**
 - **February 2024 Financial Report** – Ms. Angela Barner presented the February 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. She highlighted the total governmental funds column and detailed revenues, total expenditures, and the total fund balance. 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. Ms. Barner shared she added a summary of each grant to detail what the purpose of the grant is. She noted they have recently discovered that they have much more money to allocate from ESSER grants than they originally thought. The team at Bellalago has come up with a plan to reclassify salaries back from July 1st to include the ARP 20 and ARP 80 funds. The money that was originally used to pay these salaries will return to Bellalago into the reserve account.

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 February 2024 Financial Report and the Schedule of Grant Activity, as presented. Motion was approved unanimously. (3-0,0)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas shared updates on upcoming events and fundraisers and noted the current enrollment is at 413 students. She noted that 3 students in the last month have withdrawn due to not living close to the school and having attendance issues. Principal Sardinas shared the students are participating in a spelling bee with other NAEP schools. Also, they have kicked off a bounce house fundraiser where they are selling \$35 tickets to students to use the bounce house, she shared 200 students have bought tickets. Principal Sardinas noted the company that is providing the bounce house is a new company that has just started in a contract with the district as a vendor. Ms. White wanted to confirm if there is a waiver the students' parents must sign prior to using the bounce house. Principal Sardinas shared the school's application includes a portion regarding injuries and the company itself has its own insurances.
 - **Out of Field Waiver Report** – The Out of Field Waiver report was presented to the trustees for review and approval.
- **PM Wells Financial Report**
 - **February 2024 Financial Report** – Alex Trujillo presented the February 2024 Financial Report for PM Wells. He highlighted items on the profit and loss statement such as the total revenues, expenditures, and total fund balance. On the balance sheet, he shared information about the cash totals, reserve fund, accounts payable, and the total fund balance. The Trustees then called for discussion and approval of the February 2024 Financial Report.
 - **Schedule of Grant Activity** – Mr. Trujillo shared a brief report on the Schedule of Grant Activity in their Monthly Report. Trustee Jones noted the formatting used was confusing and seems to be a bit unorganized. He requested that PM Wells use a format similar to Bellalago's format to make it easier to read and understand the data.
 - **Reserve Loan Report** – Mr. Trujillo 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.**
 - **2024-2025 Herff Jones Contract** – Principal Sardinas presented the contract for Herff Jones Photography. She shared the company would be completing all the student's school photos and would also be printing their ID cards. She noted there is a rebate program where some of the funds will be returned to the school. The Herff Jones contract was presented to the trustees for discussion and approval.
 - **Capital Reserve Request**
 - **Impact Resistant Film** – Principal Sardinas presented an additional quote for the impact resistant film from the same company as before, Advanced Film Solutions, Inc. Last month, the quote included only the outside perimeter of the school. The quote provided this month is for impact resistant film for the entire school which has a total cost of \$22,842. She shared the two options are between installing the impact resistant film or the window tint for the whole school. Trustee Jones shared his concern that there is little information about the specifications of the product. He requested a product data sheet, with special attention to break strength and tensile strength data. Trustee Jones also requested samples of the product. Trustee Steigerwald requested additional quotes from other companies that provide and install impact resistant film to ensure that it is the best option in the industry as far as specifications as well as cost. The trustees determined this request would be tabled until the next meeting with the understanding that additional quotes from other companies and full product specifications will be provided.
 - **Window Tint** – Principal Sardinas shared the reflective window tint would be another option as opposed to the impact resistant film. The quote provided was from the same company as the one provided last month, D Sign Pro. The difference is this quote includes the whole school, last month it included only the classrooms. Trustee Jones noted there is no specifications regarding the window film. Trustee

Steigerwald inquired if the goal is for safety and protection or for heat resistance and reflection. If for safety and protection, he would rather proceed with the impact resistant film to not compromise the student's safety and security. The trustees concluded they would like to see itemized list of each product as they would like to compare if it would be worth it to have the impact resistant film installed on just the exterior windows, and the regular window tint installed on the interior windows. They shared it may be appropriate to have the impact resistant film installed on all windows, but they would like an itemized list to make the most informed decision. The trustees agreed to table this discussion regarding the two options until the workshop in April, given that all items requested are provided.

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

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

MOTION: Motion was made by Chad Jones and seconded by Kay White to approve the 2024-2025 Herff Jones Contract, 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.
- **Enrollment** – Trustee White asked if there was an update with any new enrollment. Principal Sardinas shared they received 10 new applications in the last week.
- **Pre-K Update** – Trustee White requested an update on the Pre-K program. Principal Sardinas shared they are still awaiting permissions to begin as the furniture is not complete yet. She noted their expected time for DCF to do a walk through is the first week of April. She noted it is too late in the year to begin in May so it would begin as a summer program. Trustee White inquired if the coalition allows summer programs. Principal Sardinas stated they are looking into it further to confirm but they do have teachers lined up to work the summer program. Trustee Jones noted he mentioned to Mr. Hernandez during the school visit that as an ADA requirement, there needs to be a sidewalk paved to go from the current paved area to the playground.
- **Downtown Kissimmee Events** – Trustee Steigerwald asked how the turn out was for the PM Wells team at the Kowtown event they participated in . Principal Sardinas shared there was less traffic than expected but they were able to talk with several families and share information about PM Wells. Trustee Steigerwald noted the event next week in downtown Kissimmee, Hop on Broadway, should have a bigger turn out and would hopefully generate more traffic to the school's table as it is more geared towards family. Principal Sardinas shared she is excited to attend to help spread awareness about the school.

V. NEW BUSINESS

- **Open Trustee Positions** – Mr. Steigerwald asked if there was any interest in our open seats on the charter board. Ms. Avery shared that there has not been a lot of interest yet but is hopeful to have some recommendations. Mr. Steigerwald noted it seems like it could be because of the time commitment that we are struggling to find volunteers. He shared he would like to work on streamlining the meetings to help on the time commitment. Mr. Steigerwald shared he feels a lot of the excess in discussion is more so on the PM Wells side and would like to discuss with Mr. Hernandez at the next meeting on how we can work together to stick to discussing only pertinent information in the meeting. Mr. Steigerwald noted he would like to evaluate the meetings timing and schedule to hopefully help entice new people to volunteer as a trustee.

PUBLIC COMMENT

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

VI. ADJOURNMENT

- The meeting was adjourned at 9:08am.

MOTION: Motion was made by Kay White and seconded by Chad Jones to adjourn the March 26, 2024, Charter Board of Trustees Meeting. Motion was approved unanimously. (3-0,0)

Mike Steigerwald, Chair

Date: _____