

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting: Friday, December 17, 2021
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 17, 2021	8:03 am	9:28 am	January 25, 2022	8:00 am	S. Giel
Meeting Location:					
Location: Virtual Meeting pursuant to Governor DeSantis Executive Order 20-69 dated March 20, 2020					
Attended by:					
Charter Board Members: Mike Steigerwald, Chair Mark Grey, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee Absent:		Other Attendees: Kerry Avery, Executive Director, Education Foundation Samantha Giel, Education Foundation Maria Suriel, Education Foundation Kathy Ejnoui, Education Foundation Rep. Fred Hawkins Jr., President, Education Foundation Yurik Rodriguez, Senior Account Manager, Osceola School District Ivonne Sardinas, Principal, PM Wells Charter Academy Jeffrey Hernandez, CEO, National Academic Educational Partners Alejandro Trujillo, National Academic Educational Partners Artur Glants, National Academic Educational Partners Ryan Dutton, Network Communication Analyst, Osceola School District Jonathan Rasmussen, Bellalago Academy Wilhelm Lupica Debra Bele			

I. ADMINISTRATIVE

Call to Order

- Pursuant to public notice, the meeting commenced at 8:03 am with a Call to Order by Chairman Mike Steigerwald. Roll call was taken and quorum established.

Meeting Minutes

- The Board reviewed, discussed and approved the meeting minutes from October 26, 2021 Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the October 26, 2021 Education Foundation Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND EF EXECUTIVE DIRECTOR KERRY AVERY

Prayers to the Gant Family

- Mike Steigerwald shared his condolences to the Gant family after the passing of Dr. George Gant. He served on the Charter Board of Trustees for many years as well as served as Chair.

Board Resignation

- Kerry Avery shared with the Board of Trustees that Commissioner Janier unfortunately had to step down from her position on the board due to time constraints and submitted her resignation. The search will begin to find a new member for recommendation to fill the board seat.

Charter Renewals with the District

- PM Wells – Kerry Avery shared with the Board that the attorneys finalized the document and it has been executed by Chair Mike Steigerwald.
- Bellalago – Kerry Avery shared the Bellalago Charter Renewal application is moving along and the school visit portion of the process took place in November. The district was pleased with how Bellalago was performing and approved at the December 14 School Board Meeting for a 10-year renewal. Due to the school not consistently ranking as high performance, the contract was only renewed for the 10 years versus the 15 that was applied for.

Monthly School Report

- Kerry Avery shared that each school submitted a Monthly Report that was submitted in the Trustee packet for review. The schools will still be sharing their finances, board requests and highlights in the school reports portion of the meeting.

III. SCHOOL REPORTS

Bellalago Academy

- **School Report** –Principal Rasmussen shared Bellalago will be incorporating a program called Bellalago Reads. This program is designed to support students who don't have someone at home to read with and will include YouTube read-a-longs from members of the community as well as provide new books for students to take home. He shared he can provide the Out of Field Form for Bellalago for the Trustees after the meeting per Kay White's request.
- **Financial Report** – Yurik Rodriguez presented the monthly financials. He presented the balance sheet, showcasing all governmental funds. He made note that the financials were not balanced for the month end. Following the meeting, he shared he would be moving the \$150,000 for the parking lot renovation from general funds to capital funds. Kay White raised a question as to why there was such a large balance under unassigned in the fund balance, and Yurik explained the majority of the funds will cover the bonds that will need to be paid out during the year. Yurik also presented the fund balance for Bellalago as it compares to the budget. Mark Grey had several questions regarding particular line items such as the school administration having a negative budget, maintenance of plant having only a small appropriation. Yurik agreed to provide updated financials for the next meeting.
- **Requests to the Board - Presentation for School Upgrades**
 - **Teacher Salary Increase** – Yurik Rodriguez presented the scheduled salary increases based on different factors as well as the gap in funding for these guidelines provided by the state. He requests the support from the Charter Board of Trustees to cover the remaining gap of \$103,000 teacher salaries increases from the school's fund balance. This would bring the fund balance to \$3,672,000.
 - **Wi-Fi Upgrade** - Ryan Dutton joined the call to request the Trustees' support for upgrading the wireless network for Bellalago. Yurik Rodriguez asked Ryan Dutton if it was possible to wait until the January meeting to finalize where the funding is coming from as he hopes to

- have cost savings from the paving project to apply towards the this upgrade. Ryan reminded the Trustees the project will cost around \$220,000.
- **HVAC Upgrade** – The maintenance team has kept a close eye on the HVAC equipment at the school, but Yurik presented to the Trustees that an upgrade would be required in the coming years as most of the equipment is old. With that being said, he hopes to be able to apply for assistance from the EFBD to support this project. No action is needed at this time.
- **Facilities Report** – Yurik Rodriguez also presented the Facilities Report for Bellalago. He shared the paving project is looking to be complete at the beginning of the year. This project is looking to cost far under budget, but does not want to jump ahead as several invoices are still waiting to be submitted.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Balance Sheet for Bellalago for October 2021. Motion was approved unanimously. (4-0)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the transfer of \$103,000 from Bellalago's unassigned fund balance to allocate for teacher salary increases for Bellalago. Motion was approved unanimously. (4-0)

PM Wells Charter Academy

- **School Report** – Principal Sardinias updated the Trustees on PM Wells. She shared the school is currently participating in Spirit Week. Enrollment is around 640 students, but the school hosted over 500 families in the last week for a community outreach event. There is hopes in the new year to have new enrollment. The students are wrapping up participating in mid-year screenings to establish learning plans for the second semester. Students are still suffering partially from the changes in learning last year, but a learning lab has been created for the Tier 2 and Tier 3 students who need additional one on one support. There are still a few openings including a science teacher, 2nd grade teacher, and 3rd grade teacher. Jeffrey Hernandez shared his thanks to Principal Sardinias for all of her hard work and dedication to the school and the students. He also shared an update on a specific teacher recruiting teachers from PM Wells to another school, so NAEP's legal team has become involved.
- **Financial Report** – Alex Trujillo presented the financial report for PM Wells. He shared the balance sheet, year-to-date, and month-to-month PnL for both October and November 2021. He noted the most changes seen are due to Title I and ESSER II expenditures sent out. Jeffrey Hernandez shared some of the funds have already been paid back by the district for those grants, totaling close to \$36,000. There is hope that at the end of the transition there will be clarity on the remaining school account balances and those funds will become available because he has concerns in regards to the school continuing to operate from FEFP payment to FEFP payment. Which is the reason NEAP has requested Reserve funds because the grants require the school to make purchases and then be reimbursed for these specific grants. Jeffrey Hernandez also wanted make the Trustees aware there is a back order on the \$58,000 iPad order from Apple and the funds will not be reimbursed until the district receives the serial numbers of the iPads, and this is an example of why funds remain short. Alex Trujillo stated there was \$175,000 that is unexplained until he receives the final audit information therefore keep in mind there will be some adjustments that will be needed and brought back to the board for review. Jeffrey Hernandez wanted to make the Trustees aware they have not taken a management fee for the month of October, November and so far in December that is why you see a \$42,000 liability because of the for fronting of the 21st Century funds has not been reimbursed yet. Mark Gray asked a question related to how smaller schools are able to forefront the payments? Jeffrey Hernandez stated that it is because other schools use the reserves and the reserves are held at the school where here the Trustees hold the Reserve for PM Wells. However, now that they can ask for reserve funds, there is not an issue. Alex Trujillo also clarified that there are

also businesses that will give loans and some vendors that will carry the invoices until payment is received, but some small schools lose the opportunity for grants because of fronting the funds.

- **Facilities Report** – NAEP provided their facilities report under the corresponding section of the Monthly Report.
- **Requests for the Board** – Jeffrey Hernandez presented the items for review, discussion, and approval pertaining to PM Wells. A list of these items include:
 - **Financial Requests for ESSER III Grant** – Jeffrey Hernandez shared NAEP will present at the next meeting the anticipated expenditures for ESSER III that will total \$1 million which is geared towards extended learning and mental and/or emotional health programs. The grant will be spread out over the next few years and finishing in 2024. Dave Sklarek asked is this a sustainable way of operating? Jeffrey Hernandez stated the funds are borrowed and reimbursed and that is sustainable. Jeffrey Hernandez then requested the Trustees considering allowing Kerry Avery to work directly with NAEP and authorize the Reserve advances on behalf of the Trustees because timing is important for the grants. He further clarified the advances from the Reserve funds for ESSER III would be reimbursed in the same fashion as they have been for the current advance for ESSER II grant. Mike Steigewald has concerns, as this is the fourth management company that we have worked with and as Dave stated is this sustainable? Jeffrey Hernandez clarified that it is, because we have the Reserves are under the control of the Trustees. The committee had discussion related to the request.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the October 2021 Financial Report for PM Wells, as presented. Motion was approved unanimously. (4-0)

MOTION: Motion was made by Kay White and seconded by Kay White to approve the November 2021 Financial Report for PM Wells, as presented. Motion was approved unanimously. (4-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek Trustees authorize delegation of authority to Kerry Avery to authorize the transfer funds from the Reserve account to the PM Wells school account for the purpose of for fronting grants funds for PM Wells, as presented. Motion was approved unanimously. (4-0)

IV. OLD BUSINESS

- **Transition List / Audit from CSUSA for PM Wells** – Kerry Avery shared there are two documents remaining to complete the audit from the transition list for PM Wells by Charter Schools USA. The draft audit has been completed but final draft is pending those remaining documents. We hope to have the documents prior to the winter break.
- **NAEP Performance Payment Schedule** – Kerry Avery stated she would share the Staff Performance Payment Schedule with the Board once she has received it from NAEP.

V. NEW BUSINESS

- **Acknowledgment** – Mike Steigewald acknowledged the PM Wells Management Contract Addendum that was executed on November 10, 2021 pertaining to Reserve funds being transferred for grant funding.

VI. PUBLIC COMMENT

- There was no public comment.

VII. ADJOURNMENT

MOTION: Motion was made by Mark Grey and seconded by Kay White to adjourn the December 17, 2021 Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (4-0)



Mike Steigerwald, Chair

Date: 01/25/2022