

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees

Board Meeting: Tuesday, January 25, 2022

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:
January 25, 2022	8:02 am	9:01 am	February 22, 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 Angela Barner, Senior Account Manager, Osceola School District Ivonne Sardinas, Principal, PM Wells Charter Academy Alejandro Trujillo, National Academic Educational Partners Artur Glants, National Academic Educational Partners Debra Bele, Compliance Specialist, Osceola School District Amber White, Educational Choices and Innovations, Osceola School District			

I. ADMINISTRATIVE

Call to Order

- Pursuant to public notice, the meeting commenced at 8:02 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 December 17, 2021 Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the December 17, 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 Steigerwald Family

- Kerry Avery shared condolences on behalf of the Charter Board of Trustees, the Foundation Board of Directors, and the Foundation's staff for Mike Steigerwald and his family during this time.

Resumes for Board Seat

- Kerry Avery asked the Board of Trustees to share their recommendations for the board seat with her, and also shared that a few resumes have been submitted already.

Charter Renewals with the District

- PM Wells – Kerry Avery shared that we have received the fully executed document from the district.
- Bellalago – Kerry Avery shared that approved at the school board meeting on the 14th of December. The district is forwarding the contract and once it has been received will forward it to Mr. Steigerwald for execution.

Monthly School Report

- Kerry Avery reminded the Trustees that each school submits a Monthly Report that is included in the Trustee packet for review. The schools will still be reporting on their monthly finances, any board requests and a few highlights under the school report section. This process is to streamline meetings and keep our meeting timely.

III. SCHOOL REPORTS

Bellalago Academy

- **School Report** –A representative was unable to attend the meeting on behalf of Bellalago, but Kerry Avery asked the Trustees to review the Monthly Report and bring any questions they might have to the next meeting.
- **Financial Report** – Angela Barner joined the call and shared she was returning to the district and the Bellalago team once again. Angela presented the financials as provided. Mark Grey presented a few question to Angela in regards to some of the balances seen in regards to operation of plant funds and unassigned funds in the fund balance. Since this was her first day back she asked for time to dig a little deeper into the financials for the next meeting, She also shared the current FTE numbers are slightly below the 1,226 mark. Mark Grey also asked to clarify why the fund balance shows a negative percentage and Angela shared that it was due to the unexpected revenue remaining in the balance at the current time but reminded the Trustees that the number will move closer to 0 as the year moves on. Angela stated she will re-evaluate the financials thoroughly and report back next month.
- **Requests to the Board - Presentation for School Upgrades**
 - **Teacher Salary Increase** – Angela Barner shared pending the Trustees approval, the teacher salary increase can begin and will be reflected in the next pay period. The Trustees approved \$103,000 for this item.
 - **Wi-Fi Upgrade** – Angela asked for time to review the need and fund use for this project. She believes it is a viable use of funds but she knows the HVAC upgrade is coming as well and just wants to ensure the funds are available for both.
 - **HVAC Upgrade** – Angela shared the HVAC upgrade will be needed soon and is working to ensure funds are available for this project and when the best time to implement is as it will cost close to the \$400,000 range.

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

PM Wells Charter Academy

- **School Report** – Principal Sardinas updated the Trustees on PM Wells. Enrollment is around 640 students, but there is hope to raise that number in the next couple of months. There is an opening for a science teacher, but a permanent sub is currently covering the class. The students completed their midpoint screening exams and have started receiving the additional help, if needed, based on their update scores. Students are still suffering partially from the changes in learning last year, but the

learning lab has been helpful for the Tier 2 and Tier 3 students who need additional one on one support. A book club has also been created within the school to encourage students to use their reading skills. Honor Roll celebrations will be taking place over the next month for students to celebrate their achievements with their parents and teachers. A Valentines Celebration will also be taking place for NAEP's first semester at PM Wells and will most likely be hosted February 11.

- **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 December 2021. He noted the total governmental funds and highlighted the differences between the YTD versus the budget. There is a slight delay in the funds received matching the anticipated budget due to the ESSER grants being reimbursed instead of having the funds upfront. He also highlighted the excess of expenditures as well as the overall fund balance. Overall, PM Wells remains in the positive for the fund balance and on the balance sheet. Mark Grey asked what is accounted for under the other local revenue. Alex shared it was due to several grants and opportunities for the school as well as aftercare and uniform revenue. Mark also asked why the instructional and administration line items are so high when the school is only half way through the year. Alex shared they will ensure that the correct items are being included under instruction.
- **Requests for the Board** – Jeffrey Hernandez presented the items for review, discussion, and approval pertaining to PM Wells. A list of these items include:
 - **ESSER III Grant Funds Request** – Artur Glants shared the final funds request was not quite ready and would be provided at the next meeting.
 - **Alarm System Grant Funds Request** – Artur Glants presented a request to the board for an upgraded alarm system for PM Wells through the Safety and Security Grant awarded to the school. NAEP suggested the company Johnson Controls and it would cost \$14,268, with \$10,500 of it will be covered by the grant. NAEP is asking to use funds from the reserve account to purchase this equipment with \$10,500 being repaid. Mark Grey asked if the ADT quote would not provide the same serve for less. Artur shared the ADT quote does not include the badge scanner feature for the door. Mark asked for NAEP to reach out to ADT to ensure they do not offer the door scanner feature before the Trustees proceed.
 - **Out of Field Wavier Report** – Artur Glants presented the Out of Field Teacher Waiver form for the Trustees approval. Kay White and Mark Grey shared comments about what type of teachers are on the out of field report as well as pointed out some of the assignment dates are in the future and need correction.
 - **HVAC Service Contractor** – Artur Glants shared an HVAC unit went down on Friday and NAEP is waiting for a quote but is expecting the repairs to cost between \$4,000-\$6,000. They are requesting the support of the Trustees to utilize reserve funds for this replacement. NAEP will provide the quote to Kerry Avery and the Trustees for the repair/replacement prior to the February Trustee meeting.

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

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Johnson Controls proposal with the agreement that it is confirmed with ADT that they do not provide the door badge scanner. Motion was approved unanimously. (4-0)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Out of Field Wavier with the corrections to the assignment dates. Motion was approved unanimously. (4-0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the emergency use of reserve funds up to \$7,000 for the HVAC replacement with the presentation of quote once received. Motion was approved unanimously. (4-0)

IV. OLD BUSINESS

- **Transition List / Audit from CSUSA for PM Wells** – Kerry Avery shared the auditors are waiting to receive the financial documents related to the final fund balance and any payments that occurred after the 6.30.21 year end date.
- **PM Wells Audit ~ Audit Accepted** – Kerry Avery shared with the Trustees the Foundation was able to submit the audit to the district and governing authorities.
- **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


- There was no new business.

VI. PUBLIC COMMENT

- There was no public comment.

VII. ADJOURNMENT

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to adjourn the January 25, 2022 Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (4-0)



Mike Steigerwald, Chair

Date: _____

