

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting: Tuesday, April 26, 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:
April 26, 2022	8:02 am	9:39 am	May 5, 2022	8:00 am	S. Giel
Meeting Location:					
Location: Virtual Meeting as voted on by the Charter Board of Trustees meeting dated July 27, 2021.					
Attended by:					
Charter Board Members: Mike Steigerwald, Chair Mark Grey, Vice Chair Catherine (Kay) White, Trustee (late) Dave Sklarek, Trustee Celia Thacker Dorn, Trustee		Other Attendees: Samantha Giel, Education Foundation Maria Suriel, Education Foundation Kathy Ejnoui, Education Foundation Kerry Avery, Executive Director, Education Foundation Angela Barner, Senior Account Manager, Osceola School District Ivonne Sardinias, Principal, PM Wells Charter Academy Jeffrey Hernandez, CEO, National Academic Educational Partners Alejandro Trujillo, National Academic Educational Partners Artur Glants, National Academic Educational Partners Millie Torres, Assistant Principal, Bellalago Academy Maribel Vallellanes, Senior Account Manager, Osceola School District Courtney Ausherman, Charter Department, Osceola School District			
Absent:					

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. Kay White joined the meeting at the Board Updates section of the agenda.

Meeting Minutes

- The Board reviewed, discussed and approved the meeting minutes from March 22, 2022 Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the March 22, 2022 Education Foundation Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0, 1)

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

Charter Renewal Agreement for Bellalago

- Mike Steigerwald asked Kerry Avery to share the latest update. She shared the Bellalago Charter Agreement will be ready for execution soon.

Monthly School Reports

- Mike Steigerwald reminded the Trustees that the school reports for both Bellalago and PM Wells were included in the meeting packet. He asked for any comments, questions, or concerns. The Trustees had no comments at this time.

III. SCHOOL REPORTS

Bellalago Academy

- **School Report** – Assistant Principal Millie Torres shared the school updates for Bellalago Academy. Outside of the information submitted in the monthly report, Assistant Principal Torres shared the school is currently working on CARES grants to potentially add staff at the school as well as update the current technology equipment, including audio enhancement.
- **Financial Report** – Angela Barner presented the financials. She started by presenting the budget amendment for the school based on the most recent school FTE count. She shared that FTE decreased by 37.5. She also shared that the school is hoping to be able to apply CARES funds to replace the HVAC system. There is a lot of pieces to the proposal, including initial costs for a survey, but special programs is hopeful that it will be approved. With that, Angela noted she will present the cost of the project in the pre-liminary 2022-23 budget in the case the grant is not approved for funding. Angela went on to share the March 2022 financials for Bellalago. She shared the balance sheet and highlighted specific line items including the total assets, liabilities, and fund balance for the school. Lastly, Angela presented the 2022-2023 preliminary budget to the Trustees for review and approval. Outside of the budget HVAC repair, the other changes are seen in the projected FTE counts. The school based the 2022-23 budget on a 1198 FTE count.
- **Requests to the Board - Presentation for School Upgrades**
 - **Wi-Fi Upgrade** – Angela presented E-Rate Wifi Upgrade project to the Trustees and asked for their review, discussion, and approval of the project.
 - **HVAC Upgrade** – Angela shared about the HVAC upgrade project as stated above, and also included it in the 2022-23 preliminary budget.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Amendment to the 2021-2022 Annual Budget for Bellalago, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the March 2022 Financial Report for Bellalago, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Preliminary 2022-2023 Annual Budget for Bellalago, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Wi-Fi Upgrade project and the HVAC Upgrade project for Bellalago, as presented. Motion was approved unanimously. (5-0)

PM Wells Charter Academy

- **School Report** – Principal Sardinas updated the Trustees on PM Wells. Enrollment continues to remain around the 640 mark. Outside of the monthly report, Principal Sardinas did not have anything else to report.
- **Financial Report** – Alex Trujillo presented the financial report for PM Wells. He shared the balance sheet, year-to-date, and monthly PnL for March 2022. He noted revenues are slightly lower than projected, but the school is still waiting for several reimbursements for grants submitted. Alex also presented the 2022-2023 preliminary budget to the Trustees for review, discussion, and approval. The budget is based on a projected FTE of 700, which is higher than the district projects because they have a large quantity of applications. Additionally, there are hopes to increase learning through an extension of the school day, which some of the CARES II funding will be used for. Jeffrey Hernandez supported Alex by presenting the proposed use budget for Title I rollover funds as well as the 2022-

2023 Title I and Title IV Budget Plans. Additionally, he shared the rollover funds had to be used and reimbursed by June 30 year end.

- **Requests for the Board** – Jeffrey Hernandez presented the items for review, discussion, and approval pertaining to PM Wells. A list of these items include:
 - **Honeywell Control System** – Jeffrey presented to the Trustees the need for upgraded HVAC control systems throughout the school based on responses from the capital maintenance plan survey of the school. The total cost for repair was provided and is estimated to cost \$145,400 and is recommended to be divided into two segments of work. It was shared by NAEP that typically when you update the units, you must update the controls. The Trustees were asked to discuss and approve the use of reserve funds for this project. Kay White shared her concerns of what might need corrected next based on the fact that a Capital Maintenance Plan has never been completed and presented.
 - **AC Compressor Unit** – Jeffrey shared with the Trustees another AC Compressor Unit went out and would cost \$2,136.83 to fix, in which it was asked for the funds to come out of the Reserve account. Mark Grey shared that the topic of cash flow would be discussed later in the meeting and that this is a cost that should be absorbed by the school, not from the Reserves. Based on that discussion, the request was tabled until a decision on the cash flow issue was made.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the March 2022 Financial Report for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the 2022-2023 Preliminary Annual Budget for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the 2022-2023 Title I Budget Plan for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the 2022-2023 Title IV Budget Plan for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Title I Rollover Funds for Classroom Materials for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Honeywell Control System project for PM Wells, as presented. Motion was approved unanimously. (5-0)

IV. OLD BUSINESS

- **Transition List / Audit from CSUSA for PM Wells** – Kerry Avery shared that the Foundation has still not received the final financial documents or the final bank statements for PM Wells from CSUSA to complete the transition of the school. The attorneys have continued to be in contact but have not found resolution. She asked this to be a topic of discussion for the Trustee Workshop.
- **NAEP Performance Payment Schedule** – Jeffrey Hernandez shared that since they transitioned to the 3% teacher salary increase for the year that they no longer will need to present a performance payment schedule.
- **Out of Field Waivers** – It was requested by the Trustees for both PM Wells and Bellalago Academy provide their most up to date out of field waivers for review by the Trustees.
- **NAEP 2022-2023 School Hours/Extension/Early Release** – Per the previous month meeting, NAEP reported back on the parent survey results for the extension of the school day and shared that PM Wells will move forward with the 8:00am-3:30pm schedule. Additionally it was determined there are no direct conflicts of changing the school's early release day from Wednesdays to Mondays for PM Wells.

- **NAEP Capital Maintenance Plan** – Jeffrey shared that NAEP would provide the complete Capital Maintenance Plan for PM Wells at the next Charter Board of Trustee meeting.

V. NEW BUSINESS

- **Discussion / Approval for PM Wells Cash Flow Loan Request** – Jeffrey Hernandez shared an overview of the cash flow issues PM Wells faces when it comes time for payroll to go out. He stated payroll is an estimated \$160,000 every two weeks, which makes it hard when it comes time to forefront the cost of grant materials. He shared the total outstanding funds are \$197,114.09 as of mid-April 2022. Since there is not resolution for pending documents and school funds from CSUSA, NAEP respectfully request that 2 payroll payments (\$320,000) be advanced to help the school operate effectively and maintain a healthy cash flow when covering payments, payroll, and bills.
- **Trustee Workshop Date** – Kerry Avery proposed the Trustees host a workshop in the next few weeks to discuss several items including the Bellalago Management Contract and next steps with CSUSA. The meeting was proposed to be held on May 5, 2022, at 4:00pm via Zoom. The Trustees confirmed that was a good date.
- **Custodial Comment** – Mark Grey asked a question pertaining to the custodial schedule provided by NAEP for PM Wells. Artur Glants shared there is a secondary lead custodian that is in charge when the lead custodian goes home for the day.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve a cash flow loan in the amount of \$320,000 from the Reserve account to PM Wells school operating account with the understanding that the funds will be repaid back to the Reserve account by the end of the fiscal year. Motion was approved unanimously. (5-0)

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 April 26, 2022, Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (5-0)



Mike Steigerwald, Chair

Date: 5/5/2022