

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees

Board Meeting: June 28, 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:
June 28, 2022	8:00 am	9:10 am	July 26, 2022	8:00 am	S. Giel
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: Mike Steigerwald, Chair (in person) Mark Grey, Trustee (in person) Catherine (Kay) White, Trustee (in person) Celia Thacker Dorn, Trustee (virtually)		Other Attendees: Kerry Avery, Executive Director, Education Foundation (virtually) Maria Suriel, Finance Director, Education Foundation (virtually) Fred Hawkins Jr. (virtually) Samantha Giel, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually) Ivonne Sardinas, PM Wells (virtually) Alex Trujillo, NAEP (virtually) Maribel Vallellanes, Senior Account Manager, Osceola School District (virtually) Charter and Choice, Osceola School District (virtually)			
Absent: Dave Sklarek, Trustee					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:00 am with a Call to Order by Chairman Mike Steigerwald. Roll call was taken and quorum established. Trustee Dave Sklarek was marked absent.

Meeting Minutes

- The Board reviewed, discussed and approved the meeting minutes from May 24, 2022 Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the May 24, 2022 Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0,1)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION

Bellalago Agreements

- Kerry Avery was pleased to share with the Trustees that both the Charter Renewal Agreement and the Management Agreement have been approved by the district and would be forwarded to the Trustees once executed.

III. SCHOOL REPORTS

Bellalago Academy

- **Monthly School Report** – There was no one on the call to provide an update to the board in regards to Bellalago. The Trustees asked Kerry Avery to reach out to someone in regard to ensuring someone from Bellalago could attend the monthly meetings to provide update and answer questions.
- **Financial Report** – Maribel Vallellanes joined the call to review Bellalago's monthly financials with the Trustees. She shared the balance sheet and highlighted specific line items including the total assets, liabilities, and fund balance for the school. She also shared the total capital outlay funds for the school. Mark Grey had a question in regards to the negative accrual seen on the balance sheet. Maribel Vallellanes shared that it was a mis-entry due to a timing issue with the payroll. Mark Grey asked that the correction be made to the entry prior to the next meeting. Maribel Vallellanes shared that it would be updated for the next meeting as well as for the year end financials.
- **Requests to the Board**
 - **HVAC Upgrade** – Maribel Vallellanes provided an update in regard to the HVAC upgrade. The EFBD meeting was held and they agreed to cover the cost difference for the project. The project is set to move forward in the upcoming school year.
 - **School Grades** – Due to school grades not being released yet, this item was tabled until the July meeting.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the May 2022 Financials with the correction to the salaries line item, as presented. Motion was approved unanimously. (4-0,1)

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinas joined the call to answer any questions in regard to the monthly report and update the Trustees on recent events not included on the report. She shared they have completed trainings for their staff in regard to updates on the Florida Standards. Summer school continues to support students with grade recovery and reading camps. There are still a few teacher openings to fill prior to the start of the next school year. Enrollment is also trending upward and is currently at 670. Jeffrey Hernandez also shared that 95% of students returned for the upcoming school year.
- **Financial Report** – Alex Trujillo joined the call to present the financials for PM Wells. He presented the statement of revenue first, highlighting key line items and the fund balance. He also presented the balance sheet, which includes several receivables for the prepayment of grant funds, as well as other liabilities. Mark Grey asked the status of the cash flow issue and the status for repayment plan. Alex Trujillo stated he was not abreast of all the agreement details and Jeffrey Hernandez shared that PM Wells is not currently in the financial position to repay the money by the end of the school year, so Mark suggested a discussion and amendment to the original motion during the Old Business section of the agenda.
- **Requests to the Board**
 - **School Grades** – This item was tabled until grades are released and will be presented at the next meeting.
 - **Mental Health Assistance Allocation** – Jeffrey Hernandez presented the Mental Health Assistance Allocation and explained the school is allowed to opt in to the district's mental health services, which is what was recommended to the Trustees.
 - **Insurance Renewal** – Jeffrey Hernandez presented the insurance renewal agreement with Care Providers for PM Wells. Kay White asked what kind of coverage is included in the agreement and Jeffrey shared it covers health, workers compensation, property, and liability. It is bid through OASIS Insurance Providers, and was the best coverage presented to the school.
 - **Security Service (Guardian) Contract** – Jeffrey Hernandez presented the renewal agreement for security services at the school with Dynamic Integrated Security for the upcoming school year. They provide a guardian at the school during after school activities as well as during normal school hours. Kay White asked why the guardian is not included on Threat

Assessment Committee and Jeffrey shared the officer assigned to the school works closely with the guardian and the committee to provide updates.

- **Employee Handbook** – Jeffrey Hernandez presented the updated employee handbook for review and approval based on recommendations from staff and leadership at the school.
- **DOE Behavioral Threat Assessment Policies** – Jeffrey Hernandez presented the district and state policies for threat assessment and presented them for acceptance to opt in.
- **Title II** – Jeffrey Hernandez presented the opt in agreement for Title II events and funds for approval.
- **Out of Field** – Jeffrey Hernandez presented the final Out of Field Waiver for the year for approval.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve opting in to the Mental Health Assistance Allocation, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the renewal agreement with Care Providers Insurance Services, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to approve the renewal agreement with Dynamic Integrated Security for guardian security services, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the 2022-2023 Employee Handbook, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the adherence of the DOE Behavioral Threat Assessment Policies, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve opting in to the Title II Teacher and Principal Training and Recruitment Fund, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the Out of Field Wavier Report, as presented. Motion was approved unanimously. (4-0,1)

IV. OLD BUSINESS

- **Transition Documents from CSUSA** – Kerry Avery shared an update as provided by the attorney. They have been in contact with CSUSA in regards to the outstanding documents and are awaiting the delivery from the public records request.
- **Equipment Disposal District Process** – Jeffrey Hernandez shared he reached out to the district to confirm the process and that NAEP will follow the proper procedure.
- **Loan Update and Discussion** – Kerry Avery shared the recorded motion in regards to the loan of \$320,000 to PM Wells from the April 2022 Charter Board of Trustees meeting. She recommended the revaluation of the agreement and potentially extend, or amend the motion. Mark Grey recommended extending the agreement for 90 days to allow for updates to occur in regards to the transition document.

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to approve the extension of the \$320,000 loan from the PM Wells reserve account to the PM Wells school operating account for a period of 90 days, as presented. Motion was approved unanimously. (4-0,1)

V. NEW BUSINESS

Bellalago Meeting Attendance

Chair Mike Steigerwald asked if there was anything else the Trustees could do to compel someone from Bellalago Academy to attend the meetings to provide updates. Kerry Avery shared that Assistant Principal Millie Torres, who had been attending the meetings, was assigned to another school for the upcoming year but that she would contact Principal Rasmussen and the school district for an updated contact to attend.

VI. PUBLIC COMMENT

VII. ADJOURNMENT

- The meeting was adjourned at 9:10 am.

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to adjourn the June 28, 2022 Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)



Mike Steigerwald (Jul 26, 2022 09:43 EDT)

Mike Steigerwald, Chair

Date: Jul 26, 2022


06.28.22 Ed Foundation Charter Board Mins


Final Audit Report


2022-07-26


Created:	2022-07-26
By:	Samantha Giel (Samantha.Giel2@osceolaschools.net)
Status:	Signed
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