

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting: August 23, 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:
August 23, 2022	8:04 am	8:54 am	September 27, 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 (in person): Mark Grey, Trustee Celia Thacker Dorn, Trustee Dave Sklarek, Trustee Mike Steigerwald, Chair		Other Attendees: Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejinoui, Education Foundation (virtually) Samantha Giel, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually) Artur Glants, NAEP (virtually) Alex Trujillo, NAEP (virtually) Melanie Cleveland, Bellalago Academy (virtually) Maribel Vallellanes (virtually) Amber White (virtually)			
Absent: Catherine White, Trustee					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:04 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 July 26, 2022, Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the July 26, 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

- No updates to present at this time.

III. SCHOOL REPORTS

Bellalago Academy

- **Monthly School Report** – Principal Cleveland provided the school update. She shared a chart of allocations, and that they have been in touch with the Choice Department regarding a list of several students being considered for the grade levels that are a little low. The class sizes for third and fifth grade are tight but will manage. Principal Cleveland also shared that the district has allowed them to hire teachers as 'long term subs' who will move on to be full time teachers pending the passing of their final certification tests.
- **Financial Report** – Maribel Vallellanes joined the call to review Bellalago's July Financial Report with the Trustees. She noted that they now include Title Funds in the Special Revenue Fund.
- **2022-2023 Final Budget** – Maribel Vallellanes presented the final budget for 2022-2023. As discussed, the Special Revenue Funds will only be Title Funds. Ms. Vallellanes shared that the Special Revenue fund has an initial fund balance of \$25,000 which is the carryover from the 2021-2022 School Year. The ending Fund Balance with the preliminary was \$2.4 million and the final balance is \$2.1 million.
- **Title IV Budget** – Principal Cleveland shared that this budget is not yet available to the schools but is expected to be available in November. This item is a component of the larger budget.
- **Facilities Report** – Principal Cleveland shared that they are in the process of hardening their lobby and work is being done on the alarm system. Mrs. Dorn asked about the updates to the HVAC system per previous conversations and Principal Cleveland said that that project is currently on hold while their HVAC system is working as it should. Ms. Vallellanes noted that the facility report that was presented is from the 2021-2022 school year, and they are following up on status of the inspections to be able to present a more updated report.
- **Requests to the Board**
 - **Out of Field Waiver** – Principal Cleveland shared a positive report in regards to their Out of Field numbers. The board was pleased with the report.

MOTION: Motion was made by Mark Grey and seconded by Celia Dorn to approve the July 2022 Financial Report, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Celia Dorn to approve the Budget for the 2022-2023 School Year, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Out of Field Waiver for the 2022-2023 School Year, as presented. Motion was approved unanimously. (4-0,1)

PM Wells Charter Academy

- **Monthly School Report** – Jeffrey Hernandez presented the monthly report in place of Principal Sardinias. Mr. Hernandez shared that they have had a very smooth start to their school year. Their projected enrollment was 700 and they are at 614 as of today. Mr. Hernandez shared that they were able to move their staff around to help fill all available positions to avoid any layoffs since enrollment is lower than projected. They are fully staffed at this time. They currently have two subs that will move to a fulltime teacher position in their classroom pending the passing of their remaining certification testing. The students are currently undergoing state testing.
- **Financial Report** – Alex Trujillo joined the call to present the July 2022 financial report for PM Wells. Mr. Trujillo shared that the financials reflected some changes related to grants and staff with a total

of expenditures of \$240,000 with a surplus of \$150,000 leaving a fund balance of \$776,385. Ms. Dorn inquired regarding the statement related to the staff change comment and Mr. Hernandez noted that the budget includes the adjustment based on that student enrollment was lower than what they projected and therefore will not be hiring the three new positions originally budgeted. Mr. Trujillo said they updated the financials since they received updates yesterday and will forward the new draft to the board. Mr. Grey asked what budget is reflected in the financials report, because the budget needs to be the draft that was approved by the board. Mr. Grey shared that the tentative 2022-23 budget provided in the packet does not match what is being presented today. Mr. Trujillo stated that the July monthly had errors, as well as updates they received yesterday therefore he corrected financials and apologized for not forwarding the update. Mr. Grey stated that you cannot adjust the budget without asking the Board for a budget amendment. The board agrees to review the financials submitted in the packet and will review the suggested revisions next meeting. Mr. Hernandez excitedly shared that they were selected again for the 21st Century Grant and that will be reflected on next month's budget. The board clarified that the student count reflected is 664 but actual is at 614 as of today. Mr. Grey also requested that in the future that any changes will be presented in a format that includes the original, current, and propose changes in columns to appropriately identify what is being presented and requested for approval by the board.

- **2022-2023 Proposed Budget** – Alex Trujillo presented the 2022-2023 School Year Proposed Budget with adjustments to reflect a total of \$4.611 which is lower than prior year because they want to be conservative. Mr. Trujillo also noted the income now includes ESSER grants, that the largest expenditure is instructional, and then including the remaining expenditures that leaves a projected surplus of \$144,000 for the year. The board stated that they did not feel comfortable voting on a budget they had not yet seen. Mr. Steigerwald stated that the procedure is to vote on the budget that the board has been provided in the packet and if there are updates that they will need to be presented as an amendment at the September meeting. The board agreed to review, discuss, and vote on the information provided in the packet and NAEP can present any updates and changes next month.
- **Requests to the Board**
 - **Out of Field** – Jeffrey Hernandez presented the Out of Field Waiver for the 2022-2023 School Year.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Out of Field Waiver for the 2022-2023 School year, as presented. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the 2022-2023 Budget, as presented in the meeting packet. Motion was approved unanimously. (4-0,1)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the July 2022 Financial Report, as presented in the meeting packet. Motion was approved unanimously. (4-0,1)

IV. OLD BUSINESS

- **Transition Documents from CSUSA for PM Wells** – Ms. Avery reported that they are still working with legal and have no updates at this time.
- **90 Day Extension of Loan** – Ms. Avery noted this item will be discussed at the September meeting.

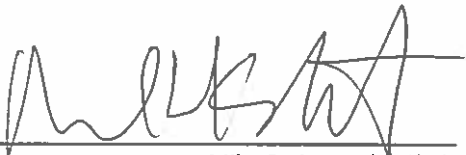
V. NEW BUSINESS

VI. PUBLIC COMMENT

VII. ADJOURNMENT

- The meeting was adjourned at 8:54 am.

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to adjourn the August 23, 2022 Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)



Mike Steigerwald, Chair

Date: 11/8/22