

## **MEETING MINUTES**

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** December 7<sup>th</sup>, 2022 CBOT Workshop

*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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
December 7, 2022	9:32 am	10:44 am	December 16 <sup>th</sup> , 2022	8:00 am	G. Wise
<b>Meeting Location:</b>					
<b>Location:</b> 2310 New Beginnings Road Kissimmee, FL as well as via Zoom as publicized on the Public Notice.					
<b>Attended by:</b>					
<b>Charter Board Members (in person):</b> Mark Grey, Trustee Celia Thacker Dorn, Trustee Mike Steigerwald, Chair Catherine White, Trustee <b>Absent:</b> Dave Sklarek, Trustee		<b>Other Attendees:</b> Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (in person) Kathy Ejinoui, Education Foundation (virtually) Samantha Giel, Education Foundation (in person) Gracie Wise, Education Foundation (in person) Fred Hawkins, President, Education Foundation (virtually)			

### **I. WELCOME**

#### **Call to Order**

- Pursuant to public notice, the meeting commenced at 9:32 pm with a Call to Order by Chairman Mike Steigerwald. Roll call was taken, and quorum established.

### **II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION – REVIEW OF FINAL INVOICE FROM CSUSA FOR PM WELLS**

- Ms. Avery presented the final invoice and documentation from Charter Schools USA for final discussion and review by the Trustees. Staff was present to answer any pending questions or concerns. The Trustees instructed staff to work with legal counsel to draft a formal letter in regard to responding to the final invoice that was sent by Charter Schools USA.

### **III. PM WELLS CHARTER ACADEMY/NAEP DISCUSSION**

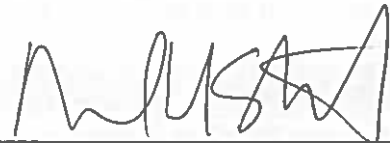
- Historical data and contract checklist were presented to the Trustees for discussion. NAEP has not provided the google sheet that was promised at the last workshop, NAEP informed staff they are still working on the items. The Trustees have directed staff to prepare a Performance Improvement Plan for their review and comment. Staff was present to answer any pending questions or concerns.
- It was requested by the management company that the bond payment be split in to two equal payments every month instead of one payment. Staff informed the Trustees this adjustment can be made and implemented starting in December.

- The management company requested that the 5% fee owed monthly to the Foundation be reduced or suspended. The Trustees discussed this matter and are willing to evaluate the 5% categorical summary when presented by NAEP. Staff was present to answer any pending questions or concerns.
- Staff provided the history of NAEP requests for Reserve Funds as well as the account balance was presented to the Trustees. The Trustees reviewed the Capital Plan presented by NAEP. Staff was present to answer any pending questions or concerns.

**IV. PUBLIC COMMENT**

**V. ADJOURNMENT**

- The meeting was adjourned at 10:44 am.



Mike Steigerwald, Chair

Date: 12/16/22