

## **MEETING MINUTES**

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting Date:** April 25, 2023

**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 25, 2024	8:02 am	9:11 am	May 23, 2023	8:00 am	S. Giel
<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, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee			<b>Other Attendees:</b> Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejinoui, Program Director, Education Foundation (virtually) Samantha Giel, Education Foundation (in person) Jeffrey Hernandez, NAEP (virtually) Alex Trujillo, NAEP (virtually) Jazmin Burgos, NAEP (virtually) Ivonne Sardinas, PM Wells Charter Academy (virtually) Melanie Cleveland, Bellalago Academy (virtually) Maribel Vallenganes Santiago, SDOC (virtually)		
<b>Virtual:</b> Celia Thacker Dorn, Trustee					
<b>Absent:</b> Mike Steigerwald, Chair					

### **I. WELCOME**

#### **Call to Order**

- Pursuant to public notice, the meeting commenced at 8:02 am with a Call to Order by Vice Chair Mark Grey in place of Chair Mike Steigerwald, who was absent. Roll call was taken, and quorum established.

#### **Meeting Minutes**

- The Board reviewed, discussed, and approved the meeting minutes from March 28, 2023, Charter Board of Trustees meeting.

**MOTION:** Motion was made by Kay White and seconded by Dave Sklarek to approve the March 28, 2023, Charter Board of Trustees Meeting Minutes as a group, as presented. Motion was approved unanimously. (4-0,1)

*Charter Board of Trustees of the Education Foundation Osceola County*

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

- **Agenda Updates** – There were no updates to the agenda. Mark Grey wished Chair Mike Steigerwald a happy birthday on behalf of all the Trustees and Foundation staff.

III. **SCHOOL REPORTS**

Bellalago Academy

- **Monthly School Report** – Principal Cleveland presented the monthly report. She shared that after attending the allocation meeting for planning of the 2023-24 year, six teachers requested to be transferred to Bellalago. They are unfortunately losing two teachers in the upcoming year, making the total current vacancy count 7 for the upcoming year. Staff will continue meeting during the upcoming week to build out individual classes. They have already completed the kindergarten level and expect to have 6 classrooms for that level. Currently there are 20 students enrolled in the Dual Language program with a cap of 40. In other news, the school is working to get the car loop project submitted in hopes of having it completed before the next school year. An athletic coach will be joining the school from Celebration to coach baseball, softball, basketball, and soccer. Lastly, she shared that she hopes to bring a tiered report from the district in the upcoming month related to the HVAC and its repairs.
- **Financial Report** –
  - **March 2023 Financial Report** – Maribel Vallelanes Santiago joined the call to present the March 2023 Financial Report for Bellalago. She shared updates regarding a few of the school's pending projects for the year. She shared the lobby hardening will be going to the district for approval in May in hopes of being completed over the summer break. Regarding the HVAC project, the district shared that the project could wait until the next school year as the chillers were replaced in 2017, the controls and tops in 2019/2020. In addition to that, she shared the ESSER funds were included on the statement of revenue this time and she provided the answer to Mark Grey's question from the previous meeting. She shared that the instructional line item was low because there as a reserve amount that will be brought to the May meeting for an amendment to the budget. She provided information about the balance sheet including updates to the general fund, special revenue, capital outlay, and total governmental funds. She also shared the updates to the statement of revenue, expenditures, and change in fund balance. The Trustees then called for discussion and approval.
  - **2023-24 Preliminary Budget** – Maribel Vallelanes Santiago presented the project budget for the 2023-24 school year. The school has a projected FTE count of 1114.29, which is less than the current year. Mark Grey asked why ESSER funds weren't included in the budget, and she shared that they would be presented in the next budget presentation as the state has not released the funding guidelines for the year from the state.
  - **Schedule of Grant Activity** – Maribel Vallenllanes Santiago presented the schedule of grant activity for the Trustees to review and discuss.
- **Bellalago Presents to the Board** –
  - **Out of Field Waiver Report** – Principal Cleveland presented the current report and shared where each teacher currently stands regarding obtaining their certifications. Kay White asked Principal Cleveland to include each teacher's out of field assignment date in the next report if possible.

**MOTION: Motion was made by Dave Sklarek and seconded by Kay White to approve the March 2023 Financial Report, as presented. Motion was approved unanimously. (4-0,1)**



**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the 2023-24 Preliminary Budget with expected changes after the release of funding guidelines, as presented. Motion was approved unanimously. (4-0,1)**

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

PM Wells Charter Academy

- **Monthly School Report** – Principal Sardinias presented the monthly report. She started by sharing that one of the social studies teachers shared some concerns about being able to complete the school year, so they did a search and hired a new teacher. Yesterday an in person hiring event took place as well as an online hiring event. They are working towards being completely staffed prior to the start of the next school year, and everyone is currently returning. The school is currently at 506 students for 2023-24 enrollment, and it is expected to rise. Toho Water Authority hosted a student competition in which two students from PM Wells placed, with one taking first. PM Wells staff is working to have 100% Mental Health Training with just 3 teachers left to finish. Field Day at the school was a hit and 60 students attended the end of year athlete banquet. Assessments will begin in the next week and the last district visit for the year will be hosted tomorrow.
- **Financial Report** –
  - **March 2023 Financial Review** – Alex Trujillo presented the March 2023 Financial Report for PM Wells. He started by presenting the statement of revenue and expenditures. He shared the expenditures are currently in line with the budget timeline for the year. They did reallocate some of the line items and he expects those changes to reflect in the April financial report. He shared on the receivables that are left but shared they have decreased overall. The Trustees then called for discussion and approval.
  - **Budget Amendment #2** – Alex Trujillo presented the second budget amendment for the year. He shared the changes for each line item and shared the budget now reflects the updated FEFP count provided by the district (617). The Trustees then called for discussion and approval.
  - **Schedule of Grant Activity** – Alex Trujillo and Jeffrey Hernandez shared a brief report of the Schedule of Grant Activity in their Monthly Report.
  - **2023-24 Preliminary Budget** – Alex Trujillo presented the preliminary budget and reminded the Trustees that the numbers are very early as the revenue estimator calculation has not been approved yet by the state. With that, this budget is based off current numbers with very little changes in order to be conservative until it is a little clearer on what the changes will look like. Kay White asked what number was used for enrollment for the budget and Alex shared that they used 600 and currently 506 students are enrolled for the upcoming year. Jeffrey Hernandez shared that the 506 number did not include the pending applications, which if all submitted, would bring enrollment close to 580. She also asked about the potential of starting a pre-k program at the school and Jeffrey Hernandez shared that they have hopes to have one and plan to present the option for it in the May meeting after the school playground is complete. The Trustees then called for discussion and approval of the preliminary numbers.
- **PM Wells Presents to the Board**
  - **Title IV Plan for the 2023-24 School Year** – Jeffrey Hernandez presented the Title IV Plan for PM Wells. This grant will be used to purchase materials for the Dual Language program.
  - **Out of Field Report** – Jeffrey Hernandez presented the updated report for the Trustees to review and approve. He did share that all 3-year temporary certificates have now received an extra 2 years automatically. He also shared that if a teacher has their master's degree, they are exempt from the essay portion of the mathematics certifications.

**MOTION:** Motion was made by Dave Sklarek and seconded by Kay White to approve the March 2023 Financial Report, as presented. Motion was approved unanimously. (4-0,1)

**MOTION:** Motion was made by Kay White and seconded by Dave Sklarek to approve the Grant Activity Sheet, as presented. Motion was approved unanimously. (4-0,1)

**MOTION:** Motion was made by Celia Thacker Dorn and seconded by Dave Sklarek to approve Budget Amendment #2, as presented. Motion was approved unanimously. (4-0,1)

**MOTION:** Motion was made by Kay White and seconded by Dave Sklarek to approve the 2023-24 Preliminary Budget, as presented. Motion was approved unanimously. (4-0,1)

**MOTION:** Motion was made by Kay White and seconded by Celia Thacker Dorn to approve the Title IV Plan for 2023-24 School Year, as presented. Motion was approved unanimously. (4-0,1)

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

**IV. OLD BUSINESS**

- **Transition Documents from CSUSA for PM Wells** – Kerry Avery reported she anticipates being able to send the final draft of the secondary response letter to the Trustees soon for approval to be sent out.
- **NAEP Contract Deliverables Checklist** – Staff continues to work with Jeffrey and his team to ensure all items will be in compliance and completed according to the contract documents.
- **NAEP Reserve Loan Extension** – This item is on the agenda as a placeholder.
- **NAEP Performance Strategy Plan** – Kerry Avery shared that she has been researching but there aren't any examples to follow but will work on putting a plan together and work with the Trustees for input. She also reminded everyone that the plan was requested by the Trustees to ensure the Trustees and the management company maintain an open clear communication regarding contract deliverables.

**V. NEW BUSINESS**

**VI. PUBLIC COMMENT**

- No one from the public asked to address the Trustees.

**VII. ADJOURNMENT**

- The meeting was adjourned at 9:11 am.

**MOTION:** Motion was made by Kay White and seconded by Dave Sklarek to adjourn the April 25, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)

  
Mark Grey, Vice Chair

Date: 5/23/23