

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: May 23, 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:
May 23, 2023	8:06 am	8:59 am	May 23, 2023	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, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee			Other Attendees: Fred Hawkins Jr, President, Education Foundation (virtually) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejinou, 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) Iliana Rosado, PM Wells Charter Academy (virtually) Melanie Rivera, PM Wells Charter Academy (virtually) Cydney Williams, PM Wells Charter Academy (virtually) Melanie Cleveland, Bellalago Academy (virtually) Maribel Vallellanes Santiago, SDOC (virtually)		
Virtual: Celia Thacker Dorn, Trustee					
Absent: Mike Steigerwald, Chair					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:06 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 April 25, 2023, Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the April 25, 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.

III. **SCHOOL REPORTS**

Bellalago Academy

- **Monthly School Report** – Principal Cleveland presented the monthly report. She shared Maribel visited the school with the facilities department to complete a detailed maintenance report. The HVAC equipment remains on target to be replaced in the summer of 2024 and the district is working to see if they are able to repair the car loop. The school also experienced some hail damage during the recent storm, so the district is working to submit a claim for the repair. Principal Cleveland is hoping to be able to get a golf cart this year pending the final costs of the car loop and the roof repair. Additionally she shared that the staff enjoyed celebrating the honor roll students for the year. Progress monitoring tests showed great results and gains in every level for both math and reading. Lastly, Principal Cleveland shared she has six vacancies to fill for the upcoming school year.
- **Financial Report** –
 - **April 2023 Financial Report** – Maribel Vallellanes Santiago joined the call to present the April 2023 Financial Report for Bellalago. She shared updates regarding a few of the school's pending projects for the year including the security alarm being activated by the district. The large safety numbers can be completed over summer, the school will need to submit a work order. In addition to that, she asked for a single audit engagement letter for the ESSER Grant Funds. 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. Mark Grey asked for her to include all grants and their current use status on the schedule of grant activity and questioned when a final amendment will be submitted. Maribel shared the final amendment will most likely be presented in the June meeting. Lastly, Mark asked about the other state revenue line item and Maribel shared she would bring an update to his question at the next meeting. The Trustees then called for discussion and approval.
 - **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 Kay White and seconded by Dave Sklarek to approve the April 2023 Financial Report, as presented. Motion was approved unanimously. (4-0,1)

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

PM Wells Charter Academy

- **Monthly School Report** – Jeffrey Hernandez joined the call to introduce several team members at PM Wells Academy to present an update on the school's progress monitoring results for math and reading in each grade level. Overall, the school saw many gains in student comprehension and several students moved up in their understanding for each grade level. The full presentation can be found attached to the end of the minutes. In addition to the presentation, Principal Sardinias joined the call to give a brief update on some of the news not included in the monthly report and to answer any

questions. As of the meeting, PM Wells only has two vacancies to fill for the upcoming school year. Mark Grey shared his congratulations to the PM Wells team for their achievements this year. Kay White asked about gifted screening for the students who tested above and beyond, and Jeffrey shared 260 students will be screened over the next two days to help with placements for the upcoming school year. She also asked what services will look like for those students and Jeffrey shared those students will be served by the area they test gifted in and currently all gift teachers are going through their certifications to be able to pull students based on their gift subjects and support them in continuing to grow their skills.

- **Financial Report –**
 - **April 2023 Financial Review** – Alex Trujillo presented the April 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. Cash flow is a little low compared to previous months but that is because of the way some the payment dates fall from the state. He shared the school's payables have continued to decrease, with the largest payable being due to NAEP. 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.
- **PM Wells Presents to the Board**
 - **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.
 - **Little Tesla Pediatric Therapy Contract** – Jeffrey Hernandez presented this contract for review, discussion, and approval from the Trustees. It is the contract for the speech therapy needs of the school.

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

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

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

MOTION: Motion was made by Dave Sklarek and seconded by Kay White to approve the Little Tesla Pediatric Therapy Contract, as presented. Motion was approved unanimously. (4-0,1)

IV. OLD BUSINESS

- **Transition Documents from CSUSA for PM Wells** – No updates at this time.
- **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** – No additional updates at this time.

V. NEW BUSINESS

VI. PUBLIC COMMENT

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

VII. ADJOURNMENT

- The meeting was adjourned at 8:59 am.

MOTION: Motion was made by Kay White and seconded by Dave Sklarek to adjourn the May 23, 2023, Charter Board of Trustees Meeting. Motion was approved unanimously. (4-0,1)



Mike Steigerwald, Chair
Date: 6/27/23