

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting: Tuesday, October 27, 2020

School(s):
PM Wells Charter Academy
Bellalago 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:
October 27, 2020	8:01am	9:04am	November 10, 2020	8am	R. Weaver
Meeting Location:					
On-Site Location: Virtual Meeting pursuant to Governor DeSantis Executive Order 20-69 dated March 20, 2020					
Attended by:					
Charter Board Members: Mike Steigerwald, Chair Veronica Malolos, Vice Chair Mark Grey, Treasurer Catherine (Kay) White, Trustee Dave Sklarek, Trustee Absent: none			Other Attendees: Kerry Avery, Executive Director, Education Foundation Amber White, Ed Foundation Board Liaison Rita Weaver, Senior Governing Board Manager Dr. Eddie Ruiz, State Director Lane Morris, Area Director Alan Ramos, Principal Chris Kober, Regional Facility Manager Lisanne Morton, Finance Manager, CSUSA Angela Barner, Sr. Accountant, Osceola School District		

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 8:01am with a Call to Order by Chairman Mike Steigerwald. Roll call was taken, and quorum established.

I. ADMINISTRATIVE

- The board reviewed the September 22, 2020 Charter Board of Trustees Meeting Minutes.

MOTION: Motion made by Mark Grey and seconded by Kay White to approve the September 22, 2020 Charter Board of Trustees Meeting Minutes, as edited. Motion was approved unanimously. (5-0)

II. BOARD UPDATES - CHAIR

- There were no updates.

III. EDUCATION FOUNDATION UPDATES

- Amber White advised the Trustees that the Board Attorney has prepared the RFQ for management of PM Wells and that the Charter Trustees needed to approve the RFQ. The Trustees discussed the dates that would work and decided on November 10th, 8a via Zoom technology.

FY20 Audited Financial Review Bellalago Charter, Canoe Creek Charter School, and PM Wells Charter Academy

- Mr. Krusick of Firm name presented out the FY20 Audited Financials for: Bellalago Charter, Canoe Creek Charter School, and PM Wells Charter Academy and complimented CSUSA for holding down expenses at Canoe Creek and PM Wells. The Firm is finalizing the Foundation Audit and has a few open items. Once those items are resolved, the firm can finalize the Foundation Audit.

MOTION: Motion was made by Kay White and seconded by Dave Sklarek to accept the FY20 Audited Financial Review for Bellalago Charter, Canoe Creek Charter School, and PM Wells Charter Academy, as presented. Motion was approved unanimously.

PM Wells Charter Academy Renewal Application

- Amber White updated the board that the Renewal Application for PM Wells Charter Academy has been submitted on time to the School District of Osceola County. Rita Weaver requested a copy of the Renewal Application for PM Wells in order to distribute to the Principal for the preparation for the interview and for the records. Mrs. White will send.

IV. SCHOOL REPORTS

Bellalago

Q1 Financial Review

- Angela Barner reviewed the Q1 Financial Review with the Trustees which included revenue and expense variances and forecast. All questions were answered by Ms. Barner.

Motion: Motion was made by Mark Grey and seconded by Veronica Malolos to approve the Q1 Financial Review of Bellalago Charter, as presented. Motion was approved unanimously.

PM Wells

Q1 Financial Review

- Lianne Morton reviewed the Q1 Financial Review with the Trustees which included revenue and expense variances and forecast. Revenues and expenses about 24% of budget spent at this time and does not include the teacher salary increase funding yet. Current expenditures include the teacher salary increase so the fund balance will improve when we begin to receive this money. We are currently paying the teachers the salary increases. CSUSA is currently arguing the banding of the salaries with FLDOE, and it should be resolved over the next few weeks. All questions were answered by Ms. Morton.

Motion: Motion was made by Mark Grey and seconded by Kay White to approve the Q1 Financial Review of PM Wells Charter Academy, as presented. Motion was approved unanimously.

Compressor Update

- Chris Kober, Regional Facility Manager and Ron LeFoy of ABC Mechanical reviewed the repair and estimate to fix one of the compressors at PM Wells Charter Academy. Mr. Kober and Mr. LeFoy reported that they were waiting on two other quotes and wanted to discuss the repair cost. The compressor needs to be replaced and in addition, a splitter in the IT room needs replaced costing approximately \$6300. Mr. Steigerwald asked when we would have the bids, Mr. Kober stated that they thought they would have these in the next few weeks. The Carrier(new) chiller just had a failed sensor and is back in service, the compressor is for the older chiller. The Trustees discussed that components should be part of routine care and not funded by the RNR and that we can use the line-item maintenance to fund the repair. Mr. Grey asked if the plan was to have the money come from the RNR and what was planned for maintenance, Ms. Weaver said that they do not have anything specifically planned for maintenance this year, that the budget does

not typically allow for a maintenance plan and that they were putting together a list of what was spent for Mr. Grey for review. Mr. Grey suggested that CSUSA find the money within the budget to cover the cost of the two items. Ms. Malolos commented that it did not make sense to her that we have a maintenance budget but hold off on maintenance in case something breaks. Ms. Kay White asked about ABC Mechanical and is it a subsidiary of CSUSA along with where the other two bids were coming from. Folsom and L and J were the other two companies that bids were requested from. The Trustees felt that a motion was not needed since the budget had been approved already.

School Update

- Principal Alan Ramos updated the Trustees on assessment data and the COVID slide and that Mr. Ramos was confident in the data as he had students come into the building for testing even if those students were mobile only learners. Mr. Ramos stated they focused on iReady and administered the NWEA for Science in the fall. Mr. Ramos stated that the COVID slide has affected us mostly in Math. Mr. Ramos stated that this gives us more of an opportunity for growth. Mr. Ramos is confident that we will see student growth. Mr. Ramos went over the Science data and stated that we are off to a great start. Mr. Ramos stated that he is very confident that PM Wells will remain a high performing school. All other questions were answered by Mr. Ramos.
- Mr. Ramos also reviewed the school identity profile and the template that will be used to create the school profile for PM Wells Charter Academy. Mr. Ramos stated that they take pride into being a high performing school and a smaller school. The goal is to continue to work on being a model stem school so that their students are employable.

V. CSUSA REPORTS

- There were no other CSUSA Reports.

VI. OLD BUSINESS

- Ms. Weaver explained to the board that CSUSA did not give the board a written marketing plan in March, just an overview. Ms. Weaver went back to the October 2019 meeting where school identity profile was discussed. The school identity template was shared and the information collected for PM Wells at this time. Mr. Ramos told the board that we could have the completed School Identity Profile by the November meeting. Ms. Malolos asked about how our profile compares to other schools with parents are searching for a school. Maggie Ramsy explained that research showed the parents are looking for keywords, “flexible, safe, learning” when they search. Maggie Ramsy, National Marketing Director for CSUSA updated the Trustees on the COVID Marketing Strategy being implemented since the pandemic began. Mrs. Ramsy also reported on the digital marketing plan and messaging strategy used to communicate with potential parents. Ms. Malolos asked for data metrics to be reported out at the next board meeting. Mr. Ramos stated that word of mouth is how the school gets most of their new enrollment and that parents have offered to give testimonials about why they chose PM Wells. Mr. Steigerwald asked about our waitlist. Mr. Ramos explained that we currently do not have a long waiting list, ensured that staff is flexible with parents wishing to enroll.

VII. NEW BUSINESS

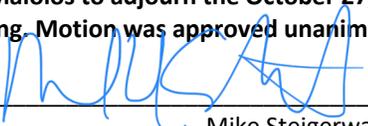
- There was no New Business.

VIII. PUBLIC COMMENTS

- There were no Public Comments

IX. ADJOURNMENT

MOTION: Motion was made by Mark Grey and seconded by Veronica Malolos to adjourn the October 27, 2020 Charter Board of Trustees for the Osceola Education Foundation meeting. Motion was approved unanimously.



Mike Steigerwald, Chair

Date: 4/7/21

Draft