

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Tuesday, March 23, 2021

**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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
March 23, 2021	8:01am	8:40am	April 27, 2021	8am	R. Weaver
<b>Meeting Location:</b>					
<b>On-Site Location:</b> Virtual Meeting pursuant to Governor DeSantis Executive Order 20-69 dated March 20, 2020					
<b>Attended by:</b>					
<b>Charter Board Members:</b> Mike Steigerwald, Chair Mark Grey, Treasurer Dave Sklarek, Trustee  <b>Absent:</b> Catherine (Kay) White, Trustee			<b>Other Attendees:</b> 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 3 Deputy Director Lisanne Morton, Finance Director Penny Walcott, Florida Finance Director Stephanie Smith, Sr. Financial Analyst		

### **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**

##### Meeting Minutes

- The Board reviewed the meeting minutes from February 23, 2021.

**MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the February 23, 2021 Charter Board of Trustees for the Ed Foundation Meeting Minutes, as edited. Motion was approved unanimously. (4-0)**

#### **II. BOARD UPDATES - CHAIR**

- There were no Board Updates.

#### **III. EDUCATION FOUNDATION UPDATES**

- Kerry Avery, Foundation Executive Director, updated the board that the Management Agreement draft has been sent to Dr. Ruiz at CSUSA and that they look forward to many more years of partnership with CSUSA.

#### **IV. SCHOOL REPORTS**

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

### **Bellalago Academy**

- Principal Rasmussen was unable to attend and as the school was on Spring Break last week, there was no Bellalago Academy update.

### **PM Wells**

#### HVAC Update

- Rita Weaver and Chris Kober from CSUSA updated the board that on Saturday, March 20, 2021 the landscaper at PM Wells Charter Academy ("PM") noticed water leaking from the ground and immediately called the maintenance supervisor to report the leak. Mr. Kober reported that due to the timing, the damage was considerably less than had the leak gone unchecked until Monday. There is a leak to the pipe that supplies water to one of the chillers at PM and that they are temporarily creating a bypass to be able to restore cooling to that chiller and the building it supplies air conditioning to. That should be completed by Tuesday afternoon or Wednesday. The secondary permanent solution is currently under assessment. The pipes run under the electrical box and the damage is unknown. Chris Kober mentioned that ABC Mechanical spoke to Carrier and they advise an above ground rack system as a permanent fix. The board requested three quotes and discussed delegating the decision to Kerry Avery/Amber White at the Foundation based on the lowest quote. Chris Kober mentioned the possibility of insurance covering some of or all of this. Mr. Steigerwald mentioned that this incident was beyond the typical maintenance of the item. The board discussed using the operating budget to cover the cost and if the cost is beyond that then the cost overrun can be built into the third budget amendment and funded from the fund balance with board approval. There is also the possibility of insurance covering the cost or a portion of the cost. The board asked for an update at the April meeting.

**MOTION: Motion made by Mark Grey and seconded by Mike Steigerwald to authorize Kerry Avery/Amber White to approve the lowest quote for the HVAC leak repair, as presented. Motion was approved unanimously.**

#### Facilities Project

- Mr. Kober also reviewed the bathroom remodel quotes for PM. Mr. Kober mentioned that the bathrooms would be totally gutted and redone. He mentioned some other projects that are outstanding, including one involving lighting. Mr. Grey asked if the restrooms would be taking into consideration Covid. Mr. Kober stated that they would follow all regulations. There is one bid outstanding and the board discussed waiting on the third quote as the lowest may not necessarily be the best quote. The board will review the merits of all three quotes at the April meeting.

#### Parent/Student Handbook Addendum

- The Board reviewed the Addendum to the Parent/Student Handbook and discussed the proposed change allowing opting parents to opt of the school, CSUSA, or the Education Foundation access to data for advocacy purposes. CSUSA Legal advised the language and allows the parents to opt out of allowing data to be used for various purposes.

**MOTION: A motion was made by Mike Steigerwald and seconded by Dave Sklarek to approve the Addendum to the Parent/Student Handbook of PM Wells Charter Academy, as presented. Motion was approved unanimously.**

**V. CSUSA REPORTS**

COGNIA Reaccreditation Results

- Yolanda Thomas, CSUSA Director of Strategy, reviewed the COGNIA Reaccreditation Results for CSUSA network of managed schools and outlined the score being higher than the COGNIA average and higher than the 2015 CSUSA score as well as areas of strength which included board member oversight and balanced budget finance processes. CSUSA started the initial process in 2010 and were the first to receive this type of accreditation. The accreditation looks at 32 different standards, including leadership, learning and resource capacity. Mrs. Thomas also outlined growth opportunities such as annual refreshing the school profiles, providing student advocacy within the schools, and teacher retention initiatives. There are several benefits to being a member of the CSUSA network which includes the funding opportunities for being accredited. The Board thanked Mrs. Thomas for her presentation.

**VI. OLD BUSINESS**

- There was no Old Business.

**VII. NEW BUSINESS**

CARES Grant Budget

- The Board reviewed the CARES Grant budget overview with Mrs. Weaver and the Board discussed the various ways that the grants teamwork with the Principal, the School as well as updating the financial reviews and budget for the school after the allocations have been disclosed by the district. Mrs. Weaver advised the board that a budget for PM will be brought to them for review and approval once the allocations have been outlined. Mrs. Weaver gave the timeline for Cares 1 and Cares 2 and the overlap, along with gave example items that funding could be used for including: mental health, school meals, distance learning and HVAC air quality. Mentioning the possibility that some Cares money might be able to be used to fund the HVAC issue we currently have because there is flexibility with this funding.

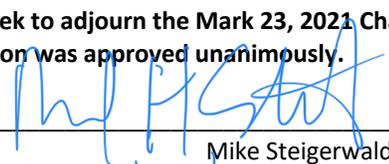
**MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to authorize their CSUSA to apply for CARES Grants funding on behalf of PM Wells Charter Academy, as presented. Motion was approved unanimously.**

**VIII. PUBLIC COMMENTS**

- Dr. Eddie Ruiz of CSUSA thanked the Board for the choice of partnering with CSUSA to manage PM Wells for the foreseeable future and will schedule time to review with legal. Dr. Ruiz also thank Mrs. Thomas for all her hard work on COGNIA Reaccreditation as well as thanking Mr. Ramos and the Staff at PM Wells Charter Academy for their participation in the Reaccreditation process.

**IX. ADJOURNMENT**

**MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to adjourn the Mark 23, 2021 Charter Board of Trustees for the Osceola Education Foundation meeting. Motion was approved unanimously.**



Mike Steigerwald, Chair

Date: 4/29/21