

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Tuesday, July 27, 2021

**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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
July 27, 2021	8:01 am	9:56am	July 27, 2021	8:00 am	S. Giel
<b>Meeting Location:</b>					
<b>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 (left early) Mark Grey, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee  <b>Absent:</b>			<b>Other Attendees:</b> Kerry Avery, Executive Director, Education Foundation Samantha Giel, Education Foundation Maria Suriel, Education Foundation Kathy Ejnoui, Education Foundation Yurik Rodriguez, Senior Account Manager, Osceola School District Jonathan Rasmussen, Principal, Bellalago Academy Ivonne Sardinias, Principal, PM Wells Charter Academy Artur Glants, National Academic Educational Partners Jeffrey Hernandez, CEO, National Academic Educational Partners Mark Viera, National Academic Educational Partners		

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 8:01 am 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 June 22, 2021 and the Special Planning meeting minutes from July 2, 2021.

**MOTION:** Motion was made by Mark Grey and seconded by Kay White to approve the June 22, 2021 Education Foundation Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0)

**MOTION:** Motion was made by Mark Grey and seconded by Kay White to approve the July 2, 2021 Education Foundation Charter Board of Trustees Special Planning Meeting Minutes, as presented. Motion was approved unanimously. (4-0)

## II. BOARD UPDATES - CHAIR

### Meeting in Person versus Virtually

- The Board discussed meeting arrangements based on the current health climate and suggested meeting virtually, as the order allows, for the next six meetings. They agreed when the time is right it can be discussed to returning to in-person, but it was suggested to potentially seek a new meeting location that allowed for more space.

### Board Compliance Training

- Kerry Avery updated the Board that both Dave Sklarek and Mike Steigerwald are due to complete the 2-hour refresher course by October to meet the standards. Information will be forwarded out following the meeting.

### Trustee Search

- Kerry Avery shared that currently two potential candidates have forwarded their resumes, but the Board is waiting on a few more before making a selection. The Board hopes to find a local candidate that will complement the current Board.

### Charter Renewal with the District

- Kerry Avery updated the Board that the School District's attorney is currently reviewing the Foundation's suggested edits per the direction of Attorney Sorrell. The Board was assured it was not an issue to not have a signed contract as the agreement is month to month until the new contract is signed.

### Meeting Schedule Updates

- Kerry Avery presented the updated calendar to the Board to correct minor errors that had been noticed. Additionally, it was suggested to discuss adding tentative meetings during the months of November and December as this is a transition year and items may arise that will need the board's attention. November 30 and December 17 were the suggested meeting dates. The Board agrees to these days as tentative dates and these dates will be added to meeting schedule and reflected as such.

### Transition List for PM Wells Management

- Kerry Avery updated the Board on the current progress of the transition list. There are still a large amount of outstanding items on the transition list, many having financial impact. The chiller repair with WW Gay will update under old business. She has kept Dr. Debra Pace abreast of the transition process and the challenges that we have faced. After consulting with several industry professionals, it is the recommendation to withhold the June payment until all transition items, financials including the audit have been provided.

**MOTION: Motion was made by Kay White and seconded by Mark Grey to approve changing in-person meetings to virtual for the next six meetings, unless revisited prior to the sixth meeting. Motion was approved unanimously. (4-0)**

**MOTION: Motion was made by Mark Grey and seconded by Kay White to approve withholding June payment until the transitional items are fulfilled and financial balances are established to allow for final payment due as of June 30. Motion was approved unanimously. (4-0)**

### III. SCHOOL REPORTS

#### Bellalago Academy

- **School Report** – Principal Rasmussen updated the Board on Bellalago's achievements during the year. The school has been completely repainted and it is in the plans to have the parking lot and drive way resurfaced. The past year was challenging for everyone, but data is slowly coming in and the results from 3<sup>rd</sup> grade assessments showed student improvement. Data also showed that students who were virtual for the year actually scored higher than students who did a combination or in school participation. Principal Rasmussen is digging deeper into that data to see how it correlates, however he feels some relation is to education affluent families being able to assist their child in at the home learning environment. The school is also working on its 3-year Professional Learning Community project implementation and model school. Bellalago was a Positive Behavior Interventions school this year and was named a model school in its first year. Seeing growth in progress monitoring data and look forward to the FSA results. Kay White inquired about enrollment, Mr Rasmussen state enrollment is currently under but with enrolling Kindergarten now, should be on target for the year with currently 1,200 students enrolled and a projected 1,240 students. Mr. Rasmussen appreciates the hard work of the parents and students with all the challenges.
- **Finance Report** – Yurik Rodriguez presented the financials for Bellalago Academy. A summary of his report included presenting the preliminary year-end balance sheet, statement of revenue, expenditures, fund balances, 2021-2022 budget projections, and a capital plan for the next year. Kay White inquired about COVID related funds and if they are included in the statements. Yurik clarified the Cares Acts, Esser 1 and 2 are not included and that Bellalago is following the district's plan. Principal Rasmussen added outside of the district plan they have also supplied items the school needs like math tutoring software and the PLC project. Yurik said statements for those accounts would be ready in August for presentation. There are still a few minor adjustments that will be required on these statement and that he will present the final year-end statements at the next meeting. Yurik stated the unreserved-uncommitted balance is \$510,793.59 in the fund balance. Mark Grey inquired about \$140,000 reserved fund balance that was appears to be reserved for an existing contract. Yurik stated that was for the painting, after discussion it was determined that the actual is a fund balance is \$370,000, therefore the \$301,000 parking lot would then bring a total of \$69,000 unreserved balance. Principal Rasmussen stated next week he would be meeting with be EFBD asking them to assist with cost.
- **Facilities Report** – The 2020-21 capital projects including the completion of enclosure of building storage, portion of the network upgrade as well as the painting of the interior and exterior of the school. Upcoming for 2021-22 will be completing the network upgrade and hope to repave the parking lot, which is \$301,000 with a quote provided by the district. Mike Steigerwald inquired what the annual contribution to the reserve, Yurik stated it is about 7% per year. As a reminder, the school is able to request funds from the EFBD, and he believes the cap on request is \$150,000 per year. At this time, Principal Rasmussen clarified there are no expected major repairs as the A/C has been upgraded the past few summers, only foreseen upcoming project would be some rusty gutters. The Board was presented the 5-year capital plan and discussed the items needed for the school when it relates to timing of repairs or replacement and the assets and resources to take care of those needs.

**MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the parking lot renovation presented, with a request that we submit to the EFBD to a request of support for 50% of the cost of the parking lot repairs. Motion was approved unanimously. (4-0)**

**MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Bellalago financial report with corrections as discussed. Motion was approved unanimously. (4-0)**

**PM Wells Charter Academy**

- **School Report** – Jeffrey Hernandez, Principal Ivonne Sardinias and Artur Glants are present to share the update for PM Wells Charter Academy. They shared a lot of work has been done in the last two months to help prepare the school for its start under a new management company. Currently the enrollment is a confirmed 651 students. The staffing has increased based on the growth in enrollment and only has a few teaching positions open. To their excitement, many of the PM Wells teachers have stayed with the school. There will be four classrooms for every grade except fourth and fifth, who will have three. Middle school now has a waiting list. The Summer Bash had over 500 attendees and parents were excited we encompassed graduation ceremonies. Teachers will report Thursday to prepare their rooms and meet the requirements of NAEP's classroom model checklist. August 2 teachers will report to the school to complete professional development activities. NAEP does the I Do/We Do model. The teachers are being given access and training to Focus. HERO is the discipline program at the school and teachers will be trained in this area as well. The teacher are very excited to have WozEd stem program and reinstatement of the music program at the school. Artur Glants noted that curriculum includes Whitten Wisdom K-5, Spring Board 6-8, Eureka, and STEM Scopes. All teachers will receive training in all these curriculums and coaching throughout the year. Our team looks forward to a full staff retreat on August 9, especially considering the difficult transition.
- **Finance Report** – Kerry Avery stated that no one was available to present the year-end June financials for the school from Charter Schools USA. Mark Grey stated he would recommend we preliminarily accept during this meeting until an overview can be provided and full accounting can be verified.
- **Facilities Report** – Jeffrey Hernandez shared as Kerry Avery had reported previously, the chiller repairs are almost complete. The AC is down now and will be restored in the next day to order to ensure the site is ready for when students return. The facilities reports will begin after NAEP has had the opportunity to evaluate, which was previously requested to be around the 90 day point.
- **Items for review** – The following items were presented to the Board for review, discussion, and approval: School Safety and Emergency Plan, Rave Panic Application, Guardian Plan, Transportation Contract, begin 5% reserve deduction in October, request for reserve funds for school cleaning & rat removal, and request to approve IT partnership contract.

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to accept the PM Wells Charter Academy financial report contingent on receiving transition items to validate the financial report. Mike Steigerwald passed the control of the meeting to Mark Grey. Motion was approved unanimously. (3-0, 1 absent)**

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the PM Wells Safety and Emergency Plan with edits, the contract with the Rave Panic Emergency app and Guardian Plan as presented. Motion was approved unanimously. (3-0, 1 absent)**

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the PM Wells transportation contract with School District Services Inc. as presented. Motion was approved unanimously. (3-0, 1 absent)**

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve allowing National Academic Educational Partners request to delay the start of the 5% reserve payment until October 2021. Payments will run from October 2021 to June 2022, and will equal the original contracted total amount. Motion was approved unanimously. (3-0, 1 absent)**

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the use of up to \$23,000 of reserve funds to support NAEP in the cleaning and rat removal for PM Wells as presented. Motion was approved unanimously. (3-0, 1 absent)**

**MOTION: Motion was made by Kay White and seconded by Dave Sklarek to approve the PM Wells IT contract with Area and PowerNet for the 2021-2022 school year as presented. Motion was approved unanimously. (3-0, 1 absent)**

**IV. OLD BUSINESS**

- **Chiller Update** – Kerry Avery mentioned she had kept the board abreast of the timeline. She spoke with Mike at WW Ga and he shared the chiller will be restarted this afternoon and the district sign off will be at the same time. Jeffrey Hernandez wanted to add that he spoke with the current chiller maintenance company when they were on site and was told they have withdrawn services because they work CSUSA, but brought a new recommended contractor to introduce. They also stated the programing device outdated and needs to be replaced. Once the quotes for services and replacement of the device are received, they will present information to the board.
- **CSUSA Audit Schedule** – Kerry Avery shared that Mr. Ruiz agreed that Charter Schools USA would provide items necessary to the auditors for the audit prior to the August 20 AFR deadline. At this time, CSUSA has not uploaded any items to the auditor's portal and we are waiting for an update on the status from CSUSA.
- **Principal Rasmussen Attendance** – Kerry Avery shared she has been in contact with Principal Rasmussen to discuss a Bellalago representative would be able to attend meetings moving forward.
- **NAEP Performance Payment Schedule** – Kerry Avery shared she will share the Staff Performance Payment Schedule with the Board once she has received from NAEP.

**V. NEW BUSINESS**

- Items under New Business were discussed under the PM Wells Charter Academy School Report.

**VI. PUBLIC COMMENT**

- There was no public comment.

**VII. ADJOURNMENT**

**MOTION: Motion was made by Mark Grey and seconded by Kay White to adjourn the July 27, 2021 Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (3-0, 1 absent)**



Mike Steigerwald, Chair

Date: 08/24/2021