

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees

**Board Meeting:** Tuesday, August 24, 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>
August 24, 2021	8:06 am	9:17am	September 28, 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 Mark Grey, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee			<b>Other Attendees:</b> Kerry Avery, Executive Director, Education Foundation Samantha Giel, Education Foundation Maria Suriel, Education Foundation Kathy Ejnoui, Education Foundation Rep. Fred Hawkins Jr., President, Education Foundation Yurik Rodriguez, Senior Account Manager, Osceola School District Jonathan Rasmussen, Principal, Bellalago Academy Ivonne Sardinias, Principal, PM Wells Charter Academy Jeffrey Hernandez, CEO, National Academic Educational Partners Alejandro Trujillo, National Academic Educational Partners		
<b>Absent:</b>					

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 8:06 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 July 27, 2021 Charter Board of Trustees meeting.

**MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the July 27, 2021 Education Foundation Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0)**

#### **II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND EF EXECUTIVE DIRECTOR KERRY AVERY**

##### Trustee Search

- Kerry Avery stated she had shared the additional resumes with the Board for review. At this time, legal is reviewing and she hopes to have more information by the next meeting.

Charter Renewals with the District

- Kerry Avery updated the Board that the School District's attorney is still reviewing the final edits made by Attorney Sorrell and hopes to have the final contract executed by the next meeting. Jeffrey Hernandez requested a copy of the renewal on behalf of National Academic Educational Partners. Kerry also shared staff would begin working on Bellalago's charter renewal application and will present to the board for review and approval in September as it is due to the district by October 1st.

CSUSA Transition Update

- Kerry Avery shared the current status of the transition from Charter Schools USA to the new management company, NAEP. Attorney Sorrell and Kerry Avery are still waiting on several transition documents, records to be returned to the school, and for audit items to be submitted to the auditors.

**III. SCHOOL REPORTS**

PM Wells Charter Academy

- **School Report** – Principal Sardinias updated the Board with the assistance of Jeffrey Hernandez. They shared the school enrollment is currently at 664 students and anticipate meeting the budget projection. Along with the growth of students, additional teachers have been hired. There are still elementary teacher positions open within the school and NAEP is hoping to fill those openings quickly. Based on data provided to the school, PM Wells would've been given the rating of a "B" as many students struggled with math in the previous school year. The school will begin screening students on their current levels of learning to create a baseline for the students for the year. SAC meetings will begin in the upcoming week as well as the 21<sup>st</sup> Century Program for students.
- **Financial Report** – Alex Trujillo presented the financial report for PM Wells. It was a snapshot compiled from the basic information that has been provided by CSUSA. Several of the line items included on the balance sheet NAEP is waiting to learn what items were historically accounted for under those lines. There is hopes to have a more detailed explanation of the line items by the next meeting in order for NAEP to provide a more accurate and detailed financial report for PM Wells.
- **Facilities Report** – Although NAEP requested a 90 day grace period to present a complete facility report, Jeffrey requested assistance in purchasing cleaning materials for the school. The Board requested Jeffrey provide estimates for the items he is looking for and present them at the next meeting. He also shared the cleaning and preparation that took place over the summer before opening turned out beautiful.
- **Requests for the Board** – Jeffrey Hernandez made the request for the review, discussion, and approval of a few items pertaining to PM Wells. A list of these items include:
  - Request for approval for use of Mental Health Allocation Funds
  - Request for approval of Out of Field Teacher Form
  - Request for approval of landscaping contract with EDR Outdoor Solutions

**MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the use of the Metal Health Allocation funds as requested. Motion was approved unanimously. (4-0)**

**MOTION: Motion was made by Dave Sklarek and seconded by Mark Grey to approve the landscaping contract with EDR Outdoor Solutions as requested. Motion was approved unanimously. (4-0)**

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

**Bellalago Academy**

- **School Report** – Principal Rasmussen presented the school update on behalf of Bellalago Academy. The school currently has one teacher vacancy at the kindergarten level, but other than that, all positions have been filled. Despite having teachers, the school has had to deal with substitute shortages when teachers have to quarantine. Instructional coaches and paraprofessionals are covering the openings when needed. Based on data the school received, it did drop from a “B” to a “C” school, but it was expected based on the data coming from schools throughout the state. Principal Rasmussen reported students now have an “intervention” period worked into their school day in order for them to get the help they need in the subjects they struggled in the most.
- **Finance Report** – Yurik Rodriguez attended the meeting to present the financials for Bellalago Academy. He presented the July 2021 balance sheet and financials, as well as the June 2021 year-end final budget to actual for the boards review and approval. He highlighted key line items, which show minimal change in budgeted vs actual.
- **Facilities Report** – Principal Rasmussen provided a brief overview of the facilities. Yurik Rodriguez also shared the money to support the repaving of the parking lot had been approved by the EFBD up to \$150,000.

**MOTION: Motion was made by Mark Grey and seconded by Kay to approve the July 2021 Financial Report for Bellalago. Motion was approved unanimously. (4-0)**

**MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the 2020-21 Year End Financial Report for Bellalago as presented. Motion was approved unanimously. (4-0)**

**IV. OLD BUSINESS**

- **Trustee Search Update** – Representative Hawkins got confirmation from the county’s attorney and Commissioner Viviana Janer is able to serve on the Charter Board of Trustees without being in violation of holding dual-office.
- **Chiller Update** – Kerry Avery was pleased to share the chiller repair has been completed and the school operations have returned to normal.
- **NAEP Chiller Contract & Program Controls Repair Quote** – Kerry Avery shared there had been changes in the chiller contract during the transition of management companies. NAEP was informed repairs are needed on the chiller program control panel and these were discovered during the chiller repair. A quote will be provided as to how much those repairs will cost.
- **NAEP Request Resolution to File New 501c3** – Kerry Avery shared NAEP has concerns related to using the Foundation’s 501c3, but she is arranging a meeting to review concerns. Based on conversation with auditor and attorney she believes the concerns can be resolved before going through the process of applying for a new one.
- **NAEP Performance Payment Schedule** – Kerry Avery stated she would share the Staff Performance Payment Schedule with the Board once she has received it from NAEP.
- **Board Refresher** – Kerry Avery stated staff is currently working our governance training provider to get account updated and will be forwarding the refresher information to the Trustees soon.

**MOTION: Motion was made by Kay White and seconded by Mark Grey to recommend adding Viviana Janer to the Charter Board of Trustees. Motion was approved unanimously. (4-0)**

**V. NEW BUSINESS**

- **Monthly Report Form** – Kerry Avery shared that a monthly report form will be provided for the schools to complete. This report will be included in the monthly packet for the Trustees review as required by our contract.

**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 August 24, 2021 Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (4-0)

  
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Mike Steigerwald, Chair

Date: 09/28/2021