

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees

Board Meeting: Tuesday, September 28, 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.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
September 28, 2021	8:01 am	8:48 am	October 26, 2021	8:00 am	S. Giel
Meeting Location:					
Location: Virtual Meeting pursuant to Governor DeSantis Executive Order 20-69 dated March 20, 2020					
Attended by:					
Charter Board Members: Mike Steigerwald, Chair Mark Grey, Vice Chair Catherine (Kay) White, Trustee Dave Sklarek, Trustee Com. Viviana Janer, Trustee			Other Attendees: 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 Ivonne Sardinias, Principal, PM Wells Charter Academy Jeffrey Hernandez, CEO, National Academic Educational Partners Alejandro Trujillo, National Academic Educational Partners Arutur Glants, National Academic Educational Partners		
Absent:					

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

Welcome Commissioner Janer

- Chairman Steigerwald shared his warm welcome on behalf of the current Charter Board of Trustees to Commissioner Janer. Kerry Avery shared her thanks to Commissioner Janer for dedicating the time to serve on the Charter Board.

Meeting Minutes

- The Board reviewed the meeting minutes from August 24, 2021 Charter Board of Trustees meeting.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the August 24, 2021 Education Foundation Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (5-0)

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

Charter Renewals with the District

- PM Wells – Kerry Avery shared with the Board that the attorneys are in final review of the renewal contract and the School District should be providing the final document for signature soon.
- Bellalago – Kerry Avery presented the Bellalago Charter Renewal application to the Board to review, discuss and approve. The renewal application will be submitted to the district prior to the October 1 deadline.

Monthly School Report

- Kerry Avery shared the monthly report form is for both schools to complete and submit with their monthly financials. This form will streamline efforts of the schools when reporting on items required monthly by contract. The first month of reports have been submitted and included in the meeting packet.

Audit AFR Update

- Kerry Avery shared with the Board that with limited resources provided by CSUSA, Maria Suriel, Finance Director at the Education Foundation, and the auditors were able to compile and submit the preliminary AFR report to the district. It is the hope that more audit items will become available as the lawyers continue to talk about close out of PM Wells.

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the Bellalago Charter Renewal contract, as presented. Motion was approved unanimously. (5-0)

III. SCHOOL REPORTS

Bellalago Academy

- **School Report** – A representative was not available at the meeting to speak on behalf of Bellalago, therefore Board was presented the school's monthly report in the absence of Principal Rasmussen.
- **Financial Report** – Yurik Rodriguez attended the meeting on behalf of Bellalago and presented the monthly financials. He presented the balance sheet, showcasing all governmental funds. A slight increase in total assets is seen, as well as in the total liabilities. For the month end, Bellalago remains in the positive. Yurik also presented the fund balance for Bellalago as it compares to the budget. He shared ESSER funding is expected to be awarded to the school.
- **Facilities Report** – Yurik Rodriguez also presented the Facilities Report for Bellalago. He shared the concerns for updating the current HVAC system throughout the school. The project costs to replace the HVAC total close to \$400,000, but there is hope to be able to utilize CARES Act funds for the project. In the case those funds can not be used for this, the school will be requesting to ask the EFBD for support as well as request the use of reserve funds for purchasing this equipment. He also shared the additional items that will need updating in the upcoming years.

MOTION: Motion was made by Kay White and seconded by Mark Grey to approve the August 2021 Financial Report for Bellalago. Motion was approved unanimously. (5-0)

PM Wells Charter Academy

- **School Report** – Principal Sardinas updated the Board with the assistance of Jeffrey Hernandez. They shared the student enrollment is currently at 654 students and 3 teacher positions open. Students were tested last week to determine starting level and to assess where students might need help during the year. A virtual open house was held in order for parents and teachers to have one-on-one time in a safe manner. School picture day will be taking place soon and students will wrap up voting on their student council representative today. One of the positions currently open at the school is for school counselor. The assistant principal position will also be open soon as the current assistant principal is transitioning back to the classroom to teach kindergarten.

- **Financial Report** – Alex Trujillo presented the financial report for PM Wells. He shared the balance sheet, year-to-date, and month-to-month PnL. He shared the FFP number has been updated, so the school is expected to see the updated FTE funding number soon. Salaries will reflect a full month of payment during the September report. Jeffrey Hernandez shared the school did apply for ESSER grant funding and will have limited spending related to that grant until approval of funding is received. It is the hope to receive final numbers from CSUSA to update the July financials and ensure accuracy of the report.
- **Facilities Report** – As NAEP requested a 90 day grace period to evaluate the facility they do not have a report or capital plan at this time. They will begin reporting on the facilities starting in October. Jeffrey reminded the board the school was left with no cleaning equipment or materials and therefore requested assistance from the Reserve Funds to purchase them. The Board understand the current situation and agree to assist and requested Jeffrey provide estimates for the items he is looking for and present them for approval. The quotes will be forwarded after the meeting.
- **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 of Out of Field Teacher Form
 - Request for approval for the use of the District Code of Student Conduct
 - Request for approval of HVAC Service Contract with Harper Service Team
 - Request for approval of Teacher Classroom Supply Fund
 - Request for approval of the Teacher Salary Supplement Plan
 - Request for approval to purchase custodial equipment from Reserves
 - Request for approval of Instructional Continuity Plan

MOTION: Motion was made by Viviana Janer and seconded by Mark Grey to approve the August 2021 Financial Report for PM Wells, as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Dave Sklarek and seconded by Kay White to approve the September Out of Field Form as requested. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Viviana Janer and seconded by Mark Grey to approve the use of the SDOC Code of Student Conduct for PM Wells as requested. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the PM Wells HVAC Service Contract with Harper Service Team as presented. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Teacher Classroom Supply Fund for PM Wells as requested. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the Teacher Salary Supplement Plan for PM Wells as requested. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to approve the purchase of custodial equipment from reserves for PM Wells as requested. Motion was approved unanimously. (5-0)

MOTION: Motion was made by Viviana Janer and seconded by Mark Grey to approve the PM Wells Instructional Continuity Plan as requested. Motion was approved unanimously. (5-0)

IV. OLD BUSINESS

- **Transition List / Audit from CSUSA for PM Wells** – Kerry Avery shared the Charter Board of Trustees have still not received any documents from CSUSA. The lawyers remain in discussion to develop the best plan to continue moving forward and for all parties to receive the items they need.

- **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.
- **NAEP Request Resolution to File New 501c3** – Kerry Avery shared a resolution has been found in regards to PM Wells using the Educaiton Foundation’s 501c3. The new plan is to file a DR5/Single Member Agreement and it is already in progress.
- **Summer Cleaning and Repairs** – Kerry Avery shared the reserve funds were sent to NAEP for the summer cleaning and repairs of PM Wells as approved at previous meeting. The cost of the cleaning totaled \$21,261.80.

V. NEW BUSINESS

- No new business at this time.

VI. PUBLIC COMMENT

- There was no public comment.

VII. ADJOURNMENT

MOTION: Motion was made by Mark Grey and seconded by Dave Sklarek to adjourn the September 28, 2021 Charter Board of Trustees for the Education Foundation Osceola County meeting. Motion was approved unanimously. (5-0)


Mike Steigerwald (Oct 26, 2021 11:27 EDT)

Mike Steigerwald, Chair

Date: Oct 26, 2021

09.28.21 Ed Foundation Charter Board meeting minutes

Final Audit Report

2021-10-26

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