

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: April 22, 2025

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:
March 25, 2025	8:31am	9:34am	April 22, 2025	8:30 am	Savannah Bellovin
Meeting Location:					
Location: 2310 New Beginnings Road, Kissimmee, FL as well as via Zoom as publicized on the Public Notice.					
Attended by:					
Charter Board Members (in person): Mike Steigerwald, Chair Jason Allen, Trustee Chad Jones, Trustee		Other Attendees: Kerry Avery, Executive Director, Education Foundation (in person) Maria Suriel, Finance Director, Education Foundation (virtually) Kathy Ejnui, Program Director, Education Foundation (virtually) Savannah Bellovin, Charter Liaison, Education Foundation (in person) Alex Trujillo, NAEP (virtually) Angela Barner, SDOC Director of Finance – Bellalago (virtually) Melanie Cleveland, Bellalago Principal (virtually) Debra Bele, SDOC (virtually) Jeffrey Hernandez, NAEP (virtually) Jazmin Burgos, NAEP (virtually) Braxton Padgett, NAEP Legal Council (virtually) Michelle Henninger, SDOC Assistant Superintendent for Middle & K8 Schools (virtually)			
Virtual: Catherine (Kay) White, Trustee					
Absent:					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:31am with a call to order by Chair Mike Steigerwald. Roll call was taken, and quorum established.

Meeting Minutes

- The Board reviewed, discussed, and approved the meeting minutes from the March 25, 2025 Charter Board of Trustees meeting.

MOTION: Motion was made by Jason Allen and seconded by Chad Jones to approve the March 25, 2025 Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (4-0,0)

II. BOARD UPDATES – CHAIR MIKE STEIGERWALD AND KERRY AVERY, EDUCATION FOUNDATION

- **Welcome Michelle Henninger, Assistant Superintendent for Middle & K8 Schools Curriculum & Instruction – ESE Hub Overview** – Ms. Avery introduced Ms. Henninger to share the update regarding the ESE Hub at Bellalago. Ms. Henninger explained the district is transitioning into a hub scenario to better serve the ESE students. She noted there are students in the area they feel could be served at Bellalago. She explained the operational and staff logistics of the hub and explained that Dr. Cleveland would share more during her principals report.

SCHOOL REPORTS

Bellalago Academy

- **Monthly School Report** – Principal Cleveland shared updates regarding Bellalago's testing, athletics, and events. She explained the hub model allows district ESE staff and therapists to spend more of their time with the students, and less time traveling between school sites. Dr. Cleveland shared budget wise there are some challenges due to the additional staff needed to operate the hub. She noted that Ms. Barner would explain the additional expenses in more detail during the budget presentation.
 - **Out of Field Report** – The Out of Field waiver report was presented to the trustees for their review and discussion.
- **Bellalago Financial Report**
 - **March 2025 Financial Report** – Ms. Angela Barner presented the March 2025 Financial Report for Bellalago Charter Academy. She shared information about the balance sheet including updates to the general fund, expenditures, special revenue, capital outlay, and total governmental funds. She explained and highlighted details in the total governmental funds' column on the statement of revenues and expenditures. The Trustees then called for review, discussion, and approval.
 - **March 2025 Monthly Financial Report by Project** – Ms. Barner explained this report is the same as the financial report but presented in a different format for better understanding.
 - **March 2025 Grant Summary** – Ms. Angela Barner presented the Grant Summary to the Trustees for review and discussion.
 - **2025-26 Preliminary Budget** – Ms. Barner shared the 2025-26 Preliminary Budget based on projections. She explained there is a deficit of \$320,000 that they need to pull from fund balance and reserves to support operations. She explained this is part of the ESE Hub changes but is also related to a combination of other things. Ms. Barner did explain the projected enrollment is less than the 2024-25 year. She noted financially the school operations the best at 1400 students, whereas they are currently at just over 1100. The budget was presented to the trustees for their review, discussion, and approval.
 - **2025-26 Preliminary Budget by Project** – Ms. Barner explained this report is the same as the preliminary budget but presented in a different format for better understanding.

Bellalago Presents to the Board

- Bellalago did not present any additional items.

MOTION: Motion was made by Mike Steigerwald and seconded by Jason Allen to approve the March 2025 Financial Report and March 2025 Grant Summary, as presented. Motion was approved unanimously. (3-0,0)

MOTION: Motion was made by Jason Allen and seconded by Chad Jones to approve the 2025-26 Preliminary Budget, as presented. Motion was approved unanimously. (3-0,0)

PM Wells Charter Academy

- **Monthly School Report** – At this time, Mr. Steigerwald shared that Mr. Jones needed to leave the meeting and we would lose quorum so he asked to skip ahead to the financials to ensure those were approved prior to losing quorum. To save time, the trustees determined it was not necessary for Mr. Hernandez to present the monthly report as they have reviewed it prior to the meeting.
 - **Out of Field Report** – The Out of Field report was provided to the trustees for their review and discussion.
- **PM Wells Financial Report - Alex Trujillo**
 - **March 2025 Financial Report** - Mr. Trujillo presented the March 2025 Financial Report for PM Wells. He highlighted the total governmental funds column of revenues, expenditures, and fund balance. He noted there was a deficit of \$24,264 which added to the existing deficit of \$183,246. He explained there \$76,846 in accounts payable liabilities.
 - **Quarterly Financial Report – January – March 2025** – Mr. Trujillo shared this report is similar to the March Financials, just includes the quarter. He presented the report to the trustees for their review and approval.
 - **Schedule of Grant Activity** – The schedule of grant activity was presented to the board for review but was not discussed during the meeting.
 - **Reserve Loan Report** – The reserve loan report was not provided by NAEP.
 - **Budget Amendment** – Mr. Trujillo shared the original budget with a \$137,000 deficit. He explained the FEP is the most obvious change and the reduction of the 21st century due to the closing in the summer. Mr. Hernandez shared they have done all the reductions in staff that they can at this time. Mr. Jones asked why the operations of plant category has gone up so much as copier costs and custodians should not cost that much. Mr. Trujillo shared it includes, phone utilities, lawn, etcetera. Mr. Jones asked for NAEP to share this information via email. Mr. Jones also asked why the network switches are included on this budget when the switches were paid for in April 2024. Mr. Hernandez shared he would share the details via email with Mr. Jones. Mr. Steigerwald asked the trustees if they felt comfortable approving the amendment at this time. Mr. Jones stated he needed to see the additional back up to feel comfortable approving this item. Mr. Allen agreed he was not comfortable with approving this item until he could review the additional information NAEP promised they would provide. Mr. Steigerwald agreed and shared the board would reconsider at the next meeting if NAEP provided the additional information asked of them.

Mr. Hernandez shared there are outstanding bills that need to be paid from the reserve account. Ms. Avery shared the Mr. Kruppenbacher was working with Mr. Padgett to ensure this issue is handled.

Mr. Hernandez also asked for a decision regarding the insurance for the staff. He explained the board needs to decide if they want to pay until June 30th or if they wish to stop insurance on May 31st. Ms. Avery shared that the employees of PM Wells are not employees of the Foundation, therefore, the attorney has been working with Mr. Padgett on this issue as well.
- **PM Wells Presents to the Board** –
 - PM Wells did not present any additional items.

MOTION: Motion was made by Jason Allen and seconded by Chad Jones to approve the March 2025 Financial Report and the Quarterly Financial Report – January – March 2025, as presented. Motion was approved unanimously. (4-0,0)

III. **OLD BUSINESS**

- **NAEP Contract Deliverables Checklist** – Ms. Avery shared there was no updates at this time.

IV. **NEW BUSINESS**

V. **PUBLIC COMMENT**

VI. **ADJOURNMENT**

- The meeting was adjourned at 9:34am, with a motion from Mike Steigerwald and seconded by Kay White.



Mike Steigerwald, Chair
Date: 5/27/25