

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: June 24, 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:
May 27, 2025	8:32am	9:16am	July 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): Jason Allen, Trustee Chad Jones, Trustee Catherine (Kay) White, Trustee		Other Attendees: Kerry Avery, Executive Director, Education Foundation (virtually) 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) Susan Zilinskas, Bellalago Assistant Principal (virtually) Jeffrey Hernandez, NAEP (virtually) Artur Glants, NAEP (virtually) Debra Bele, SDOC (virtually) Gennie Gil de Lamadrid, SDOC (virtually) Frank Kruppenbacher, EF Legal Council (virtually)			
Virtual:					
Absent: Mike Steigerwald, Chair Melanie Cleveland, Bellalago Principal					

I. WELCOME

Call to Order

- Pursuant to public notice, the meeting commenced at 8:32am with a call to order by Chad Jones. Chair Mike Steigerwald was unable to attend the meeting. Roll call was taken, and quorum was established.

Meeting Minutes

- The Board reviewed, discussed, and approved the meeting minutes from the May 27, 2025 Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Jason Allen to approve the May 27, 2025 Charter Board of Trustees Meeting Minutes, as presented. Motion was approved unanimously. (3-0,1)

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

- **2025-26 Meeting Schedule** – The meeting schedule was presented to the trustees for their review, discussion, and approval.
- **PM Wells School Closure – June 30, 2025** – Mr. Kruppenbacher shared the staff is in the final stages of the facility closure. Mr. Kruppenbacher asked the board to approve Kerry Avery as the authorized agent to execute the closing documents and upon closing, surrender the charter to the school district.

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the 2025-26 Meeting Schedule, as presented. Motion was approved unanimously. (3-0,1)

MOTION: Motion was made by Kay White and seconded by Jason Allen to authorize Kerry Avery to execute the documents necessary pertaining to the sale of the PM Wells Facility and the surrender of the charter to the school board, as presented. Motion was approved unanimously. (3-0,1)

SCHOOL REPORTS

Bellalago Charter Academy

- **Monthly School Report** – Principal Cleveland was not able to attend the meeting so Assistant Principal Susan Zilinskas shared updates regarding Bellalago's summer school program and the preliminary comparative FAST data. She noted at the time of submission of the monthly report, BCA was fully staffed. However, as of today, they have two staff members who have been promoted so there are now two vacancies: a 4th grade teacher and a dean.
 - **Out of Field Report** – The Out of Field waiver report was presented to the Trustees for their review and discussion. Currently, all returning teachers are considered in-field in their subject area.
- **Bellalago Financial Report**
 - **May 2025 Financial Report** – Ms. Angela Barner presented the May 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.
 - **Budget Report by Project** – Ms. Barner explained this is a report to provide information in a more understandable layout. This item does not require trustee approval.
 - **May Grants Summary** – Ms. Barner presented the May Grants Summary to the trustees for their review and discussion.

Bellalago Presents to the Board

- Bellalago did not present any additional items.

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the May 2025 Financial Report, as presented. Motion was approved unanimously. (3-0,1)

PM Wells Charter Academy

- **Monthly School Report** – Mr. Hernandez shared updates on the closure of the site where they are working with the auditors to provide the items necessary.
 - **Out of Field Report** – The Out of Field report was not provided.
- **PM Wells Financial Report - Alex Trujillo**

- **May 2025 Financial Report** - Mr. Trujillo presented the May 2025 Financial Report for PM Wells. He highlighted the total governmental funds column of revenues, expenditures, and fund balance.
- **May Grants Summary** – The grants summary was presented to the trustees for their review and discussion.
- **Reserve Loan Report** – This item was not provided to the trustees.
- **PM Wells Presents to the Board** –
 - PM Wells did not present any additional items.

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the May 2025 Financial Report, pending resolution of documents needed for the budget amendment, as presented. Motion was approved unanimously. (3-0,1)

III. OLD BUSINESS

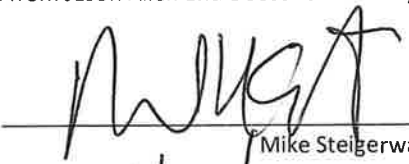
- **2024-25 Budget Amendment – PM Wells** – Mr. Jones asked to discuss the budget amendment that NAEP presented last meeting. He asked specifically about the operation of plant line item and the very large increase in the budget amendment. He noted that many of the year to date totals, line up with the original budget and it does not seem like an increase is necessary with only two months of expenses left. He asked NAEP to update the budget amendment to reflect the year-to-date totals with the most up to date information for the trustees to review. Mr. Hernandez stated he needed to leave the meeting and would not be able to answer any further questions until the next meeting. Mr. Jones explained the trustees needs to have a detailed explanation of why these items have increased.
- **NAEP Contract Deliverables Checklist** – Ms. Avery shared Mr. Kruppenbacher and the auditors are working to ensure all items are collected.

IV. NEW BUSINESS

V. PUBLIC COMMENT

VI. ADJOURNMENT

- The meeting was adjourned at 9:16am with a motion from Jason Allen and a second from Kay White.



Mike Steigerwald, Chair
Date: 8/26/25