

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting Date: August 26, 2025

School(s): Bellalago 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:
August 26, 2025	8:32am	9:31am	September 23, 2025	9:00 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 Catherine (Kay) White, Trustee Mike Steigerwald, Chair		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) Angela Barner, SDOC Director of Finance – Bellalago (virtually) Susan Zilinskas, Bellalago Assistant Principal (virtually)			
Virtual: Chad Jones, Trustee					
Absent: 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 Chair Mike Steigerwald. Roll call was taken, and quorum was established.

Meeting Minutes

- The Board reviewed, discussed, and approved the meeting minutes from the June 24, 2025 Charter Board of Trustees meeting.

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the June 24, 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

- **PM Wells School Closure** – Ms. Avery explained the audit is in progress and all paperwork has been submitted. The auditors are working with NAEP to obtain any missing items. She noted the school has been taken over by the school district and the site has been opened with the new school year.

SCHOOL REPORTSBellalago Charter Academy

- **Monthly School Report** – Principal Cleveland was not able to attend the meeting so Assistant Principal Susan Zilinskas shared updates regarding Bellalago's first week of school, events, and activities. She also provided updates regarding the custodial, maintenance, and marketing plans. She also noted Bellalago is fully staffed for the 2025-2026 school year.
 - **Out of Field Report** – Ms. Zilinskas shared all teachers are currently in-field in their subject area.
- **Bellalago Financial Report**
 - **June 2025 Monthly Financial Report** – Ms. Barner presented the June 2025 Financial Report for Bellalago Charter Academy. She shared information from the balance sheet and statement of revenue, expenditures, and changes in fund balance. She noted updates to the general fund involving the revenue and expenditures changes and the ending fund balance.
 - **June 2025 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.
 - **June 2025 Grant Summary Report** – Ms. Barner shared an overview on the Title I, Title IV, UniSIG, IDEA, and Safety and Security grants.
 - **2024-25 End of Year Budget Amendment** – Ms. Barner presented the End of Year Budget Amendment for 2024-25 and highlighted any changes in revenues, expenditures, and fund balance.
 - **2025 Salary Increase Allocation Expenditure Report** – Ms. Barner presented the report to the trustees for their review, discussion, and approval.
 - **2025 Unaudited Annual Financial Report** – Ms. Barner shared this report is the same as their financial report however, it's required to be formatted in a specific way and approved by the board to be submitted to the state.
 - **2025 Program Cost Report** – Ms. Barner shared this report is to show the costs per program and approval is needed to provide to the state.
 - **July 2025 Monthly Financial Report** – Ms. Barner presented the July 2025 Monthly Financials. She noted that there isn't a lot of activity in July due to summer break. She highlighted the revenues, expenditures, and changes in fund balance.
 - **2025-26 Final Budget** – Ms. Barner presented the budget for the 2025-26 year. She noted this is based on projections for the year. The report was presented to the trustees for their review, discussion, and approval.
- **Bellalago Presents to the Board**
 - **2026 Capital Outlay Plan Application** – Ms. Barner shared this report for informational purposes.
 - **2026 Capital Projects Status Report** – Ms. Barner shared the capital projects status report for informational purposes. She explained there are no major projects for this school year as they need to save money for the following year where they expect to have several projects needed. She noted the HVAC project that was started last year is expected to wrap up in October.

MOTION: Motion was made by Kay White and seconded by Jason Allen to approve the June 2025 Financial Report and the June 2025 Grant Summary Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the 2024-25 End of Year Budget Amendment, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the 2025 Salary Increase Allocation Expenditure Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Jason Allen and seconded by Mike Steigerwald to approve the 2025 Unaudited Annual Financial Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Jason Allen and seconded by Kay White to approve the 2025 Program Cost Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Kay White and seconded by Chad Jones to approve the July 2025 Monthly Financial Report, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Jason Allen and seconded by Mike Steigerwald to approve the 2025-26 Final Budget, as presented. Motion was approved unanimously. (4-0,0)

III. OLD BUSINESS

- **Bellalago ESE Hub Update** – Assistant Principal Zilinskas shared updates on the ESE Hub and the 40-79% classes. She noted the ESE Hub is going well and have six students currently. They have had an issue with aggression and elopement with one student but they are actively working with the parents to come to a resolution. She explained these six students are assigned to Bellalago for their Hub services. The 40-79% group is a feeder program from SDOC. These 13 students are zoned or opted to choice to Bellalago. She explained this group is blended with their peers for 40-79% of the day, depending on the specific student. Ms. Zilinskas noted some of the students have struggled with this transition, but they are learning to adapt to the new process.

IV. NEW BUSINESS

- Chad Jones asked the trustees to consider moving the meeting time back 30 minutes to 9:00am. The trustees agreed that would work for their schedules. Foundation staff shared they would check with Principal Cleveland since she couldn't attend the meeting and would keep everyone posted.

V. PUBLIC COMMENT

VI. ADJOURNMENT

- The meeting was adjourned at 9:31am.

Mike Steigerwald, Chair

Date: _____