MEETING MINUTES

Name of Foundation: **Education Foundation Charter Board of Trustees**
Board Meeting Date: **December 3, 2024**

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.

<table>
<tr><th>Date:</th><th>Start</th><th>End</th><th>Next Meeting:</th><th>Next time:</th><th>Prepared by:</th></tr>
<tr><td>December 3, 2024</td><td>8:32am</td><td>9:24am</td><td>January 28, 2025</td><td>8:30 am</td><td>Savannah Bellovin</td></tr>
<tr><th colspan="6">Meeting Location:</th></tr>
<tr><td colspan="6">Location: 2310 New Beginnings Road, Kissimmee, FL as well as via Zoom as publicized on the Public Notice.</td></tr>
<tr><th colspan="6">Attended by:</th></tr>
<tr><td colspan="2">Charter Board Members (in person):
Mike Steigerwald, Chair
Catherine (Kay) White, Trustee
Jason Allen, Trustee

Virtual:
Chad Jones, Trustee

Absent:</td><td colspan="4">Other Attendees:
Kerry Avery, Executive Director, Education Foundation (in person)
Maria Suriel, Finance Director, Education Foundation (virtually)
Kathy Ejniuoi, Program Director, Education Foundation (virtually)
Savannah Bellovin, Executive Assistant, Education Foundation (in person)
Alex Trujillo, NAEP (virtually)
Angela Barner, SDOC Director of Finance – Bellalago (virtually)
Illiana Rosado, PM Wells Assistant Principal (virtually)
Melanie Cleveland, Bellalago Principal (virtually)
Debra Bele, SDOC (virtually)
Jeffrey Hernandez, NAEP (virtually)
Jazmin Burgos, NAEP (virtually)
Artur Glants, NAEP (virtually)</td></tr>
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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 October 22, 2024, Charter Board of Trustees meeting.

MOTION: Motion was made by Kay White and seconded by Jason Allen to approve the October 22, 2024 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

NAEP Assistant Principal Requirements

- Ms. Avery explained she had sent an email on behalf of the trustees, asking for an update on the requirements for an assistant principal as requested by the trustees at the last meeting. Mr. Hernandez shared it was standard practice across the state to have an assistant principal with enrollment over 300. Ms. White noted in the last meeting, Mr. Hernandez stated it was required to have a principal, which is why they requested the requirements. She stated it appears it is considered standard practices rather than a requirement. Mr. Steigerwald recommended revisiting this conversation during the school and financial report for PM Wells.

III. SCHOOL REPORTS

Bellalago Academy

- **Monthly School Report –** Principal Cleveland shared updates including testing, events, athletics, and maintenance requests. She reminded the board the hurricane dates did not require make up days, but the semester was extended to January 14th. She noted the HVAC is supposed to begin over winter break.
  - **Mariner Weekly -** Principal Cleveland shared a weekly newsletter is now sent out to staff and parents. She has included those in the packet for the trustees to review.
  - **Out of Field Waiver Report –** The Out of Field waiver report was presented to the trustees for their review, discussion, and approval.
- **Bellalago Financial Report**
  - **October 2024 Financial Report –** Ms. Angela Barner presented the October 2024 Financial Report for Bellalago. 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. She also detailed the revenues, total expenditures, and a positive total fund balance. The Trustees then called for review, discussion, and approval.
  - **October Schedule of Grant Activity –** Ms. Angela Barner presented the Schedule of Grant Activity to the Trustees for review, discussion, and approval.

Bellalago Presents to the Board

- The Bellalago staff did not have any additional items to present.

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

MOTION: Motion was made by Kay White and seconded by Jason Allen to approve the October 2024 Financial Report and the October Schedule of Grant Activity, as presented. Motion was approved unanimously. (4-0,0)

PM Wells Charter Academy

- **Monthly School Report –** Ms. Rosado highlights the current enrollment of the school is 419. She shared updates including staffing needs, upcoming events, and athletics.
  - **Out of Field Report –** The Out of Field report was presented to the trustees for review, discussion, and approval.
- **PM Wells Financial Report - Alex Trujillo**
  - **October 2024 Financial Review –** Mr. Trujillo presented the October 2024 Financial Report for PM Wells. He shared information about the balance sheet including updates to the general fund, expenditures, special revenue, capital outlay, and total governmental funds. He also noted this is based on the current budget. Mr. Hernandez shared an updated budget has been sent to Ms. Barner as she requested, for her guidance and review. He noted once he can meet with Ms.

Barner, he will submit the budget amendment at the next meeting. The Trustees then called for review, discussion, and approval.

- **Schedule of Grant Activity –** The schedule of grant activity report was provided in the packet but not discussed.
- **Reserve Loan Report –** The reserve loan report was provided in the packet but not discussed.

- **PM Wells Presents to the Board –** Mr. Hernandez shared that after having some conversations with Mr. Steigerwald this past weekend, some of the items are not pertinent and can be put on hold until further decisions are made regarding other matters. He noted the one item that is time sensitive is the awning structure demolition, as it is a safety concern.
  - **Contract Revisions –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
  - **Capital Reserve Requests**
    - **VPK Application –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
      - **Playground Fence –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
      - **Shade Structure –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
    - **Demolition of Awning Structure –** Mr. Hernandez shared the awning structure was damaged during Hurricane Milton and now requires demolition as it is a student safety concern, he has submitted this request for reserve funding. Mr. Steigerwald asked if insurance would cover the demolition. Mr. Hernandez shared insurance will not cover it based on the deductible on the insurance as it relates to the cost to have the awning removed. The trustees noted the funding for this removal would come from the reserve account as it is an unexpected expense, and as Mr. Hernandez shared the operating account does not have enough funds. Mr. Steigerwald noted there were 3 quotes provided for $5825, $9900, and $10,000. The trustees then called for a vote to use reserve funds to cover the cost of this demolition, for the quote for $5825 based on Mr. Hernandez's recommendation.
    - **Mold Identification & Removal –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
    - **Sidewalk Extension –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
    - **Bathroom Renovation –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.
    - **Basketball Court Resurfacing –** This item was not discussed as Mr. Hernandez shared it would be held for a later date.

MOTION: Motion was made by Kay White and seconded by Jason Allen to approve the October 2024 Financials, as presented. Motion was approved unanimously. (4-0,0)

MOTION: Motion was made by Mike Steigerwald and seconded by Jason Allen to approve the use of reserve funding of $5825 for demolition of the shade structure, as presented. Motion was approved unanimously. (4-0,0)

IV. OLD BUSINESS

- NAEP Contract Deliverables Checklist

V. NEW BUSINESS

PUBLIC COMMENT

- Ms. Barner noted for the record, that the request she sent to Mr. Hernandez to review PM Wells' budget came in her capacity as the Districts Financial Manager of Charter Schools. She explained the request was sent because the NAEP team original budget submitted in June was unbalanced. Therefore, the district must review their budget thoroughly to see if there were any areas that they could advise on to bring the budget into balance. She noted she would not be approving the budget in any way but would at best be able to help and make recommendations.
- Ms. White asked the PM Wells team how many ESE students they have enrolled, and for the gifted students, what services are offered. Ms. Hernandez shared there are currently 29 ESE students. Ms. Rosado shared that they have completed the gifted screening, but the results have not been returned yet. Ms. White noted she would like more information on the gifted services once the results are completed.

VI. ADJOURNMENT

- The meeting was adjourned at 9:24am.

Mike Steigerwald, Chair

Date: 1/28/25