

## MEETING MINUTES

**Name of Foundation:** Education Foundation Charter Board of Trustees  
**Board Meeting:** Tuesday, March 27, 2018  
**School(s):** Canoe Creek Charter Academy  
 PM Wells Charter Academy  
 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:
03.27.18	4:04 p.m.	5:30 p.m.	04.24.18	8:00 a.m.	K. Robertson
<b>Meeting Location:</b>					
Education Foundation Office: 2310 New Beginnings Road, Kissimmee, FL 34744					

<b>Attended by:</b>	
<p><b>Board Members:</b>            Pete Edwards, Chairman            Dr. George Gant, Vice-Chair            Veronica Malolos, Trustee</p> <p><b>Arrived at: 4:22 p.m.</b>            Jo Thacker, Trustee</p> <p><b>Absent:</b>            April Fisher, Trustee (Financial Liaison)</p>	<p><b>Other Attendees:</b>            Dr. Sonia Vazquez, Exec Director, Charter Schools, Osceola School District            Pattie Burdick, Charter Liaison, Education Foundation            April Williams, Regional Director of Education            Jodi Evans, Lead Principal for Central Florida            Tracey Saxon, Principal, Canoe Creek Charter            Alan Ramos, Principal, PM Wells Charter            Dr. Jon Rasmussen, Principal, Bellalago Academy            Kerrian Robertson, Governing Board Manager, CSUSA            Terry Hossack, Regional Facilities Manager, CSUSA            Frank Johns, Facilities Manager, CSUSA            Ron LaFoy, ABC Mechanical            Lianne Morton, Manager of FP&amp;A, CSUSA</p>

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 4:04 p.m. with a Call to Order by Board Chair Pete Edwards. Roll Call was taken and quorum was established.

#### **I. ADMINISTRATIVE**

##### Approval of the Board Meeting Agenda

- The Board reviewed and agreed to the agenda presented for the March 27, 2018 Education Foundation Charter Board of Trustees Meeting.
- Principal Tracey Saxon introduced Jodi Evans to the Charter Board, and explained that Ms. Evans is the Lead Principal for Central Florida supporting both Canoe Creek and PM Wells.
- The Charter Board welcomed Ms. Evans.

##### Approval of February 27, 2018 Charter Board Meeting Minutes

- The Board reviewed the minutes from the February 27, 2018 Board Meeting.

- Veronica Malolos requested a change in the wording from pregnant mothers to expecting parents in the February 27, 2018 meeting minutes.
- The February 27, 2018 charter board meeting minutes was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Veronica Malolos and seconded by George Gant to approve the meeting minutes of February 27, 2018 with the change in wording from pregnant mothers to expecting parents as discussed to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (3-0)(2-absent).**

## **II. BOARD UPDATES – CHAIR**

- George Gant announced to the Charter Board that he will be retiring from the board in June at the end of the 2017-18 school year.
- Board Chairman Pete Edwards announced that the Charter Board has obtained financing for the HVAC project through Centennial Bank for six years at an attractive interest rate.
- Mr. Edwards also informed the Charter Board that the Foundation Board is asking the Charter Board to reconsider their recommendation in extending the management agreements for both Canoe Creek and PM Wells until after the release of the 2017-18 school grades. The Foundation Board proposed a one-year extension for PM Wells to coincide with Canoe Creek's expiration on June 30, 2019.
- Veronica Malolos voiced her displeasure of the request from the Foundation Board by explaining that the Charter Board recommended the extension of the management agreements for both schools because they foster stability for both staff and students; she explained that she was not agreeable to the request from the Foundation Board.
- Kerrian Robertson explained that she would report the Foundation's request to CSUSA and a follow up will be provided at the next Charter Board Meeting.

## **III. EDUCATION FOUNDATION UPDATES**

- Pattie Burdick informed the Board

## **IV. BELLALAGO SCHOOL REPORT**

### Bellalago Academy School Report

- Principal Rasmussen presented the school report for Bellalago Academy. Dr. Rasmussen informed the Board that the A/C chillers were functioning as normal, and that the HOA will replace the fence on the property.
- The school report highlighted:
  - Enrollment of 1355 of a budgeted 1326
  - Reduction in student suspensions
  - Increase in attendance for tutoring
- The Bellalago Academy school report was part of the agenda and was made a part of these minutes.

## **V. CSUSA/SCHOOL REPORTS**

### Canoe Creek and PM Wells Enrollment/Dashboard

- Principal Saxon shared with the Board the school's upcoming kindergarten roundup and STEM Lab in April. Principal Ramos explained that there was a great turnout for the Chick Fil-A, and that the kindergarten roundup should also have a high turnout. He also explained that PM Wells will be advertised on the side of a Route 10 bus. Both principals explained

that there has been an increase in the number of students participating in tutoring. The dashboard report for each school is representative of the NWEA winter results, and enrollment update. All questions were answered by the principals.

- The Canoe Creek and PM Wells enrollment/dashboard reports were part of the agenda and were made a part of these minutes.

**VI. NEW BUSINESS**

- There was no new business

**VII. OLD BUSINESS**

Capital Improvement Plans for Canoe Creek and PM Wells

- Terry Hossack introduced facility manager Frank Johns, and Mr. Johns thanked the Board for having him a part of their meeting.
- The capital improvement plans for Canoe Creek and PM Wells were requested from the Charter Board Meeting on February 1, 2018. Terry Hossack presented the three-five-year capital improvement plan for both Canoe Creek and PM Wells highlighting the cost associated with repairing or replacing capital items such as the bathroom, parking lot, playground, roof, and exterior painting. He also outlined the maintenance cost and budgetary impact of the capital projects. These plans were presented for Board review and future capital/budgetary planning.
- Jo Thacker suggested an increase to the committed funds set aside each year for Canoe Creek from \$33,000.00 to \$55,000.00 which will be discussed at a later meeting.
- Mr. Hossack will send a list of the capital projects by priority to Kerrian Robertson who will incorporate it in the capital improvement plan Spreadsheet for Board distribution.
- The capital improvement plans for Canoe Creek and PM Wells were part of the agenda and were made a part of these minutes.

**VIII. FINANCE**

Audit Planning

- The Board discussed their audit planning for the 2017-18 school year, and agreed to retain Moss, Krusick & Associates, LLC. since they are the auditors of record for the Foundation Board.
- The audit planning was part of the agenda and was made a part of these minutes.

**IX. PUBLIC COMMENTS**

- There were no public comments

**X. ADJOURNMENT**

Chairman Pete Edwards adjourned the Education Foundation Charter Board of Trustee, Osceola County Board Meeting at 5:30 p.m. on March 27, 2018.



Pete Edwards, Chairman

Date: April 24, 2018