

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees

Board Meeting: Tuesday, October 22, 2019

School(s): Canoe Creek Charter Academy
PM Wells Charter Academy
Bellalago 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:
October 22, 2019	8:01am	9am	January 28, 2019	8am	R. Weaver
Meeting Location:					
2310 New Beginnings Road, Kissimmee, FL 34744					
Attended by:					
Charter Board Members: Mike Steigerwald, Chair Mark Grey, Treasurer Catherine (Kay) White, Trustee Dave Sklarek, Trustee Absent: Veronica Malolos, Vice Chair		Other Attendees: Dr. Carmen Balgobin, Exec. Dir, Charter Schools Osceola District Kerry Avery, Executive Director, Education Foundation Alan Ramos, Principal, PM Wells and Canoe Creek Charter Academy Rita Weaver, Senior Governing Board Manager Chris Kober, Regional Facility Manager Lisanne Morton, Finance Manager, CSUSA Angela Barner, Sr. Accountant, Osceola School District Seth Thorpe, Financial Analyst			

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 8:01am with a Call to Order by Chairman Mike Steigerwald. Roll call was taken, and quorum established.

I. ADMINISTRATIVE

Approval of the Charter Board Meeting Minutes

- The board reviewed the minutes from the September 24, 2019 Charter Board Meeting

MOTION: Motion was made by Mark Grey and seconded by Kay White to approve the September 24, 2019 meeting minutes of the Charter Board of Trustees of the Education Foundation of Osceola County, as presented. Motion was approved unanimously. (4-0, 1 absent)

II. BOARD UPDATES - CHAIR

- There were no Chair Updates.

III. EDUCATION FOUNDATION UPDATES

- There were no Education Foundation Updates.

IV. BELLALAGO SCHOOL REPORT

- The board moved the Bellalago September Financial Review to the Bellalago School Report section. Ms. Barner reviewed the September Financials and advised the board that there would be some adjustment clean up (the clean up consists of interest earnings from July, August and September,

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along with accruals that need to be reversed) and that there may be redistricting next year that may impact next year, so the goal is to build up reserves for the upcoming change in zoning. The question was raised about the number of students that would be affected by the rezoning and an estimate was given of a few hundred students. The school needs 1300 students to operate comfortably. It was also asked when Bellalago would be built out and it is estimated that it will be within a year or so.

MOTION: Motion was made by Kay White and seconded by Mark Grey to accept the Bellalago September Financial Review, as presented. Motion was approved unanimously.

V. CSUSA REPORTS

School Strategic Initiatives

- Principal Alan Ramos reviewed the dashboards for both Canoe Creek and PM Wells of the schools Strategic Priorities for Continuous Improvement. Canoe Creek has room for growth improvement in middle school Science. Mr. Ramos discussed the continued need to focus on the lowest quartile and better identifying them. I-ready will be used once title I money is approved and more resources are being added this year to help with 4th and 5th grade science. The focus and goal are to increase these points to exceed the district score. The board discussed with Mr. Ramos the challenges of losing a teacher in a subject and the impact on instruction and scores thereafter. Mr. Ramos also discussed the PM Wells initiatives and the goal to increase the percentage points that his score is to an A. Mr. Ramos mention the implementation of Industry Certification at PM.
- Mr. Ramos also discussed implementing the Leader in Me program by Stephen Covey. Ms. Kay asked about areas that decreased and solutions for improving the scores.

VI. OLD BUSINESS

- There was no Old Business.

VII. NEW BUSINESS

Safety Grant Update

- Rita Weaver reviewed the two Safety Grants that have been implemented at Canoe Creek and PM Wells, including the items that were approved by the state for the allocated funds. The board discussed the cameras and fencing at both schools, and reviewed pictures from Canoe Creek. Canoe Creek enhancements should take place over the next 6 months with enhanced cameras and secondary fencing. Ms. Weaver mentioned that a front office redo was requested and denied. Requests must line up with MSDA. Mr Chris Kober, Facilities Manager, and Mr. Ramos also discussed the placement of this project and would bring back to the board a list of proposed security enhancements, should future budgets allow.

VIII. FINANCIALS

Q1 2020 Financial Review Canoe Creek Charter Academy

- Lisanne Morton, Finance Manager, reviewed the Q1 September 30, 2019 financials for Canoe Creek Charter. The board discussed the revenue enrollment count and Ms. Morton advised, as did Ms. Barner, that the Osceola District is undergoing their audit and that the enrollment count will be slightly adjusted. This has been noted and deferrals have been placed on the financials to show the impact.

MOTION: Motion was made by Mark Grey and seconded by Mike Steigerwald to accept the Q1 September 30, 2019 Financials for Canoe Creek Charter Academy, as presented. Motion was approved unanimously.

Q1 2020 Financial Review PM Wells Charter Academy

- Lisanne Morton, Finance Manager, reviewed the Q1 September 30, 2019 financials for PM Wells Charter Academy. The board discussed the revenue enrollment count and Ms. Morton advised, as did Ms. Barner, that the Osceola District is undergoing their audit and that the enrollment count will be slightly adjusted. This has been noted and deferrals have been placed on the financials to show the impact. The adjustment is not retroactive and is implemented on future payments.

MOTION: Motion was made by Mark Grey and seconded by Dave Skalrek to accept the Q1 September 30, 2019 Financials for PM Wells Charter Academy, as presented. Motion was approved unanimously.

FY20 Budget Amendment Canoe Creek Charter Academy

- Lisanne Morton, Finance Manager, reviewed the FY20 Budget Amendment for Canoe Creek Charter Academy. The board, Ms. Morton, Mrs. Weaver, and Mr. Ramos discussed that Canoe Creek is, unfortunately, at an enrollment level where the revenues cannot support the school on its own and not impact the integrity and the compliance requirements of the school. Therefore, while revenue is reduced mostly due to the impact of the decrease in enrollment, expenses were not able to be reduced to correspond directly with the revenue impact. In addition to this, CSUSA has on the forecast, included a waiver of fees and a corporate contribution in order to sustain the financial viability of the school. The board discussed the logistics of this contribution and how the opportunity to mitigate or increase revenues would impact the fee waiver and corporate contribution. The board discussed the opportunity/ability to reduce the grades offered at Canoe Creek to a k-5 and asked Ms. Kerry Avery to confirm with the charter that it would require an amendment and potentially could make this request during the upcoming renewal year. The board asked how many students would be impacted if the school changed to a k-5 Mr. Ramos said approximately 120 students. Mr. Ramos mentioned that there is a better recommit rate for the lower grades, but that they are listening and trying to provide the middle school experience through clubs and safety patrols. It was also asked about the number to comfortably maintain Canoe Creek, Mr. Ramos indicated that a number greater than 500 students would help.

MOTION: Motion was made by Mark Grey and seconded by Kay White to accept the FY20 Budget Amendment for Canoe Creek Charter Academy, as presented. Motion was approved unanimously.

FY20 Budget Amendment PM Wells Charter Academy

- Lisanne Morton, Finance Manager, reviewed the FY20 Budget Amendment for PM Wells Charter Academy with the Board. There is an improvement compared to budget on student enrollment by 29 students. Lisanne also mentioned that student funding was projected to be an additional \$200 more but is currently only \$75 more. Property and Liability insurance was estimated at a 10% increase but came back higher. This insurance is RFP'd annually. All questions were answered by Ms. Morton.

MOTION: Motion was made by Mark Grey and seconded by Kay White to accept the FY20 Budget Amendment for PM Wells Charter Academy, as presented. Motion was approved unanimously.

IX. PUBLIC COMMENTS

- There were no public comments

X. ADJOURNMENT

MOTION: Mike Steigerwald adjourned the Education Foundation Charter Board of Trustee, Osceola County Board Meeting at 9am.



Mike Steigerwald, Chair

Date: 1/28/20