

MEETING MINUTES

Name of Foundation: Education Foundation Charter Board of Trustees
Board Meeting: Tuesday, February 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:
02.27.18	8:03 a.m.	10:44 a.m.	03.27.18	8:00 a.m.	K. Robertson
Meeting Location:					
Education Foundation Office: 2310 New Beginnings Road, Kissimmee, FL 34744					

Attended by:	
<p>Board Members: Pete Edwards, Chairman Dr. George Gant, Vice-Chair April Fisher, Trustee (Financial Liaison) Veronica Malolos, Trustee</p> <p>By Phone: Jo Thacker, Trustee</p> <p>Left at 8:30a Jo Thacker, Trustee</p>	<p>Other Attendees: Dr. Sonia Vazquez, Exec Director, Charter Schools, Osceola School District Fred Hawkins, County Commissioner and President, Education Foundation Pattie Burdick, Charter Liaison, Education Foundation April Williams, Regional Director of Education Alan Ramos, Principal, PM Wells Charter Dr. Jon Rasmussen, Principal, Bellalago Academy Jon Hage, CEO, CSUSA Richard Page, CIO of Client and Community Relations, CSUSA Kerrian Robertson, Governing Board Manager, CSUSA Deborah Montella, VP Marketing, CSUSA Ron LaFoy, ABC Mechanical</p>

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 8:03 a.m. with a Call to Order by Board Chair Pete Edwards. Roll Call was taken and quorum was established. April Fisher arrived at 8:10a.

I. ADMINISTRATIVE

Approval of the Board Meeting Agenda

- The Board reviewed and agreed to the agenda presented for the February 27, 2018 Education Foundation Charter Board of Trustees Meeting.

Approval of February 13, 2018 Charter Board Special Meeting Minutes

- The Board reviewed the special minutes from the February 13, 2018 Board Meeting.
- The February 13, 2018 charter board special meeting minutes was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by April Fisher and seconded by Veronica Malolos to approve the special meeting minutes of February 13, 2018 as presented to the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (5-0).

II. BOARD UPDATES – CHAIR

- Chairman Edwards introduced and welcomed Fred Hawkins. Fred Hawkins is a county commissioner and president of the Education Foundation of Osceola County.

III. EDUCATION FOUNDATION UPDATES

- Pattie Burdick informed the Board that the Osceola County Education Awards ceremony will be held on March 15, 2018 beginning at 4:30 p.m.

IV. BELLALAGO SCHOOL REPORT

Bellalago Academy School Report

- Principal Rasmussen presented the school report for Bellalago Academy. Dr. Rasmussen informed the Board that enrollment declined because families are returning to Puerto Rico after last year's hurricanes. He explained that there is a downward trend in suspension over the years, and that most reported incidents resulted from sibling rivalry or inappropriate behavior. He said these suspensions were mostly one day suspensions, and that they were a result of progressive disciplinary action. Dr. Rasmussen also shared with the Board that Bellalago will become a Title I school because more parents applied for Free and Reduced Lunch.
- The school report highlighted:
 - Enrollment of 1342 of a budgeted 1326
 - Students incentivized for attending tutoring sessions
 - Wrestling, soccer, track, and cheerleading season began
- The Bellalago Academy school report was part of the agenda and was made a part of these minutes.

V. CSUSA/SCHOOL REPORTS

NWEA Winter Results

- Principal Ramos presented the NWEA winter results for both Canoe Creek and PM Wells which showed the MAP growth for each grade level. He explained that the test was administered before winter break and that both principals have taken corrective action to remediate the students. Both schools are participating in Saturday boot camp tutoring. PM Wells scored the highest in reading across Central Florida, an increase of more than 30%.
- The NWEA winter results were a part of the agenda and were made a part of these minutes.

Canoe Creek and PM Wells Enrollment/Dashboard

- Principal Ramos shared each school's enrollment and dashboard report. The dashboard report for each school is representative of the NWEA winter results, and enrollment update. All questions were answered by Principal Ramos.
- The Canoe Creek and PM Wells enrollment/dashboard reports were part of the agenda and were made a part of these minutes.

Marketing Report

- Deborah Montella presented the marketing report for both Canoe Creek and PM Wells. She explained that the current principals of both schools have a community focus which they are

using to drive enrollment through word of mouth and grassroots marketing. Some of the marketing initiative includes:

- Direct inbound marketing
 - Advertising in the Remington New Letter
 - Canvassing all VPKs in the local area
 - A focus on zip codes where enrollment is low
 - Distributing flyers to parents/board members
 - Social Media marketing
-
- Dr. Gant suggested Mr. Ramos write an education article to the Osceola Gazette.
 - Veronica Malolos suggested marketing education to expecting parents.
 - Ms. Montella explained to the Board that the schools would benefit from a more modern lobby area, and updated signage such as one with digital advertising.
 - The Board will connect the schools to someone in the Center of Arts for artwork promotion.
 - Mr. Ramos thanked Kerrian Robertson for suggesting the "...bike ride away" marketing language which will be used in the school's marketing initiative.
 - Mr. Ramos explained to the Board that PM Wells shares a parking lot with Partin Settlement Elementary, but that they are prohibited from going on campus and directly marketing to the 5th graders who are zoned for Neptune Middle. He also explained that charter schools were not allowed to attend the choice fair in Osceola County.
 - Jon Hage explained to the Board that some districts are friendlier and more receptive to charter schools than others, and that charter schools are not allowed to visit district school campus without permission.
 - The marketing report was a part of the agenda and was made a part of these minutes.

VI. NEW BUSINESS

- There was no new business

VII. OLD BUSINESS

HVAC Proposal and Management Agreement

- Jon Hage thanked the Board for their time and for allowing CSUSA to present at their board meeting. Mr. Hage explained that the goal for CSUSA is to get the schools to an A, and that with the current leadership and staff the schools are on track in meeting their performance goals. Mr. Hage turned the discussion of the HVAC proposal over to Ron LaFoy.
- Ron LaFoy explained to the Board that three bids for the HVAC project for Canoe Creek and PM Wells were presented to the board for comparison and for board consideration. ABC Mechanical provided a bid covering the scope of work for both the chillers and controls for Canoe Creek and PM Wells. To date ABC Mechanical presented the lowest bid for the complete scope of work. Southern Equipment provided a bid for the chillers only for both Canoe Creek and PM Wells because they do not provide service for controls. Folsom Services provided a bid for the chillers only for both Canoe Creek and PM Wells because they will not do work for controls.
- Mr. Hage explained that a three-year management agreement extension with CSUSA would be favorable for the Board in addition to the funding of the HVAC project. CSUSA financing the HVAC project would prevent the Board from using up all reserved funds to pay for the project. He further explained that an extension to the management agreement would be beneficial for both parties to prevent the potential loss of principals/staff, and also that a typically management agreement is concurrent to a charter contract making them expire

the same time. The Board agreed that a longer termed management agreement was necessary.

- April Fisher would like the Foundation to procure bank financing for the HVAC project to compare to the offer from CSUSA. She also asked for an additional bid for the controls for both Canoe Creek and PM Wells which CSUSA will provide to the Board in a week from the date of the board meeting.
- The Foundation Board will officially vote on the HVAC project and management agreements between CSUSA and the Foundation of Osceola Education during their end of March board meeting.
- The HVAC proposal and management agreement was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Veronica Malolos and seconded by April Fisher to approve the installation of the chillers and controls by ABC Mechanical at Canoe Creek and PM Wells, subject to a third bid for comparison for the controls as discussed at the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).

MOTION: Motion was made by Veronica Malolos and seconded by April Fisher to approve the extension of the management agreement for both Canoe Creek and PM Wells to coincide with the expiration of the charter contract on June 30, 2021 as discussed at the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).

MOTION: Motion was made by April Fisher and seconded by Veronica Malolos to approve the financing option from CSUSA to fund the HVAC project in the amount of \$587,500 at an annual interest rate of 5.00% for a term of 36 months, subject to a lower financing option from an alternate source as discussed at the Education Foundation Charter Board of Trustees, Osceola County. Motion was approved unanimously. (4-0)(1-absent).

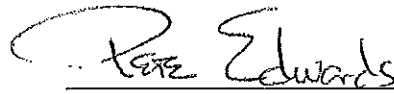
- April Fisher asked Mr. Hage to clarify the upgrade bonus being paid to the schools and whether it should be taken from the schools' budget since the Board was under the assumption that CSUSA would be responsible for paying the amount.
- Mr. Hage explained that he spoke as the Superintendent of the schools, and that he apologized for any misunderstanding because the intention was for the amount to be paid out of the schools' budget in an effort to incentivize the retention of staff and the improvement of performance which has proven successful. Mr. Hage further explained that CSUSA will pay the amount of \$56,350 to Canoe Creek and PM Wells collectively (\$24,500 to Canoe Creek and \$31,850 to PM Wells).

VIII. PUBLIC COMMENTS

- There were no public comments

IX. ADJOURNMENT

Chairman Pete Edwards adjourned the Education Foundation Charter Board of Trustee, Osceola County Board Meeting at 10:44 a.m. on February 27, 2018.

A handwritten signature in black ink that reads "Pete Edwards". The signature is written in a cursive style with a large, looping initial "P".

Pete Edwards, Chairman

Date: MARCH 27, 2018