

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA/STSC Governing Board Regular Meeting Agenda
January 16, 2020**

- 1. Call to Order by James Notter at 7:10pm.**
- 2. Pledge of Allegiance**
- 3. Roll Call by Ayesha Edmond, Board Secretary**
Present: Roger Dunson, Ayesha Edmond, Russell Feldman, Dan Heller, Diane Heinz, Suzanne Nicolini and James Notter
Absent: Robert Kesten and Carl McKoy
Quorum
- 4. Open Meeting Act Statement:** The meeting has been properly noticed.
- 5. Public Presentation:** None.
- 6. Approval of the Minutes for the STA/STPA/STSC Regular Governing Board/SAC Board Meeting December 12, 2019.**
Motion: Suzanne Nicolini **Second:** Russell Feldman
All in favor. Motion carries
- 7. Treasurer's/Financial Report for STA/STPA/STSC – Dan Heller:** The STA/STPA/STSC Finance Committee met prior to the Board meeting and recommends that the Board approve STA Items C-1 through C-3 as well as E-1 which will be presented at tonight's meeting; STPA Items PC-1 through PC-5 as well as PE-1 which will be presented at tonight's meeting; and STSC Items SCC-1 through SCC-3
- 8. Reports**
 - a. Board Chair (Superintendent Vacancy) – James Notter**
 - **Prior to reading the agenda the Board must first vote to add the two Emergency Items, E-1 and PE-1, to the Consent Agenda**
 1. E-1 and PE-1 Emergency Items
 - Motion: I recommend that the Board approve the Corrective Action Plans in response to the FY19 Financial Annual Review by the District.
 - Summary Information: The Corrective Actions Plan and approved minutes are due to be uploaded in Charter Tools by February 14th. This would mean that the Corrective Actions Plans must be approved by the Board tonight so that the minutes can be approved at the February 13th Board Meeting.
 - Presented by: Dan Heller
 - Financial Impact: N/A
 2. **Vote to add the Emergency Items to the Agenda**
Motion: Diane Heinz **Second:** Suzanne Nicolini
All in favor of adding this to the Agenda. Motion carries
 - **Leadership Team**
 1. Weekly leadership team meetings (James Notter, Eileen Turenne, Nicole Handy, Kathryn McInerney and Jennifer Melillo)

2. Timeline for the hiring process:
 - a. Mr. Notter will continue to fill the void through June, possibly even July
 - b. Only going to fill one position. The title of the new position is still to be determined, and will be brought to the board along with the job description once ready
 - c. Advertising for the position – March/April
 - d. Interviews – April/May
 - e. Hiring – June/July
- **STA Charter Negotiations**
 1. Negotiating Team: James Notter, Eileen Turenne, Erin Kurtz and attorney Shawn Arnold
 2. Current Charter expired August 2019 and STA has been filing extensions since. Will continue to operate under current charter until the negotiations are completed.
 3. First round of negotiations took place on January 8th with a conference call between the negotiating team and representatives from Palm Beach County School District.
 4. There are still several items that need to be negotiated with the biggest of these being access to student data prior to enrollment and control of SouthTech Adult Education (which the District stated they will be taking back August 1st).
 5. Shawn Arnold will send the District the language to use for our new Charter agreement on Wednesday and will set up the next negotiation meeting.
- **Budget Process underway**
 1. Scrutinizing everything for next year’s budget; new building means budget office will have to do look at various models to get the closest projection of what costs will actually be and how best to budget
 2. Will present first iteration to the board in March or April
- b. Principal of SouthTech Academy/SouthTech Success Center – Eileen Turenne**
 - **Continuous School Improvement: 97.9% Graduation Rate for STA’s Class of 2019**
 1. Winter EOC Passing Rates:

	Biology	US History
STA	90% (down from 97.5)	74% (up from 65%)
District	59%	58%
State	51%	57%
 2. Noteworthy:
 - US History Winter EOC’s went from 65% in 2018 to 74% in 2019.
 - Ms. Shamdasani had a 99% passing rate for her students.
 - **Program Expansion:**
 1. Current Enrollment

- a. STA = 1100
 - b. STSC = 94
 - Applications for Fall of 2020 = 181 → Up from 95 the same time last year
- **Facilities Improvement/Growth:**
 - 1. Transition Team Meeting was held on 1/9/20
 - Point Person - Steven Kozak
 - 2. NAHUC (National Association of Health Unit Coordinators)
 - Featuring STA students and our successful program in a future issue of NAHUC's quarterly Newsletter
 - 3. NASA Guest Speaker Gary Dahlke
 - Speaking to Astronomy Students about NASA Career Opportunities on 2/7/20 at 12:15 and will be a guest speaker at next year's SouthTech Summit which will be held on 11/12/2020
- **Government Relations:**
 - 1. CTE Academy of the Year Nominee = STA's Automotive Technology Academy for their epic partnerships within the community
 - 2. Palm Beach North Chamber of Commerce
 - Redesigning the function of the Education Committee
 - SouthTech will be represented by Steven Kozak.
- c. **Principal of SouthTech Preparatory Academy – Nicole Handy**
 - **Continuous School Improvement**
 - 1. Dr. Beattie has implemented the Literacy strategies of the month and it is being successfully carried out in all classrooms
 - 2. In the middle of diagnostic testing so will have a report for the Board at next month's meeting, but the scores that have been received thus far have been at or above district level
 - 3. STP beginning their visits of STA on February 4, 2020 prior to course selection
 - **Program Expansion**
 - 1. Purchase of the current facility will be discussed at a later time
 - 2. Wise Tribe partnership
 - a. Non-profit agency based in Delray Beach
 - b. Purpose: to create a systemic school to community approach to sustainability using agritech
 - 3. Partnering with STA DigiFilm Academy to create the first promotional video for STP
 - **Facilities Improvement/Growth**
 - 1. Garden groundbreaking ceremony next Friday, January 24, 2020 at 2:15pm
 - 2. Will be applying for the Green school status this summer
 - **Government Relations**
 - 1. Career Week 3/2/20-3/6/20
 - a. Currently looking to recruit people to speak to the students

d. Business & Community Liaison Officer – Steven Kozak

- **Presentation of the Construction Progress at the new Campus**
- **February 28th – Teacher Work Day**
 1. All faculty and staff as well as board members are welcome to take a guided tour of the new facilities at 6161 Woolbright Road.
- **Update on the move**
 1. Received bids from 4 moving companies, 1 has since removed their bid.
 2. So far still well within \$220,000 budget from the District
 3. Move will begin late March, early April with anything not being used second semester
 4. Expanding parking towards building 6

e. STA Adult Education Director – Eric Messmer

- **Registration for Upcoming Term**
 1. Completing registration tonight
 2. 120 enrolled in community education (workforce training) with a number of people still to enroll, so that number is quite strong
 3. GED and ESOL enrollment also up, even though other sites are reporting low enrollment
- **Data Processing**
 1. One of only three sites in the district with no data errors for the Fall 2019 term

f. Committees

- **SouthTech Preparatory Site Committee – Dan Heller, Committee Chair**
 1. Meetings held on 12/19/19 and 1/9/20
 2. STP lease runs through July 30, 2020
 3. Need to decide whether to temporarily extend the lease and look for other property, renew the current lease, or purchase the current property which also includes Quantum High facility
 - a. Committee members took a tour of the Quantum High facility
 - b. Would be a tenant of SouthTech if decide to purchase
 4. Researching short term finance options through Building Hope (would be about 10 million to purchase)
 - a. Will need a building conditions report if considering the purchase of the property
 5. Need to give the landlord a letter of intent (LOI). This is the reason for item PA-2 on tonight's board agenda.

9. Public Comments on Agenda Items – None.

10. Introduction of Consent Agenda for SOUTHTECH ACADEMY – James Notter, Board Chair

Old Business

None.

Administrative Items

- A-1 I recommend that the Board approve the SouthTech Schools and SouthTech Charter Academy 2019-2020 calendar revisions.
- A-2 I recommend that the Board approve the donations for the period from December 12, 2019 to January 16, 2020.
- A-3 I recommend that the Board approve the Memorandum of Understanding between Boca Helping Hands and SouthTech Academy dated September 12, 2019.
- A-4 I recommend that the Board approve the Board Chair be authorized:
 1. To continue with the language from the previous contract(s), where needed, in our negotiation of SouthTech Academy, Inc., Conversion Charter Contract. This contract is currently in the negotiation process with the District.
 2. To authorize mediation with the District and if necessary, filing of a Department of Administrative Hearings (DOAH) case over a contract dispute(s).

Personnel Items

- B-1 I recommend that the Board approve the Personnel Actions for the previous month.

Financial Items

- C-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending November 30, 2019 as required by the Sponsor.
- C-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending November 30, 2019 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending November 30, 2019 as required by the Sponsor.

Emergency Items

- E-1 I recommend that the Board approve the Corrective Action Plans in response to the FY19 Financial Annual Review by the District.

- 11. **Poll Board for Items to be Pulled for Comment or Questions – None.**
- 12. **Approval of SouthTech Academy Consent Agenda Except for Items Pulled**
Motion: Russell Feldman Second: Suzanne Nicolini
All in favor. Motion carries
- 13. **Approval of Each Pulled Item (Item-by Item) – N/A**
- 14. **Public Comments on non-Agenda Items – None.**
- 15. **Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY – James Notter, Board Chair**

Old Business

None.

Administrative Items

- PA-1 I recommend that the Board approve the SouthTech Schools and SouthTech Preparatory Academy 2019-2020 calendar revisions.
- PA-2 The South Tech Preparatory Academy Site Purchase Committee recommends that the Board approve letter of intent to 1325 Gateway LLC, Landlord, for the property known as 1275 - 1325 Gateway Blvd, Boynton Beach, FL, 33426, for the purposes of purchasing or extending its current lease.

Personnel Items

PB-1 I recommend that the Board approve the Personnel Actions for the previous month.

Financial Items

PC-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending November 30, 2019 as required by the Sponsor.

PC-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending November 30, 2019 as required by the Sponsor.

PC-3 I recommend that the Board approve and ratify the monthly financial statements for month ending November 30, 2019 as required by the Sponsor.

PC-4 I recommend that the Board approve the nightly cleaning agreement with M&T Cleaning Solutions.

PC-5 I recommend that the Board approve the STPA SY20 Amended Budget as of January 16, 2020.

Emergency Items

PE-1 I recommend that the Board approve the Corrective Action Plans in response to the FY19 Financial Annual Review by the District.

16. Poll Board for Items to be Pulled for Comment or Questions

a. Ayesha Edmond pulled Item PA-2

17. Approval of SouthTech Preparatory Academy Consent Agenda Except for Items Pulled

Motion: Russell Feldman Second: Suzanne Nicolini

All in favor. Motion carries

18. Approval of Each Pulled Item (Item-by Item)

a. Item PA-2

- i. Wanted to know committee members...Dan Heller, Diane Heinz, Suzanne Nicolini and James Notter**
- ii. Wanted to know how they came up with the \$10 million figure...Building Hope used their connections to get it to that figure, but it is not in writing and therefore not guaranteed**
- iii. Explanation of Letter of Intent – A tool used for negotiations that details the specifics of what would go into the contract but it is not legally binding**

Motion: Ayesha Edmond Second: Russell Feldman

All in favor. Motion carries

19. Public Comments on non-Agenda Items – None.

20. Introduction of Consent Agenda for SOUTHTECH SUCCESS CENTER

GOVERNING BOARD – James Notter, Board Chair

Old Business

None.

Administrative Items

SCA-1 I recommend that the Board approve the SouthTech Schools and SouthTech Success Center 2019-2020 calendar revisions.

Personnel Items

SCB-1 I recommend that the Board approve the Personnel Actions for the previous

month.

Financial Items

SCC-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending November 30, 2019 as required by the Sponsor.

SCC-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending November 30, 2019 as required by the Sponsor.

SCC-3 I recommend that the Board approve and ratify the monthly financial statements for month ending November 30, 2019 as required by the Sponsor.

Emergency Items

None.

21. Poll Board for Items to be Pulled for Comment or Questions – None.

22. Approval of SouthTech Success Center Consent Agenda Except for Items Pulled

Motion: Suzanne Nicolini Second: Russell Feldman

All in favor. Motion carries

23. Approval of Each Pulled Item (Item-by Item) – N/A

24. Public Comments on non-agenda items – None.

25. GOVERNING BOARD IN THE CAPACITY OF SCHOOL ADVISORY COUNCIL (SAC)

South Tech Academy AND SouthTech Success Center:

School Improvement Steering Committee (SISC) Report – Suzanne Nicolini

- o Testing preparations
- o Graduation scheduled for May 27, 2020 at 5:00pm
- o Upcoming Parent Night at STA/STSC January 28, 2020
- o PTSO looking to start new fundraising activities – had great success with the Penny Wars fundraiser and want to build off that
- o Teacher/Staff Appreciation week
 - o Looking for ideas and volunteers
 - o Joshua Wigelsworth will be the contact person

Introduction of the SouthTech Academy SAC Consent Agenda – None.

26. Poll SAC for Items to be Pulled from the STA SAC Consent Agenda for Comment or Questions – N/A

27. Approval of STA SAC Consent Agenda Except for Items Pulled – N/A

28. Approval of Each Pulled Item (Item-by Item) – N/A

29. Introduction of the SouthTech Success Center SAC Consent Agenda – None.

30. Poll SAC for Items to be Pulled from the STSC SAC Consent Agenda for Comment or Questions – N/A

31. Approval of STSC SAC Consent Agenda Except for Items Pulled – N/A

32. Approval of Each Pulled Item (Item-by Item) – N/A

33. South Tech Preparatory Academy:

School Improvement Steering Committee (SISC) Report – Ayesha Edmond, Chairperson

- a. Nothing to report at this time. The meeting will be held next week on January 22, 2020 at 5:30pm

Introduction of the SouthTech Preparatory Academy SAC Consent Agenda – None.

34. Poll SAC for Items to be Pulled from the STPA SAC Consent Agenda for Comment or Questions – N/A

35. Approval of STPA SAC Consent Agenda Except for Items Pulled – N/A

36. Approval of Each Pulled Item (Item-by Item) – N/A

37. **Board Comments:** All Board members stated their appreciation for the hard work of the faculty and staff and feel that the schools are headed in a positive direction. Board members also thanked Mr. Notter for his dedication to SouthTech Schools, and Mr. Kozak for all the work he has put into ensuring that the transition to the new campus a smooth one.

38. **Motion to Adjourn**

Motion: Suzanne Nicolini

All in favor. Motion carries

Time: 8:42pm

Minutes Prepared by:

Lisa DeVine

Lisa DeVine

Approved by:

James F. Notter

James F. Notter

Date:

2/13/2020

Date:

2/13/2020