

**SOUTHTECH CHARTER ACADEMY, INC.  
SOUTHTECH PREPARATORY ACADEMY, INC.  
SOUTHTECH SUCCESS CENTER, INC.  
STA/STPA/STSC Governing Board Regular Meeting Agenda  
February 13, 2020**

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- 1. Call to Order by James Notter at 7:07pm.**
- 2. Pledge of Allegiance**
- 3. Roll Call: Board Secretary by Ayesha Edmond, Board Secretary**  
Present: Ayesha Edmond, Russell Feldman, Dan Heller, Robert Kesten, Carl McKoy, Suzanne Nicolini and James Notter  
Absent: Diane Heinz and Roger Dunson  
**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 January 16, 2020.**  
**Motion: Robert Kesten                      Second: Carl McKoy**  
**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 A-2 and C-1 through C-7, STPA Items PA-2 and PC-1 through PC-7, and STSC Items SCA-2 and SCC-1 though SCC-3
- 8. Reports**
  - a. Board Chair (Superintendent Vacancy) – James Notter**
    - Finance Committee
      1. At the close of December SouthTech is doing well financially and continuing to move in the positive direction
      2. Feel confident and comfortable in move to the new campus
    - Transition to new campus
      1. Moving ahead with preparations
      2. Point person Transition Committee = Steve Kozak
    - STA Charter Negotiations
      1. Able to pursue a 15-year charter as a high performing charter school
      2. Still have 4 issues to negotiate
        - a. Access to student data
        - b. Maintenance of the property (infrastructure, equipment, etc.)
        - c. Adult Education programs
        - d. South Intensive – the District wants to move South Intensive into the 14 concrete portables and give them their own access road, a move that was not well received by administration
    - SouthTech Success Center
      1. Possibilities for the future of STSC

- a. Voluntary closure
  - b. Absorb STSC students into STA
- b. Principal of SouthTech Academy/SouthTech Success Center – Eileen Turenne**
  - o Continuous School Improvement
    - 1. Math Winter EOC results:
      - a. Algebra EOC Retakes Passing Rates
        - STA = 19%
        - District = 12%
        - State = 12%
      - b. Geometry EOC Passing Rates
        - STA = 41%
        - District = 44%
        - State = 34%
      - c. Noteworthy: Mrs. Breault had an 88% passing rate.
    - o Program Expansion
      - 1. Current Enrollment
        - a. STA = 1089 (1085 in budget; 1072 last year)
        - b. STSC = 90 (88 in budget)
      - 2. Applications for Fall of 2020 = 298 (Up from 201 same time last year)
      - 3. 2/27/20 – Recruitment Open House
    - o Facilities Improvement/Growth
      - 1. 2/7/20 – Topping Off Celebration
      - 2. NASA Guest Speaker Gary Dahlke
        - a. Spoke to Astronomy Students about NASA Career Opportunities on 2/7/20 at 12:15
      - 3. 2/28/20 – Teacher Work Day/New Campus Visits
    - o Government Relations
      - 1. Tri-Funded Agreement
        - a. Palm Beach Youth, Children Services Council & South Tech Schools
        - b. Jeannie Hoban, LCSW
      - 2. 2/20/20 – Black History Month Breakfast
  - c. Principal – SouthTech Preparatory Academy**
    - o A PNC Bank representative toured both campuses today to help determine whether they will recommend funding for the purchase of SouthTech Preparatory site.
    - o Wise Tribe
      - 1. Community Foundation – Invited STPA to apply for a \$55,000 grant for AgSTEM curriculum
        - a. Money will be used to build a new learning lab
      - 2. Aquaponics Workshop on Saturday 2/15/2020
    - o Summer Program will be held for the first time at STP this summer

- Parent Night 2/19/20 at 6:00pm
  1. Celebrating Black History Month
  2. In addition to the living wax museum there will be performances by the step team, dance team, color guard, SOS Marching bands and more.
- d. STA Adult Ed**
  - ESOL Program
    1. ESOL Labs now open every Thursday night to give students the opportunity to immediately identify and remediate their weaknesses based on initial intake test (60 students per night)
      - a. Educational and budgetary success
    2. Literacy Completion Point (LCP) is over 50% (state wants over 40%) and that's with the loss of 3 full time, Native-Creole speaking instructors
  - Medical Program
    1. 2/25/20 – 30 Medical students will take HIPAA Certification exam
  - Cosmetology Program
    1. Recently had 2 former STAE cosmo students pass the Florida State Board Licensing exam
- e. Committees**
  - **SouthTech Preparatory Site Committee – Dan Heller, Committee Chair**
    1. Two items on the agenda regarding the possible purchase of the SouthTech Preparatory building, PC-6 and PC-7
    2. PC-6 is the Letter of Intent to Purchase the building and also the requirements to perform due diligence
      - a. Seeking funding – PNC Bank
        - Representative from PNC toured both campuses today for a facilities walk-through (last step for pre-approval)
        - Bond issue instead of mortgage
      - b. Next step is LOI with the landlord
      - c. Once under contract, due diligence in reasonable amount of time
        - Will need mold inspection
    3. PC-7 is a backup to PC-6 in that it will only be used if unable to obtain funding to renew the current lease
  - **SouthTech Academy Transition Committee – Steven Kozak, Committee Chair**
    1. Moving company on tonight's agenda
      - a. Good Greek Moving – contract included for Board approval at \$162,500 maximum (lease provides for \$220,000 so that leaves us with the remainder to facilitate in other aspects of the move)

- b. District asked that we maintain registration at current facility over the summer as the new campus will be an active construction site (banner to notify parents of such)
- c. 2/28/20 – Tour of the new SouthTech Academy campus for faculty and staff as well as any board members that would like to attend.
  - Sent an email to Ed Morse to tour building 6
- d. 2/7/20 – Topping Off Ceremony
- e. Building 6 is almost fully complete
- f. Still need additional furniture
  - Lease states that the District must provide furniture that STA does not have

**f. Business & Community Liaison Officer**

- o Hamilton Family Charitable Trust (Philadelphia, PA)
  1. Private family trust that provides financial support to schools
  2. Looking to invest in schools in this area and met with Mr. Kozak on 1/30/20 (toured the campus to see academies offered)
  3. Mr. Kozak was the keynote speaker at the Eau Palm Beach – presented to 22 members of their board including the heirs of the Campbell’s soup company
  4. Representatives from the Trust will be contacting him in April with instructions on applying for a grant
- o Capital Fundraising Campaign
  1. Mr. Kozak asked the Board to start a committee and begin a Capital Fundraising Campaign
    - a. Benefit entire school system
    - b. Host events to raise money for items that will be needed in the new campus for years to come

**9. Public Comments on Agenda Items – None.**

**10. Introduction of Consent Agenda for SOUTHTECH ACADEMY – James Notter, Board Chair (Superintendent Vacancy)**

**Old Business**

None.

**Administrative Items**

- A-1 I recommend that the Board approve the FY21 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY21 SouthTech School calendar.
- A-2 I recommend that the Board approve adding Ms. Handy and Ms. Nicolini as signers on all bank accounts.
- A-3 I recommend that the Board approve the SouthTech Schools Grades 9-12 Student Progression Plan 2019-2020.
- A-4 I recommend that the Board approve the donations for the period from January 16, 2020 to February 13, 2020.

**Personnel Items**

- B-1 I recommend that the Board approve the Job Description for the Executive Director/Chief Executive Officer.

**B-2** I recommend that the Board approve the revised Organizational Chart effective July 1, 2020.

**Financial Items**

**C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 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 December 31, 2019 as required by the Sponsor.

**C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2019 as required by the Sponsor.

**C-4** I recommend that the Board approve and ratify the Internal Revenue Service Form 990 for SouthTech Academy and that Dan Heller, Board Treasurer, sign the Internal Revenue Service Form 8879 for SouthTech Academy.

**C-5** I recommend the Board approve the Law Enforcement Service Agreement with School Police for continuation of services for FY20-21.

**C-6** I recommend that the Board approve the Food Services Agreement for FY21 with the Sponsor and authorize the Board Chair to sign all related documents.

**C-7** I recommend that the Board approve a contract with Good Greek Moving and Storage to relocate the School to its new location at 6161 Woolbright Road.

**Emergency Items**

None.

**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: Robert Kesten**

**Second: Dan Heller**

**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 (Superintendent Vacancy)**

**Old Business**

None.

**Administrative Items**

**PA-1** I recommend that the Board approve the FY21 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY21 SouthTech School calendar.

**PA-2** I recommend that the Board approve adding Ms. Handy and Ms. Nicolini as signers on all bank accounts

**Personnel Items**

**PB-1** I recommend that the Board approve the Job Description for the Executive Director/Chief Executive Officer.

**PB-2** I recommend that the Board approve the revised Organizational Chart effective July 1, 2020.

**Financial Items**

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 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 December 31, 2019 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2019 as required by the Sponsor.
- PC-4** I recommend that the Board approve and ratify the Internal Revenue Service Form 990 for SouthTech Preparatory Academy and that Dan Heller, Board Treasurer, sign the Internal Revenue Service Form 8879 for SouthTech Academy.
- PC-5** I recommend that the Board approve the agreement between SouthTech Preparatory Academy, Inc. and the Boynton Beach Police Department for off duty Police Officer Special Detail for SY2020-21.
- PC-6** The South Tech Preparatory Academy Site Purchase Committee (Committee) seeks Board approval and authorization to:
- 1) Submit the attached letter of intent (LOI) for the purposes of purchasing the property known as 1275 - 1325 Gateway Blvd, Boynton Beach, FL, 33426 (Property) and in the event that further negotiations are required the Committee seeks board approval to do such without again seeking Board approval of final product.
  - 2) Upon the receipt of an executed LOI, to negotiate and enter into a contract to purchase said Property subject to the terms and conditions of the LOI.
  - 3) Utilize funds to perform the necessary due diligence of the Property including inspections of all the facilities.
- PC-7** The South Tech Preparatory Academy Site Purchase Committee (Committee) seeks Board approval and authorization to renew if necessary South Tech Preparatory Academy's (STP) lease under the lease's first renewal option.

**Emergency Items**

None.

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

**Ayesha Edmond pulled Item PC-6.**

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

**Motion: Robert Kesten**

**Second: Suzanne Nicolini**

**All in favor. Motion carries.**

**18. Approval of Each Pulled Item (Item-by Item) – Introduction by James Notter, Board Chair (Superintendent Vacancy)**

**Item PC-6**

Ayesha Edmond pulled Item PC-6 to get clarification if the “due diligence” in the motion for this Item includes the mold inspection or if they would have to come back with a new agenda item. Mr. Heller and Mr. Kesten both addressed the board to explain that the due diligence required includes the mold inspection even though a quote was not included and therefore a new agenda item would not be necessary. They further explained that the language was written in a way to allow them to do the necessary steps to get a contract executed and

finalize the purchase as the process will need to move quickly. Ms. Edmond stated that she had no further questions.

**Motion: Robert Kesten**

**Second: Suzanne Nicolini**

**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 (Superintendent Vacancy): Old Business**

**None.**

**Administrative Items**

**SCA-1** I recommend that the Board approve the FY21 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY21 SouthTech School calendar.

**SCA-2** I recommend that the Board approve adding Ms. Handy and Ms. Nicolini as signers on all bank accounts.

**SCA-3** I recommend that the Board approve the SouthTech Schools Grades 9-12 Student Progression Plan 2019-2020.

**Personnel Items**

**SCB-1** I recommend that the Board approve the Job Description for the Executive Director/Chief Executive Officer.

**SCB-2** I recommend that the Board approve the revised Organizational Chart effective July 1, 2020.

**Financial Items**

**SCC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 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 December 31, 2019 as required by the Sponsor.

**SCC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 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: Robert Kesten**

**Second: Dan Heller**

**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, Chairperson**

- 2/19/20 2<sup>nd</sup> ASVAB will be administered

- 2/25/20 Pathfinder Award Interviews – need volunteers to listen to the students present their speeches
- Notable Recognitions
  1. 4 Art students receiving awards
  2. 7 DECA students going to the State Competition
  3. Automotive Academy is up for the CTE of the Year Award
- Testing is about to begin again

**Introduction of the SouthTech Academy SAC Consent Agenda – N/A**

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

**27. Approval of SouthTech Academy 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 – N/A**

**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**

- Last meeting was on 1/22/20, next meeting will be 2/19/20 (Parent Night)
- Safe School Ambassadors
- College Tour Trip

**Introduction of the SouthTech Preparatory Academy SAC Consent Agenda – N/A**

**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**

**38. Motion to Adjourn**

**Robert Kesten motioned to adjourn at 8:25pm until the Regular Board meeting on March 12, 2020 at 7:00pm.**

Minutes Prepared by:   
Lisa DeVine

Approved by:   
James F. Notter

Date: 3/12/2020

Date: 3/12/2020