

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA/STSC Governing Board Regular Meeting Agenda
March 12, 2020

- 1. Call to Order by James Notter at 7:05pm.**
- 2. Pledge of Allegiance**
- 3. Roll Call -Lisa DeVine, Board Clerk – Quorum Present**
Present: Roger Dunson, Russell Feldman, Diane Heinz, Robert Kesten, Suzanne Nicolini and James Notter
Absent: Ayesha Edmond, Dan Heller and Carl McKoy
- 4. Open Meeting Act Statement:** Proper public notice has been made.
- 5. Public Presentation:** None.
- 6. Approval of the Minutes for the STA/STPA/STSC Regular Governing Board/SAC Board Meeting February 13, 2020.**
Motion: Robert Kesten **Second:** Suzanne Nicolini
All in favor. Motion carries.
- 7. Treasurer's/Financial Report for STA/STPA/STSC – James Notter, Board Chair**
 - a. Mr. Notter presented in the absence of Dan Heller, Board Treasurer.
STA/STPA/STSC Finance Committee met prior to the Board meeting and recommends that the Board approve STA Items C-1 through C-3; STP Items PC-1 through PC-4; and STSC Items SCC-1 through SCC-3. On the list of discretionary items discussed at the Finance Committee meeting were next year's budget and the voluntary closure of SouthTech Success Center.
- 8. Reports**
 - a. **Board Chair (Superintendent Vacancy) – James Notter**
 - i. **Job Search – Executive Director/CEO**
 1. On track with the timeline outlined in the January Board Meeting
 2. Jennifer Melillo gave a report of how the process is taking shape
 - a. Advertising for position on indeed.com
 - b. 161 applicants in a week and a half
 - c. 18 applicants fit the job criteria
 - d. Eileen Turenne, Nicole Handy, Kathryn McInerney, and Steve Kozak reviewed the resumes of those 18 individuals and each picked their top 3 candidates and 2 honorable mentions
 - e. On Monday the team met and picked the top 7 candidates
 - i. Currently vetting those 7 applicants

- f. Will be conducting interviews after Spring Break
 - i. Additional staff involvement including a member of the instructional staff from each school
- g. Top 3 candidates will then be brought before the Board
- h. Selection to be made by the end of June
- i. Start date in July

ii. STA Charter Negotiations

- 1. Extended the current charter for 2 months, not 4 months as we have previously done
- 2. The negotiation team has a meeting tomorrow (3.13.20) at 11:00am at the District
 - a. Will provide an update after the negotiation meeting and prior to the next board meeting

iii. Budget

- 1. First draft of next year's budget to be presented to the Board at the next meeting

iv. Next Meeting will be on Tuesday, April 7, 2020

- 1. Spring Holiday on Friday, April 10th

b. Principal of SouthTech Academy – Eileen Turenne

i. School Safety

- 1. School safety, which typically referred to gun violence safety, currently refers to Coronavirus safety
 - a. "Code Clean"
 - b. CDC approved cleaning method in place
 - c. Cleaning service performed a deep cleaning of the entire campus
- 2. Long Distance Learning Plan
 - a. Follow the lead of the District in terms of school closures
 - b. Teachers and students will utilize Google Classroom
 - c. Sending out a technology survey to all students
- 3. Mr. Notter is able to make the decision regarding school closures as acting CEO, no need for a motion to be made

ii. Continuous School Improvement

- 1. Acceleration Rate
 - a. Currently at a 95% - 202/213 seniors have industry certifications
- 2. Graduation Rate
 - a. Currently at a 96.2%
 - b. Only 6 seniors have not yet met their reading requirement.

iii. Program Expansion

- 1. Current Enrollment
 - a. STA = ~~1089~~ 1083 (1085 in budget)
 - b. STSC = ~~90~~ (88 in budget)
- 2. Applications for Fall of 2020
 - a. February = 298 → Up from 201

- b. March = 419→ Up from 313 same time last year
- c. Predicting over 1200 students to open up the 2020-21 school year

3. Feb. 27th Recruitment Open House - update

iv. Facilities Improvement/Growth

- 1. Feb. 28th Teacher Work Day/New Campus Visits
- 2. March 17th Next Opportunity for New Campus Visit

v. Government Relations

- 1. February 20th Black History Month Breakfast
 - a. Keynote Speaker Yvonne Odom
- 2. March 2nd – March 6th “Say Something Week”
 - a. March 3rd, 2020 City Commission Meeting
 - b. City of Boynton Beach Proclamation presented by Mayor Steven Grant
 - c. “WHEREAS Sandy Hook Promise’s *Say Something Week* is being celebrated as part of *National Say Something Week*, March 2nd, 2020 – March 6th, 2020 at SouthTech Academy in Boynton Beach...”

c. Principal of SouthTech Preparatory Academy – Nicole Handy

i. Continuous School Improvement

- 1. Winter Diagnostic Data Feeder School FSA Comparison
 - a. Outperforming feeder schools in most subject areas

ii. Program Expansion

- 1. Strategic/Purposeful Systems-Based Organization
 - a. Starting with our Department Heads along with WiseTribe to look at school as a system based learning organization
 - b. Food sustainability
 - c. Community resource center
- 2. Model Classrooms
 - a. Set an expectation of what a classroom should look like
- 3. Enrollment comparison
 - a. 2019 = 535 total students
 - b. 2020 = 539 total students
 - c. Stable enrollment numbers

iii. Facilities Improvement/Growth

- 1. Coronavirus – elevated cleaning report
 - a. Following CDC cleaning recommendations
 - b. Spray bottles distributed to teachers for use throughout the day
 - c. M&T Cleaning following their CDS Cleaning Program
 - i. Cleaning, Disinfecting and Sterilizing
- 2. Student Survey (connectivity in case of school closure)
- 3. Google Classroom – Google Hub

iv. Government Relations

1. Earth Day – April 22nd – Garden Ribbon Cutting Ceremony with press coverage – invite Mayor Grant (Kozak)

v. Employee Concern

1. Shared employee concern regarding health insurance – would like us to research more cost effective options and providers with a wellness discount program.

d. Principal of SouthTech Success Center – Eileen Turenne

i. Voluntary Closure of STSC

1. Specific steps taken
 - a. Last Monday a letter was sent to STSC parents, all Board members, Palm Beach County School District and the Florida Department of Education
 - b. Followed up with a Parent Link
 - c. Students received a flyer this Monday to bring home reminding STSC parents of the meeting 3.12.20 at 7:00am
 - d. Wednesday 3.11.20 – Parent Link in the evening as a further reminder of the parent meeting
 - e. Parent Meeting held this morning at 7:00am in the Media Center
 - ii. Approximately 15 STSC parents present
 - iii. Asked a lot of questions
 - iv. Left feeling very optimistic
 - f. Closure on the Agenda this evening
 - g. Letter being edited to show what is decided tonight and will be mailed out to the District and FLDOE tomorrow morning

e. Director of STA Adult Education – Eric Messmer

i. ESOL

1. Fall 2020 Term = STAE was the #1 site for LCP per posttest which tests for a learning gain in English proficiency and was #4 in LCP per enrollment

ii. Long Distance Learning

1. In case schools are closed due to the Coronavirus, STAE is preparing a Long Distance Learning Plan through Google Classroom for most as well as encouraging students to utilize the software already in used for some classes:
 - a. ESOL = Burlington English
 - b. ABE/GED = Essential Education
 - c. Cosmetology = Facebook Live

f. Committees

i. SouthTech Preparatory Site Committee – Robert Kesten

1. Committee Meeting held last week
 - a. LOI
 - i. Responded to feedback from the seller's lawyer
 - ii. Due Diligence Phase

1. Originally requested 120 days; agreed to 45 days for inspection phase and 120 for financing phase
- iii. New Down Payments
 1. They asked for \$250,000 down payment, countered with \$125,000 down payment (\$50,000 first, \$75,000 second)
- b. LOI to be finalized next week
- c. Enter into contract thereafter
- d. This is for the entire site, not just STP property
 - i. Will receive rent from tenant on first floor of other building
 - ii. Rent collected will go towards the loan amount

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 donations for the period from February 13, 2020 to March 12, 2020.
- A-2** I recommend that the Board approve the changes to Board Policy 5.01 Student Selection and Enrollment.

Personnel Items

- B-1** I recommend that the Board approve the Personnel Actions for the previous month.
- B-2** I recommend that the Board approve the Job Description for Assessment & Compliance Specialist.
- B-3** I recommend that the Board approve the Job Description for Assistant ESE Coordinator.
- B-4** I recommend that the Board approve the Job Description for Assistant Principal of School Culture.

Financial Items

- C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for the month ending January 31, 2020 as required by the Sponsor.
- C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for the month ending January 31, 2020 as required by the Sponsor.
- C-3** I recommend that the Board approve and ratify the monthly financial statements for the month ending January 31, 2020 as required by the Sponsor.

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: 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 (Superintendent Vacancy)**

Old Business

None.

Administrative Items

None.

Personnel Items

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

PB-2 I recommend that the Board approve the Job Description for Assessment & Compliance Specialist.

Financial Items

PC-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for the month ending January 31, 2020 as required by the Sponsor.

PC-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for the month ending January 31, 2020 as required by the Sponsor.

PC-3 I recommend that the Board approve and ratify the monthly financial statements for the month ending January 31, 2020 as required by the Sponsor.

PC-4 I recommend that the Board approve the Agreement for Financial Advisory Services with Building Hope Services, LLC, effective March 12, 2020.

Emergency Items

None.

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

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

Motion: Robert Kesten

Second: Diane Heinz

All in favor. Motion carries.

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

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 voluntary closure of SouthTech Success Center in June of 2020.

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 the month ending January 31, 2020 as required by the Sponsor.

SCC-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for the month ending January 31, 2020 as required by the Sponsor.

SCC-3 I recommend that the Board approve and ratify the monthly financial statements for the month ending January 31, 2020 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: Suzanne Nicolini

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

- **Tutoring program has improved test scores tremendously**
- **Teacher Appreciation Week**
 - Looking for donations and volunteers
 - Automotive Academy will be doing a car wash for all employees
 - Food truck will be brought in one day

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 – Nicole Handy

- **PTO sponsored St. Patrick's Day Reward Celebration Reward 3.20.20**
 - Free event for students nominated by their teachers
- **Spirit Week next week (3.16.20-3.20.20)**
- **Annual Spring School Supply Drive currently taking place**
- **Bulldog Beautification Project**
 - Parents volunteer to help clean and beautify the campus (plants, pressure washing, etc.)
- **Upcycling Project**
 - Using large water containers to build vertical gate gardens for an herb garden

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

The Board Members stated their appreciation of all staff members for their continued efforts to make SouthTech Schools an exceptional place of learning. They also thanked Shawna Kingsley-Scott and Julie Stewart for their years of dedication to Team SouthTech and wished them the best in their future endeavors. The board members gave their well wishes for everyone to stay safe and healthy during the Coronavirus outbreak. Mr. Notter ended the

meeting by saying that he is so proud of the various accomplishments made at SouthTech Schools in the past 5 months, educationally and financially, and said that it has been a real pleasure to be a part of it all.

38. Motion to Adjourn

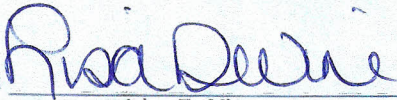
Robert Kesten motioned to adjourn at 8:21pm until the next Regular Board meeting on April 7, 2020 at 7:00pm.

Minutes Prepared by: see attached Approved by: see attached
Lisa DeVine James F. Notter

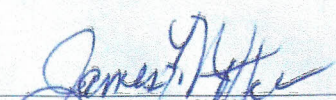
Date: _____

Date: _____

Robert Kesten motioned to adjourn at 8:21pm until the next Regular Board meeting on April 7, 2020 at 7:00pm.

Minutes Prepared by: 
Lisa DeVine

Date: 4/30/2020

Approved by: 
James F. Notter

Date: 4/30/2020