

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

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- 1. Call to Order at 7:02PM**
- 2. Pledge of Allegiance**
- 3. Roll Call: Ayesha Edmond, Board Secretary**  
Present: Roger Dunson, Ayesha Edmond, Russell Feldman, Diane Heinz, Dan Heller, Robert Kesten, Carl McKoy, Suzanne Nicolini, and James Notter  
**Quorum**
- 4. Open Meeting Act Statement: Proper public notice has been made.**
- 5. Approval of the Minutes**
  - a. STA/STPA/STSC Governing Board Emergency Virtual Special Board Meeting June 16, 2020.**  
Motion: Robert Kesten                      Second: Dan Heller  
All in favor. **Motion carries.**
  - b. STA Governing Board Emergency Virtual Board Meeting July 6, 2020.**  
Motion: Robert Kesten                      Second: Dan Heller  
All in favor. **Motion carries.**
  - c. STA/STPA/STSC Emergency Virtual Board Meeting July 14, 2020.**  
Motion: Robert Kesten                      Second: Dan Heller  
All in favor. **Motion carries.**
  - d. STA/STPA Governing Board Emergency Virtual Board Meeting July 29, 2020.**  
Motion: Robert Kesten                      Second: Dan Heller  
All in favor. **Motion carries.**
- 6. Introduction and Purpose of the Meeting- James Notter, Board Chair**
  - a. Regularly Scheduled meeting
  - b. Emergency Item – Changes to the language used in the Threat Assessment Policy as required by the Florida Department of Education
  - c. A-1 and PA-1 – Diversity policy changes to make it more inclusive and applicable to all committees going forward. The Board’s attorney, Glen Torcivia, P.A., is present to address any questions or concerns related to those agenda items.
- 7. Treasurer’s/Financial Report for STA/STPA/STSC – Dan Heller, Board Treasurer**
  - a. STA/STPA/STSC Finance Committee held a virtual meeting prior to the Board meeting and recommends that the Board approve STA Items C-1 through C-5; STP Items PC-1 through PC-4; and STSC Items SCC-1 through SCC-4.**
  - b. The amended budget is on tonight’s agenda as it is required for compliance purposes to close out the fiscal year.**
  - c. Financial snapshot – Year to Date Info**
    - a. SouthTech Academy had an increase of \$1.16 million in funds
    - b. SouthTech Preparatory had an increase of \$500,000.
    - c. So great news coming out of the Finance Committee Meeting.
- 8. Reports**
  - a. Interim Executive Director – Steven Kozak**  
He thanked the Board for the trust they have placed in him to lead the organization. He said that one of his main goals is to create a unified front for STA and STP. He recognized the fantastic work of the leadership team and staff members that have been

working tirelessly throughout the summer to ensure that the schools are ready to open when the time comes. The greatest concern right now is for everyone's safety as we start to bring staff back on campus. Both schools are following proper COVID-19 protocols and strict policies are being adhered to. While the school system is financially stable, there is still a need to proceed with caution as the financial impact from the pandemic is still unknown. Mr. Kozak expressed the desire to work on the branding of SouthTech Schools as it pertains to the unification of STA and STP. He would also like to improve the school's website and will be bringing quotes before the board to do so in the near future. To further facilitate the unity between the two schools he would like to bring students from the middle school to the high school campus for more frequent tours, fairs, etc. Finally, he would like to empower the leadership team and implored them to bring the knowledge they have gained from the COVID-19 pandemic to the new school year.

- b. **SouthTech Academy Principal – Steven Kozak**
  - o Mr. Kozak spoke in Mrs. Turenne's absence
  - o Current enrollment of 1,215 students.
- c. **SouthTech Preparatory Academy Principal – Nicole Handy**
  - o Today was the first day of Pre-School for teachers and staff
    1. Option to work in person or remotely from home
    2. Most of the teachers and staff opted to be there in person and proper protocols were followed by all
  - o Current Enrollment = 535 students
  - o Device distribution will take place next week by appointment only
  - o Welcome back Meeting held for teachers and staff next week as well
- d. **Committees**
  - o **Executive Director Search Report – Jennifer Melillo**
    - a. Contacted all seven candidates
      - a. Two candidates were no longer interested in pursuing the position
      - b. One did not show up at the scheduled interview time
      - c. The remaining four candidates were interviewed via Zoom
        - i. They were asked the approved questions
        - ii. The interviews were recorded
        - iii. The interview committee was asked to rank each answer on a scale of 1-4, with 1 being poor, 2 being fair, 3 being good, and 4 being excellent. The maximum score was a 52.
      - d. The recordings, questions, tallies and resumes will all be shared with the members of the Board Monday morning
      - e. At this point it is up to the Board to decide how they would like to proceed
        - i. Board members will submit their questions to Jennifer Melillo by the end of the day next Thursday
        - ii. Interviews to take place the week after that.
      - f. Additionally, the Board asked for a recommendation from the committee, which they agreed to do after one final discussion amongst committee members.
    - o **SouthTech Academy Transition Report – Steven Kozak**
      - a. Almost everything has been removed from the old campus
      - b. Good Greek moving staff worked tirelessly and had a great work ethic

- c. SouthTech Academy currently has a temporary Certificate of Occupancy - waiting on a water meter from the City of Boynton for Building 6
- d. The paint booth/Hunter equipment has been delivered and installed.
- o **SouthTech Preparatory Site Purchase Report – Dan Heller**
  - a. There was a committee meeting on Tuesday afternoon
    - a. Moving forward with the process
    - b. Financing
      - i. Site appraised at \$14.3 million
      - ii. Purchase price \$10 million
      - iii. Borrowing \$11.67 million
        - 1. \$500,000 maintenance fund
        - 2. Anticipated interest rate 4.6%
        - 3. Over 30 years about \$37,500/month (\$57,833 less the rent from the tenant)
    - c. Environmental site assessment came back clean
    - d. Hired a bond consultant
    - e. Final docs in September
      - i. Needs to be signed off by Governor DeSantis
      - ii. At that time confirm the final numbers
  - b. C-5 – Reimbursement Memorandum
- o **Resource Development – Steven Kozak**
  - 1. Need to introduce fundraising from the outside

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

**10. Introduction of Consent Agenda for SOUTHTECH ACADEMY**

**Old Business**

None.

**Administrative Items – Eileen Turenne**

**A-1** I recommend that the Board approve the Amendment to SouthTech Charter Academy Board Policy 3.05 - Equal Opportunity and Nondiscrimination.

**A-2** I recommend that the Board approve the Exceptional Student Education Policies & Procedures for 2019-2020 through 2021-2022.

**A-3** I recommend that the Board approve the Operating Agreement for SouthTech Schools Holdings, LLC.

**Personnel Items – Jennifer Melillo**

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

**Financial Items – Kathryn McInerney/Ginger DeKalb**

**C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for the month ending June 30, 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 June 30, 2020 as required by the Sponsor.

**C-3** I recommend that the Board approve and ratify the monthly financial statements for the month ending June 30, 2020 as required by the Sponsor.

**C-4** I recommend the Board approve the amended STA Operating Budget for FY20.

**C-5** I recommend the Board approve the SouthTech Reimbursement Resolution.

**Emergency Items**

**E-1** I recommend that the Board approve the changes to Policy 5.1815, Threat Assessment, as requested by the Florida Department of Education (FLDOE).

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

a. A-1 pulled by Diane Heinz

b. A-3 pulled by Diane Heinz

**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)**

a. A-1: I recommend that the Board approve the Amendment to SouthTech Charter Academy Board Policy 3.05 - Equal Opportunity and Nondiscrimination.

Motion: Robert Kesten                      Second: Suzanne Nicolini

Ms. Heinz wants to see the addition of language to include sexual orientation/sexual preference. Glen Torcivia, P.A. will get the proper terminology so we may update the language used in the Policy.

All in favor of passing with the newly adapted terminology. **Motion carries.**

b. A-3: I recommend that the Board approve the Operating Agreement for SouthTech Schools Holdings, LLC.

Motion: Robert Kesten                      Second: Dan Heller

Kesten explained that the LLC was created based on the recommendation of Richard Moreno to facilitate in the bond issuance process. SouthTech Preparatory provided a sample which was mirrored for Mr. Notter to sign off on. The document has already been reviewed by bond counsel.

All in favor. **Motion carries.**

**14. Public Comments on non-Agenda Items – None.**

**15. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY**

**Old Business**

**None.**

**Administrative Items – *Nicole Handy***

**PA-1** I recommend that the Board approve the Amendment to SouthTech Preparatory Board Policy 3.05 - Equal Opportunity and Nondiscrimination.

**PA-2** I recommend that the Board approve the Exceptional Student Education Policies & Procedures for 2019-2020 through 2021-2022.

**Personnel Items - *Jennifer Melillo***

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

**Financial Items – *Kathryn McInerney/Ginger DeKalb***

**PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for the month ending June 30, 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 June 30, 2020 as required by the Sponsor.

**PC-3** I recommend that the Board approve and ratify the monthly financial statements for the month ending June 30, 2020 as required by the Sponsor.

**PC-4** I recommend the Board approve the amended STPA Operating Budget for FY20.

**Emergency Items**

**PE-1** I recommend that the Board approve the changes to Policy 5.1815, Threat Assessment, as requested by the Florida Department of Education (FLDOE).

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

a. PA-1 pulled by Mr. Notter

**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)**

Motion: Robert Kesten                      Second: Dan Heller

Item was pulled to include sexual orientation/sexual preference language used in Item A-1.

All in favor. **Motion carries.**

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

**20. Introduction of Consent Agenda for SOUTHTECH SUCCESS CENTER**

**Old Business**

**None.**

**Administrative Items**

**None.**

**Personnel Items**

**None.**

**Financial Items – *Kathryn McInerney/Ginger DeKalb***

**SCC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for the month ending June 30, 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 June 30, 2020 as required by the Sponsor.

**SCC-3** I recommend that the Board approve and ratify the monthly financial statements for the month ending June 30, 2020 as required by the Sponsor.

**SCC-4** I recommend the Board approve the amended STSC Operating Budget for FY20.

**Emergency Items**

**None.**

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

a. **SCC-4 pulled by Ms. Nicolini**

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

Motion: Robert Kesten                      Second: Diane Heinz

All in favor. **Motion carries.**

**23. Approval of Each Pulled Item (Item-by Item)**

a. **SCC-4**

Ms. Nicolini inquired why the Operating Budget for FY20 was just going before the Board. It was explained to her that it is an amended budget that must go before the board to close out the fiscal year.

All in favor. **Motion carries.**

**24. Public Comments on Non-Agenda Items – None.**

**25. Board Comments:** Mr. Notter explained that he and Mr. Kozak have had conversations about increasing Board Member participation at the meetings. He feels that this section is the right place for the Directors to bring up items they would like to see on future agendas, etc. so that they may become a better organization. Dunson said additionally he would like to have more visits to the campus for Board members in the future. Ms. Heinz stated that she would like to see a cybersecurity program developed at SouthTech, which other Board members agreed would be a good program for the school. Mr. Heller agreed that it would be good to reevaluate the programs offered for their relevancy. Ms. Edmond thanked Mr. Kozak for taking off running and for the improvements he has already made. She also agreed that the website, while great, can use some improvements. Ms. Nicolini wanted to know why the Media Center is not included in the budget and reminded everyone that it still needs new furniture. Mr. Feldman suggested that she create a specific list of all the things needed in the Media Center so that it may be included when preparing the budget. He also discussed the concern over how the COVID pandemic will affect the budget and FTE. Mr. Heller agreed that we

will have to be cautious as there is so much still unknown. Mr. Kesten spoke to the leadership team, congratulating them for successfully starting a school year without knowing what to expect. Mr. Notter reminded the Board that the September meeting is both the Annual and Regular meetings and that the Officers and a few Directors will have to go through the Nominating Committee process.

**26. Motion to Adjourn**

Introduced by: Dan Heller

All in favor. Motion carries.

Time: 8:33 PM

*See attached. Lisa DeVine*

Minutes Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Dated \_\_\_\_\_  
Lisa DeVine James F. Notter

Media Center so that it may be included when preparing the budget. He also discussed the concern over how the COVID pandemic will affect the budget and FTE. Mr. Heller agreed that we will have to be cautious as there is so much still unknown. Mr. Kesten spoke to the leadership team, congratulating them for successfully starting a school year without knowing what to expect. Mr. Notter reminded the Board that the September meeting is both the Annual and Regular meetings and that the Officers and a few Directors will have to go through the Nominating Committee process.

**26. Motion to Adjourn**

Introduced by: Dan Heller

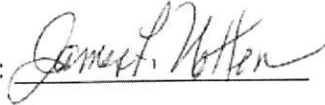
All in favor. Motion carries.

Time: 8:33 PM

Minutes Prepared by:



Approved by:



Dated 9/15/2020

Lisa DeVine

James F. Notter