

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA/STSC Governing Board Regular Meeting Agenda
December 12, 2019**

1. **Call to Order by James Notter at 3:04pm**
2. **Pledge of Allegiance**
3. **Roll Call by Lisa DeVine**
Present: Roger Dunson, Russell Feldman, Dan Heller, Diane Heinz, Robert Kesten, Carl McKoy, Suzanne Nicolini and James Notter
Absent: Aram Bloom and Ayesha Edmond
Quorum
4. **Open Public Meetings 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 November 14, 2019.**
Motion: Robert Kesten Second: Diane Heinz
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 approval for STA Items C-1 through C-6; STPA Items PC-1 through PC-4; and STSC Items SCC-1 through SCC-4
8. **Reports**
 - a. **Board Chair (Superintendent Vacancy) – James Notter**
 1. **Charter Negotiations:** Negotiations have begun and we are working with our attorney to set up a meeting with Palm Beach County School District.
 2. **Negotiating Team:** Eileen Turenne is now a member of the negotiating team at SouthTech Academy, replacing Jim Kidd and Jay Boggess.
 3. **Organizational Chart:** There is a new Organizational Chart to be voted on later in the meeting that came from within the school and reflects this adjustment in leadership. Mr. Notter explained that he is also on campus now three times per week and is making himself available to faculty and staff in the absence of having a superintendent.
 4. **School Security:** Mr. Notter asked Mr. Kesten to discuss a front page article in the Palm Beach Post pertaining to a settlement between Renaissance Charter School and the Palm Beach County School District over school security. The law that was being looked at states that the School District must provide security to all public schools. That being said it also states that the District may charge the schools for these services rendered. Therefore, the settlement does not affect SouthTech Schools.
 - b. **Principal of SouthTech Academy – Eileen Turenne**
 1. **Continuous School Improvement:** SouthTech Schools will work towards an “A”-rated system of schools and serve as a national model for career and technical programs.
 - a. **Data Focus:**
 - Current Acceleration Rate = 88% (up from 78% at this time last year)
 - Current Graduation Rate = 91% (up from 87% at this time last year)
 - Seniors that have not yet met their ELA requirements = 10 students (20 students at this time last year)
 2. **Program Expansion:** SouthTech Schools will create a 21st Century learner who is college and career-ready via a K-20 system in Palm Beach County.
 - a. **Recruitment =** Joshua Wigelsworth attended a recruitment event at Palms West Middle School and Eileen Turenne delivered a 45-minute presentation to students at Carver Middle School in an event for SouthTech Academy only.
 - b. **Current Enrollment =** STA 1104; Enrollment at FTE Count = 1117
 - c. **Applications for January 2020 →** Yes = 6; No = 10; In Limbo = 16 (4 meetings scheduled).

3. **Facilities Improvement/Growth:** SouthTech Schools will host the most current facilities for career and technical programs relevant to business and industry needs. The facilities will allow for project-based learning in both the academic classroom and career academies for real world learning.
 - a. Transition Team to STA New Location held its first meeting on 12/6/2019
 - Point person – Steve Kozak
 - Current Composition – Steve Kozak, Eric Messmer, Kathy McNerney, Eileen Turenne, Debbie Buchholz, Marilyn Ruiz, Lisa DeVine, Josh Wigelsworth & Jim Notter (highlighted individuals attended the 12/6/2019 meeting)
4. **Government Relations:** SouthTech Schools will increase its involvement in the community, strengthening and expanding community, business and industry partnership, and increasing alumni engagement.
 - a. Meeting with Mayor Grant on 12/11/2019
 - b. Collision Repair Education Foundation
 - Collision Repair Career Fair held on 12/10/2019
 - 350 – 400 students from Miami-Dade & Broward Counties and approximately a dozen potential employers attended the event
 - One SouthTech Academy student was offered a job opportunity on the spot
 - c. Upcoming Rock & Roll and Music & Sound Production Winter concert Saturday December 14, 2019 at the Tim Roof in Downtown Delray Beach from 3-7pm
- c. **Principal of SouthTech Preparatory Academy – Nicole Handy**
 1. **Continuous School Improvement:** SouthTech Schools will work towards an “A”-rated system of schools and serve as a national model for career and technical programs.
 - a. Department Meetings and Grade Level Meetings – continue to meet monthly to discuss data driven lesson plans and targeted interventions
 - b. Vashtis – met to discuss status today at FACM
 - c. PLC – Administration Temperature check on progress when we return in January
 - d. Diagnostics begin January 9, 2020
 2. **Program Expansion:** SouthTech Schools will create a 21st Century learner who is college and career-ready via a K-20 system in Palm Beach County.
 - a. STEM/STEAM – Partnership with WiseTribe to create Teaching Systems Thinking via Food Citizenship – building a curriculum over a three-year period starting with 6th graders next school year
 - b. SouthTech 21 roll out in January – FLR2W (Florida Ready to Work) Soft Skills assessment of 50 6th graders – Successfully achieving the designated skill levels will result in an award of a FLR2W Certificate signed by Governor DeSantis and serve as a positive and valuable addition to their resumes and/or career portfolios.
 3. **Facilities Improvement/Growth:** SouthTech Schools will host the most current facilities for career and technical programs relevant to business and industry needs. The facilities will allow for project-based learning in both the academic classroom and career academies for real world learning.
 - a. Researching purchase options of facility
 - b. Marketing to local elementary schools at the 5th grade career choice fairs
 4. **Government Relations:** SouthTech Schools will increase its involvement in the community, strengthening and expanding community, business and industry partnership, and increasing alumni engagement.
 - a. Mayor Grant attended SISC meeting last month and we will be inviting Senator Lori Berman to attend a future meeting.
 - b. Participated for the first time in the Boynton Beach Holiday Parade through a community dance program that 2 STP teachers work at in the afternoons and with a community marching band
- d. **Principal of SouthTech Success Center – Eileen Turenne**
 1. Current Enrollment is at 97 students

2. Tomorrow we will be hosting a celebration during 4th period for STSC students that have been doing what they are supposed to be doing
- e. **Principal of STA Adult Education – Eric Messmer**
 1. Fall Term concluded yesterday with a Celebration of Learning – great success with ESOL and GED programs this semester
 2. Career Education programs will conclude next week
 3. Registration will begin in January
 4. Still looking for a CDL instructor
- f. **Committees**
 1. **SouthTech Preparatory Site Purchase Committee – Dan Heller**
 - a. First meeting held at SouthTech Preparatory last week
 - b. In the process of doing due diligence to determine whether or not we want to pursue the purchase of the property
 - c. Next meeting will be Thursday, December 19, 2019 – will take a tour of Quantum High School during that meeting
- g. **Business & Community Liaison Officer – Steve Kozak**
 1. **PR/Marketing:** We are in need of a professional PR/Marketing Consultant in order to properly promote the school. Ms. Heinz inquired about the process that STA would use to hire the consultant. Mr. Kozak explained that they initiated the process last year by gathering proposals from several companies and that now they just needed permission from leadership to pursue it further. Ms. Heinz stated that she would like to see a budget and proposal and perhaps have it run through a subcommittee. Mr. Notter said that gathering proposals at this time is not an effective use of time or money as the budget does not allow for a PR/Marketing consultant. Continuing to have a balanced budget is the top priority especially given the costs involved with the move. Next in line would be working on filling vacant leadership positions. A marketing campaign can come later. Mr. Heller agreed that it is not the right time. He said that he would like to wait until the February FTE numbers come in so that we know what our budget will look like going forward. Mr. Feldman wanted to know if we have any specifications for what we are looking for in a PR/marketing consultant so that when a committee is evaluating a proposal they know that they proposal fulfills those requirements. Mr. Kozak said they were all reputable firms with a proven track record and that when the time comes he would have the firms present their campaigns and explain the costs involved directly the Governing Board.
 2. **New STA Campus:** Provided an update of the construction taking place at the new campus. Currently preparing for the transition and are in the process of interviewing moving companies. So far everything is being done within the budget provided by the School District. There will be additional costs related to the move to which Mr. Kozak will provide an update in the new year.

9. Public Comments on Agenda Items – *Five (5) Minutes Maximum Each Person*

- SouthTech Academy – None
- SouthTech Preparatory Academy – None
- SouthTech Success Center – None

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

Old Business

None.

Administrative Items

- A-1 I recommend that the Board approve the modified 2019 Organizational Chart effective as of today's date through March 2020 or until such time a modification or new chart is brought forward.
- A-2 I recommend that the Board approve the changes to Board Policy 5.01 Student Selection and Enrollment.
- A-3 I recommend that the Board approve the addition of two procedures to the Fiscal Policies and Procedures Manual.
- A-4 I recommend that the Board approve to remove Aram Bloom from the Governing Board effect at this meeting, 12/12/2019, as per South Tech Schools By-Laws, Section 1.03 (15).
- A-5 I recommend that the Board approve the amended Best & Brightest Award Allocation Plan.

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 October 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 October 31, 2019 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending October 31, 2019 as required by the Sponsor.
- C-4 I recommend the Board approve the amended STA Operating Budget for FY20.
- C-5 I recommend that the Board approve seeking three financing quotes in order to determine the financial impact of securing funding for the paint booth to be installed at SouthTech Academy's new campus.
- C-6 I recommend that the Board approve the SouthTech Funded Recognition Award Allocation Proposal.

Emergency Items

None.

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

- a. Suzanne Nicolini pulled Item A-1
- b. Diane Heinz pulled Item A-3

12. Approval of SouthTech Academy Consent Agenda Except for Items Pulled

Motion: Robert Kesten Second: Russell Feldman

All in favor. Motion carries.

13. Approval of Each Pulled Item (Item-by Item) – James Notter

- a. Suzanne Nicolini pulled Item A-1

- Ms. Nicolini inquired as to why there is a School Safety Officer listed on the SouthTech Preparatory Academy organizational chart but not on the charts for SouthTech Academy or SouthTech Success Center. Kathryn McInerney explained that the officer at SouthTech Academy/SouthTech Success Center is a School Resource Officer provided by the School District as part of the Charter agreement (contract employee).

All in favor. Motion carries.

- b. Diane Heinz pulled Item A-3

- Ms. Heinz wanted to know if we could use the inventory procedures to create a list of substandard equipment to track what needs to be replaced when that time comes. Kathryn McInerney explained that the policy for the CSP Grant only and that it is a federal requirement to have it put into our policies and procedures. The normal procedures for all of the equipment is to take inventory once a year and make a determination at that time as to what will stay and what will go.

All in favor. Motion carries.

14. Public Comments on non-Agenda Items – None

**15. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY- James Notter
Old Business**

None.

Administrative Items

- PA-1 I recommend that the Board approve the modified 2019 Organizational Chart effective as of today's date through March 2020 or until such time a modification or new chart is brought forward.
- PA-2 I recommend that the Board approve the changes to Board Policy 5.01 Student Selection and Enrollment.
- PA-3 I recommend that the Board approve the addition of two procedures to the Fiscal Policies and Procedures Manual.
- PA-4 I recommend that the Board approve to remove Aram Bloom from the Governing Board effect at this meeting, 12/12/2019, as per South Tech Schools By-Laws, Section 1.03 (15).

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

October 31, 2019 as required by the Sponsor.

PC-4 I recommend the Board approve the elimination and reinstatement of the 5% salary reduction for one 220-day contract employee at SouthTech Preparatory Academy.

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: Suzanne Nicolini

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

Old Business

None.

Administrative Items

SCA-1 I recommend that the Board approve the modified 2019 Organizational Chart effective as of today's date through March 2020 or until such time a modification or new chart is brought forward.

SCA-2 I recommend that the Board approve the changes to Board Policy 5.01 Student Selection and Enrollment.

SCA-3 I recommend that the Board approve the addition of two procedures to the Fiscal Policies and Procedures Manual.

SCA-4 I recommend that the Board approve to remove Aram Bloom from the Governing Board effect at this meeting, 12/12/2019, as per South Tech Schools By-Laws, Section 1.03 (15).

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 October 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 October 31, 2019 as required by the Sponsor.

SCC-3 I recommend that the Board approve and ratify the monthly financial statements f or month ending October 31, 2019 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 - 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, Alternate Chairperson

- Ms. Nicolini stated that Eileen Turenne gave an update on some strategies being implemented to boost positivity with staff through recognition. Most recently an employee of the month parking space was added to the front parking lot. She also stated that there will be 50 students, almost half of the school, recognized at the celebration on December 13, 2019.

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 – None

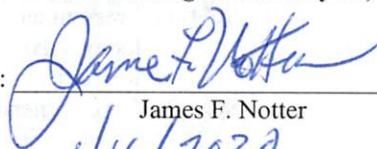
27. Approval of STA SAC Consent Agenda Except for Items Pulled – N/A

28. Approval of Each Pulled Item (Item-by Item) – None

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 was not in attendance; **No Report**
Introduction of the SouthTech Preparatory Academy SAC Consent Agenda – Ayesha Edmond, Chairperson, was not in attendance; **No Report**
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 wished everyone in attendance a Happy Holiday Season and thanked them for all that they are doing to keep SouthTech Schools successful.
38. **Motion to Adjourn:**
Robert Kesten motioned to adjourn at 4:09pm until the Regular Board meeting on January 16, 2020 at 7:00pm.

Minutes Prepared by: 
 Lisa DeVine

Approved by: 
 James F. Notter

Date: 1/16/2020

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