

STA/STPA/STSC
GOVERNING BOARD/SAC
MEMBER PACKET
REGULAR MEETING
February 11, 2021

SouthTech Charter Academy, Inc.
SouthTech Preparatory Academy, Inc.
SouthTech Success Center, Inc.

Carla Lovett, Executive Director
Eileen Turenne, STA High School Principal
Nicole Handy, STPA Middle School Principal

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA/STSC Governing Board Regular Meeting Agenda
February 11, 2021**

1. Opening of Meeting

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**

Roger Dunson	Ayesha Edmond	Russell Feldman
Christina Grenga	Dan Heller	Diane Heinz
Robert Kesten	Suzanne Nicolini	James Notter

- d. Open Meeting Act Statement**

2. Approval of the Minutes for the STA/STPA/STSC Governing Board Regular Meeting January 14, 2020.

3. Reports

- a. Treasurer's/Financial Report – Dan Heller**
- b. Executive Director – Carla Lovett**
- c. SouthTech Academy Principal – Eileen Turenne**
- d. SouthTech Preparatory Academy Principal – Nicole Handy**
- e. Committees/Special Reports**

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

5. SouthTech Academy Consent Agenda

- a. Introduction of Consent Agenda for SOUTHTECH ACADEMY:**

Old Business

None.

Administrative Items

A-1 I recommend that the Board approve the donations for the period from December 9, 2020 to January 31, 2021.

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 financial statements for the month ending December 31, 2020 as required by the Sponsor.

C-2 I recommend that the Board approve and ratify the SouthTech Schools Holdings, LLC Balance Sheet and Profit & Loss Report for month ending December 31, 2020.

C-3 I recommend that the Board approve the proposed salary increases.

C-4 I recommend that the Board approve a contract with MAC Express Cleaning Services for cleaning services at SouthTech Academy.

Emergency Items

None.

- b. Poll Board for Items to be Pulled for Comment or Questions**
- c. Approval of SouthTech Academy Consent Agenda Except for Items Pulled**
- d. Approval of Each Pulled Item (Item-by Item)**

6. SouthTech Preparatory Academy Consent Agenda

a. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY:

Old Business

None.

Administrative Items

PA-1 I recommend that the Board approve the donations for the period from January 1, 2021 to January 31, 2021.

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 financial statements for the month ending December 31, 2020 as required by the Sponsor.

PC-2 I recommend that the Board approve the proposed salary increases.

Emergency Items

None.

- b. Poll Board for Items to be Pulled for Comment or Questions**
- c. Approval of SouthTech Academy Consent Agenda Except for Items Pulled**
- d. Approval of Each Pulled Item (Item-by Item)**

7. SouthTech Success Center Consent Agenda

a. Introduction of Consent Agenda for SOUTHTECH SUCCESS CENTER

Old Business

None.

Administrative Items

None.

Personnel Items

None.

Financial Items

None.

Emergency Items

None.

8. Public Comments on non-Agenda Items – Five (5) Minutes Maximum Each Person

9. Board Comments

10. Motion to Adjourn

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA/STSC Governing Board Regular Meeting Minutes
January 14, 2021**

1. Call to Order at 7:09 pm.

2. Pledge of Allegiance

3. Roll Call – Ayesha Edmond, Board Secretary

Present: Roger Dunson, Ayesha Edmond, Russell Feldman, Dan Heller, Diane Heinz, Robert Kesten, Suzanne Nicolini and James Notter

Absent: None

Quorum Confirmed

4. Open Meeting Act Statement: Board Clerk confirmed that proper public notice has been made.

5. Approval of the Minutes for the STA/STPA/STSC Governing Board Regular Meeting December 10, 2020.

Motion: Russell Feldman

Second: Suzanne Nicolini

All in favor. **Motion carries.**

6. Nominating Committee

a. The Nominating Committee recommends Christina Grenga to the STA/STPA Governing Board of Directors.

b. Motion to accept Christina Grenga to the Board of Directors: Suzanne Nicolini

Second: James Notter

All in favor. **Motion carries.**

c. Ms. Grenga was also appointed to the Finance Committee by Mr. Kesten.

7. Treasurer's/Financial Report for STA/STPA/STSC – Dan Heller, Treasurer

The Finance Committee met earlier this evening and recommends for Board Approval Items C-1 through C-6, PC-1 through PC-4, and SCC-1 through SCC-2. Also discussed at the Committee meeting were financial strategies aimed to keep SouthTech Schools fiscally successful in the future.

8. Reports

a. Executive Director – Carla Lovett

- o Getting settled and learning more about the organization and its processes and procedures
- o Holding one on one meetings with staff
- o Beginning to look at finances with Ms. McInerney and Ms. DeKalb
 - 1. Reserves
 - 2. Budget for SY22
- o Invitation to Board members to meet one on one at their convenience

b. SouthTech Academy Principal – Eileen Turenne

- o STA Successes
 - 1. Dwyer Award Nominees – Donna Sanders and Cathy Sweeney
 - 2. Holiday Feast
 - 3. Annalyn Cooper – C/O 2020 recently earned the rank of Eagle Scout
 - 4. Brandon Copeland virtual webinar
- o Palm Tran Connection donated 3 buses
- o National School Choice Week – January 25th-29th
- o Testing Update
- o Distance Learning
 - 1. Intent to Return Survey # 3 Results
 - 2. Parent Emergency Order Notification Letter
- o Class of 2020 Official Graduation Rate = 96.3%
- o Graduation Date
 - 1. Class of 2021 graduation will be held in person at the South Florida Fairgrounds on June 16, 2021 at 8:00 pm

2. SDPBC Disclaimer: Although the School District of Palm Beach County hopes students will be able to attend graduation ceremonies in person, the decision regarding the format for these ceremonies will be announced in the Spring of 2021. This decision will be based on the most recent CDC, local, and state health department guidelines and recommendations.

c. SouthTech Preparatory Academy Principal – Nicole Handy

- Testing Update
- Distance Learning
 1. Intent to Return Survey # 3 Results
 2. Parent Emergency Order Notification Letter
- National School Choice Week – January 25th-29th
- Virtual Parent Training Night – February 17th
- Virtual Recruitment Night (TBD)
- Color Brave
 1. Racial Equity PLC February 1st
- Open teaching positions

d. Committees

- **Transition Report – Steven Kozak, Business Development Manager**
 1. Status of the move into the new building
 - a. Wharton Smith punch list now complete
 - b. Internet is up and running around the campus
 - c. Kitchen issues
 2. Building 6 Update
 - a. Gas line to be hooked up next week
 - b. Paint booth and lifts/safety gear
 - c. Hunter equipment installed
 - i. First training session on our campus should begin in early February
 - d. Lighting
 3. Website Update
 4. Kimmel Family Foundation
 5. Teddy Morse visit
- **Mrs. Heinz requested a list of the donors Mr. Kozak is already working with to avoid duplication**

9. Public Comments on Agenda Items – None.

10. Introduction of Consent Agenda for SOUTHTECH ACADEMY

Old Business

None.

Administrative Items

- A-1** I recommend that the Board approve the donations for the period from December 1, 2020 to December 13, 2020.

Personnel Items

- B-1** I recommend that the Board approve the Job Description for Assistant Paraprofessional.

Financial Items

- C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending November 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 November 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 November 30, 2020 as required by the Sponsor.
- C-4** I recommend that the Board approve and ratify the monthly SouthTech Schools Holdings, LLC bank account reconciliation for month ending November 30, 2020 as required by the Sponsor.
- C-5** I recommend that the Board approve and ratify the SouthTech Schools Holdings, LLC monthly Disbursement Reports for the month ending November 30, 2020 as required by the Sponsor.

C-6 I recommend that the Board approve and ratify the SouthTech Schools Holdings, LLC Balance Sheet and Profit & Loss Report for month ending November 30, 2020.

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: Dan Heller

Second: Diane Heinz

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

Old Business

None.

Administrative Items

None.

Personnel Items

PB-1 I recommend that the Board approve the Job Description for Assistant Paraprofessional

PB-2 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 the month ending November 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 November 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 November 30, 2020 as required by the Sponsor.

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

Emergency Items

None.

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

a. **PB-1** was pulled by Mr. Feldman

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

Motion: James Notter

Second: Russell Feldman

All in favor. **Motion carries.**

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

a. Motion to approve Item PB-1 by Russell Feldman Second: Diane Heinz

b. Discussion: Mr. Feldman wanted to know what the difference is between an Assistant Paraprofessional and a Paraprofessional. Mrs. Melillo explained that this was the description from the District. No further questions or comments.

c. Vote: 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.

None.

Personnel Items

None.

Financial Items

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

Emergency Items

None.

21. Poll the Board for Items to be Pulled – Dan Heller pulled PC-1 for comments only, okay to approve as is.

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

Motion: James Notter

Second: Russell Feldman

All in favor. **Motion carries.**

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

PC-1 - Mr. Heller: This is still an open item as we are waiting to hear back from the auditor/sponsor if there will need to be an audit as there were minimal transactions in account as evidenced by statements. If not, then they can close the account and move it over. Will provide an update once they know more.

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

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

South Tech Academy:

School Improvement Steering Committee (SISC) Report – *Suzanne Nicolini, Chairperson*

- Industry certifications are up
 - 68% completion last month
 - 75% completion this month

Introduction of the SouthTech Academy SAC Consent Agenda – None.

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. South Tech Preparatory Academy:

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

- Student Progression Plan soon
- Increase parental participation
- Improve proficiency in science and math

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

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

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

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

33. Board Comments

Ms. Heinz stated that she would like to meet with Mrs. Turenne to review the gap analysis for enrollment in each academy. Ms. Nicolini expressed her concern for the students that are currently failing, especially those that are enrolled in virtual learning. All board members stated how happy they are to have Carla Lovett on the team as STS's new Executive Director, as well as Christina Grenga as a new member of the Governing Board. They also reflected on all of the amazing success that STS has had even in the face of a pandemic.

34. Motion to Adjourn

Introduced by James Notter

Time: 8:37 pm

Motion:

I recommend that the Board approve the donations for the period from December 9, 2020 to January 31, 2021.

Summary Information:

In following Board Policies 6.104 and 6.1041, these donations are brought forth for Board approval.

Attachments: Donations

Presented By:

Carla Lovett, Executive Director

Financial Impact:

The financial impact for this item varies depending on the various items donated.

South Tech Academy Donations For The Governing Board

Donations

First Name	Last Name	Business	Date	Contribution
Esther	Hartman	Dr. Herbert Mendelson Memorial Scholarship	1/13/21	\$2500 Student Scholarship \$200 of Paint for Film & TV Production
Mario	Arenas	Home Depot	1/27/21	Academy Classrooms

Non Cash Donations

First Name	Last Name	Business	Date	Contribution
Edward	Telman		12/9/20	1999 Lincoln Continental 4 door vehicle S# 1LNHM97V4XY653435

Motion:

I recommend that the Board approve the Personnel Actions for the previous month

Summary Information:

This item covers Personnel actions for the previous month, including any resignations, terminations, and new hires.

Attachments: Personnel Actions List

Presented By:

Jennifer Melillo, Human Resource Manager

Financial Impact:

**SOUTH TECH ACADEMY
PERSONNEL ACTIONS
February 2021**

<u>Personnel Action</u>	<u>Employee Name</u>	<u>Position</u>	<u>Effective Date</u>
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New Hires/ Transfers

Resignations/Terminations

Resignation:

Michelle Brock	Science Instructor	1/29/2021
Julius Guerra	Information Technology Instructor	1/29/2021
Darnley FanFan	Guidance Secretary	1/25/2021

Retirement/Leave of Absence

NONE

Motion:

I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2020 required by the Sponsor.

Summary Information:

The State statutes and the Palm Beach County School District require charter schools to provide financial statements on a monthly basis in the format that School Districts are required to follow. This format is prescribed by the Governmental Accounting Standards Board (GASB).

The monthly statements include:

1. Statement of Revenues, Expenditures and Changes in Fund Balance Budget to Actual
2. The combined Statement of Revenues, Expenditures and Changes in Fund Balance
3. A Combined Balance Sheet – All Fund Types

Quarterly, a Statement of Net Assets is also required. This is provided in March, June, September and December.

Attachments: Monthly Financial Statements

Presented By:

Kathryn McInerney, Financial Officer
Ginger DeKalb, Accounting Manager

Financial Impact:

There is no financial impact for this item.

Governmental Accounting Standards Board (GASB) Monthly Financial Form
South Tech Academy with MSID Number 1571
Palm Beach County, Florida
For the Month Ended December 31, 2020 and For the Year Ending June 30, 2021
December 31, 2020

	<u>Accounts</u>	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service</u>	<u>Capital Outlay</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents	1110	\$ 2,598,428	\$ -	\$ -	\$ -	\$ 2,598,428
Investments	1160					-
Grant receivables	1130	-				-
Other current assets	12XX	56,761				56,761
Deposits	1210	34,232			-	34,232
Due from other funds	1140	17,283				17,283
Other long-term assets	1400	-				-
Total Assets		<u>\$ 2,706,704</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,706,704</u>
LIABILITIES AND FUND BALANCE						
Liabilities						
Accounts payable	2120	\$ 138,415	\$ -	\$ -	\$ -	\$ 138,415
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	427,775				427,775
Deferred revenue	2410	-				-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	46,271				46,271
Total Liabilities		<u>612,461</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>612,461</u>
Fund Balance						
Nonspendable	2710	90,993				90,993
Restricted	2720					-
Committed	2730					-
Assigned	2740	153,923				153,923
Unassigned	2750	1,849,327				1,849,327
Total Fund Balance		<u>2,094,243</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,094,243</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$ 2,706,704</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,706,704</u></u>

South Tech Academy with MSID Number (1571)
Palm Beach County, Florida
Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)
For the Month Ended December 31, 2020 and For the Year Ending June 30, 2021

FTE Projected FTE Actual	1,165	105% Percent of Projected							
	1,229	General Fund				Special Revenue			
	Account Number	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
Revenues									
FEDERAL SOURCES									
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%
Federal through state and local	3200					-	340,361	717,252	47%
STATE SOURCES									
FEFP	3310	618,068	3,483,928	7,042,206	49%				
Capital outlay	3397	10,338	62,289	129,678	48%				
Class size reduction	3355	87,000	522,000	1,094,583	48%				
School recognition	3361	-	-	-					
Other state revenue	33XX	-	23,058	367,280	6%				
LOCAL SOURCES									
Interest	3430	218	1,166	5,000	23%				
Local capital improvement tax	3413	#							
Other local revenue	34XX	4,450	196,844	220,000	89%				
Total Revenues		720,074	4,289,285	8,858,747	48%	-	340,361	717,252	47%
Expenditures									
Current Expenditures									
Instruction	5000	383,957	2,204,643	4,857,233	45%	34,285	394,294	459,041	86%
Instructional support services	6000	60,737	294,042	689,246	43%	12,504	95,908	258,211	37%
Board	7100	9,130	55,648	109,076	51%				
General administration	7200	11,425	61,563	171,488	36%				
School administration	7300	55,966	353,128	808,150	44%				
Facilities and acquisition	7400	-	90,224	-					
Fiscal services	7500	18,661	105,092	209,168	50%				
Food services	7600								
Central services	7700	11,795	76,122	197,946	38%				
Pupil transportation services	7800	24,490	99,844	675,000	15%	875	1,400	-	
Operation of plant	7900	58,945	287,411	769,459	37%	5,351	45,268	-	
Maintenance of plant	8100	7,094	35,249	51,620	68%				
Administrative technology services	8200	6,578	43,546	77,924	56%				
Community services	9100	14,610	62,961	210,000	30%				
Debt service	9200	1,018	5,430	-					
Total Expenditures		664,406	3,774,903	8,826,310	43%	53,015	536,870	717,252	75%
-		55,668	514,382	32,437		(53,015)	(196,509)	-	
Other Financing Sources (Uses)									
Transfers in	3600	-	-	-		53,015	196,509		
Transfers out	9700	(53,015)	(196,509)			-	-		
Total Other Financing Sources (Uses)		(53,015)	(196,509)	-		53,015	196,509	-	
Net Change in Fund Balances									
Fund balances, beginning		2,653	317,873	32,437		-	-		
Adjustments to beginning fund balance		2,091,590	1,814,883	2,026,074	90%				
Fund Balances, Beginning as Restated		-	(38,513)						
		2,091,590	1,776,370	2,026,074	88%	-	-	-	
Fund Balances, Ending		\$ 2,094,243	\$ 2,094,243	\$ 2,058,511	102%	\$ -	\$ -	-	%

Debt Service			
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Month/ Quarter	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
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\$ -	\$ -	\$ -	%
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\$ -	\$ -	\$ -	%
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Capital Outlay			
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Month/ Quarter	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
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\$ -	\$ -	\$ -	%
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\$ -	\$ -	\$ -	%
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Total Governmental Funds			
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Month/ Quarter	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
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-	-	-	%
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-	340,361	717,252	47%
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618,068	3,483,928	7,042,206	49%
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10,338	62,289	129,678	48%
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87,000	522,000	1,094,583	48%
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-	23,058	367,280	6%
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218	1,166	5,000	23%
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4,450	196,844	220,000	89%
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720,074	4,629,646	9,575,999	48%
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418,242	2,598,937	5,316,274	49%
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73,241	389,950	947,457	41%
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9,130	55,648	109,076	51%
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11,425	61,563	171,488	36%
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55,966	353,128	808,150	44%
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-	90,224	-	
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18,661	105,092	209,168	50%
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11,795	76,122	197,946	38%
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25,365	101,244	675,000	15%
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64,296	332,679	769,459	43%
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7,094	35,249	51,620	68%
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6,578	43,546	77,924	56%
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14,610	62,961	210,000	30%
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1,018	5,430	-	
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717,421	4,311,773	9,543,562	45%
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2,653	317,873	32,437	
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53,015	196,509	-	
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(53,015)	(196,509)	-	
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2,653	317,873	32,437	
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2,091,590	1,814,883	2,026,074	90%
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-	(38,513)	-	
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2,091,590	1,776,370	2,026,074	88%
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2,094,243	2,094,243	2,058,511	102%
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Motion:

I recommend that the Board approve and ratify the SouthTech Schools Holdings, LLC Balance Sheet and Profit & Loss Report for month ending December 31, 2020.

Summary Information:

Per the Articles of Incorporation, SouthTech Schools Holdings, LLC shall be Member Managed within the meaning of Section 605.0407, Florida Statutes, and have a single member consisting of SOUTH TECH CHARTER ACADEMY, INC., a Florida nonprofit corporation ("the Member").

Attachments: STSH Balance Sheet
STSH Profit & Loss Report

Presented By:

Kathryn McInerney, Financial Officer
Ginger DeKalb, Accounting Manager

Financial Impact:

There is no financial impact for this item.

South Tech Schools Holdings LLC
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1110 · Operating Account 9074	109,306.78
1112 · 2020A Interest Acct - 6001	0.11
1115 · 2020A Reserve Acct - 6004	702,753.74
1117 · 2020B Principal Acct - 6006	26,250.03
1119 · Administration Fund - 6008	1,250.01
1123 · 2020A Project Acct - 6012	521,752.30
1124 · 2020A Cost of Issuance - 6013	7,525.33
1125 · 2020B Cost of Issuance - 6014	5,857.19
Total Checking/Savings	1,374,695.49
Other Current Assets	
1230 · Prepaid Expenses	51,024.65
Total Other Current Assets	51,024.65
Total Current Assets	1,425,720.14
Fixed Assets	
1310 · Land	1,820,527.51
1330 · Buildings	
1335 · Accumulated Depredciation	-48,986.62
1330 · Buildings - Other	8,229,751.99
Total 1330 · Buildings	8,180,765.37
Total Fixed Assets	10,001,292.88
Other Assets	
1400 · Unamortized Bond Isssue Costs	464,289.52
Total Other Assets	464,289.52
TOTAL ASSETS	11,891,302.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	678.00
Total Accounts Payable	678.00
Other Current Liabilities	
2201 · Miscellaneous Payables	5,126.48
2220 · Prepaid Rental Income	23,650.00
Total Other Current Liabilities	28,776.48
Total Current Liabilities	29,454.48
Long Term Liabilities	
2320 · Bonds Payable	11,575,000.00
2325 · Premium on Bonds Payable	
2326 · Amortization-PremiumBondPayable	-855.58
2325 · Premium on Bonds Payable - Other	179,672.45
Total 2325 · Premium on Bonds Payable	178,816.87
2710 · LT Deposits Payable	105,335.52
Total Long Term Liabilities	11,859,152.39
Total Liabilities	11,888,606.87

10:08 AM

South Tech Schools Holdings LLC

01/29/21

Balance Sheet

Accrual Basis

As of December 31, 2020

	Dec 31, 20
Equity	
Net Income	2,695.67
Total Equity	2,695.67
TOTAL LIABILITIES & EQUITY	11,891,302.54

10:08 AM
01/29/21
Accrual Basis

South Tech Schools Holdings LLC
Profit & Loss
December 2020

	<u>Dec 20</u>	<u>Jul - Dec 20</u>
Income		
3425 · Rental Income - 1325 Gateway	36,641.38	85,496.36
3426 · CAM Income - 1325 Gateway	7,200.00	14,400.00
3427 · Rental Income - 1275 Gateway	20,350.00	46,803.23
3428 · CAM Income - 1275 Gateway	3,300.00	6,600.00
3431 · Interest Income	6.76	6.76
Total Income	<u>67,498.14</u>	<u>153,306.35</u>
Expense		
110-E · Expenditures		
5100 · Office Supplies	0.00	194.58
7100 · Legal Expense	378.00	630.00
7300 · Account Hosting	300.00	300.00
7500 · Bank Service Charge	50.84	72.00
7700 · Insurance Expense	4,872.22	9,744.44
7900 · Landscaping	800.00	1,600.00
9100 · Depreciation Expense	24,493.31	48,986.62
9200 · Bond Interest Expense	41,417.76	82,835.52
9210 · Bond Issue Cost Expense	1,078.88	2,221.48
9220 · Annual Issuer Fees	1,250.00	2,500.00
9221 · Trustee Fees	520.83	1,526.04
Total 110-E · Expenditures	<u>75,161.84</u>	<u>150,610.68</u>
Total Expense	<u>75,161.84</u>	<u>150,610.68</u>
Net Income	<u><u>-7,663.70</u></u>	<u><u>2,695.67</u></u>

Motion:

I recommend that the Board approve the proposed salary increases.

Summary Information:

- **Raise all classroom teachers to a minimum salary of \$47,500.**
- **Provide a raise in the amount of \$1,350 to all teachers, administrators and support staff who were employed prior to July 1, 2020 and are currently employed as of February 28, 2021**
- **Average of 2.6% raise for teachers.**

The State has allocated \$183,956 for Teacher Salary Increase Allocations to provide a minimum teacher base salary of \$47,500. The remaining funds after increasing teachers to the minimum base salary are allocated to provide raises for classroom teachers whose increase to \$47,500 did not result in a 2% raise. These funds are to be allocated to classroom teachers that have been employed for at least one year.

SouthTech Academy's TSIA plan includes twenty-four teachers increased to the \$47,500 minimum base salary and forty-four teachers will receive a longevity increase of \$1,350 totaling the allocation.

The TSIA plan does not include any increases for non-classroom employees. A longevity increase of \$1,350 for all other employees who have been employed by SouthTech Academy for one year would follow past salary increase practices.

Due to COVID and other personnel changes, payroll expenses are lower than projected on the SY21 Budget.

Presented By:

Carla Lovett, Executive Director

Financial Impact:

The proposed payroll increases result in \$72,110 over the original SY21 budget.
The \$183,956 TSIA funding is not in the original SY21 budget.
Net increase of \$111,845.77 to the original SY21 Budget.

Motion:

I recommend that the Board approve a contract with MAC Express Cleaning Services for cleaning services at SouthTech Academy.

Summary Information:

A Request for Proposal was distributed on January 12, 2021 for Janitorial Cleaning Services for SouthTech Academy. Eight companies submitted proposals by the January 26, 2021 due date.

Another company submitted the lowest bid, however this company provided cleaning services for SouthTech Academy in the past and their contract was terminated due to inadequate service within 90 days.

MAC Express Cleaning Services has been providing good quality custodial services at SouthTech Academy for the past three years and is responsive to all issues if they arise. It is an advantage to continue the service with this established provider. Their proposal is \$18,565 per month.

Presented By:

Carla Lovett, Executive Director

Financial Impact:

Increase of \$16,820 to the SY21 budget.

SOUTHTECH SCHOOLS AGREEMENT

This Agreement, entered into this 11st day of February, 2021 between **MAC Express Cleaning Services Inc.. and SouthTech Charter Academy, Inc.**

In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein agree as follows:

1. **The Term** of this agreement shall be from **March 1, 2021 through February 28, 2022.**
2. **The above Named Company** agrees to provide the following services:
Provide Janitorial Cleaning Services for SouthTech Charter Academy's campus at 6161 W Woolbright Road, Boynton Beach, FL 33437 to include, but not limited to the following services in Attachment A to this contract.
3. **In Consideration of the above stated services**, South Technical Charter Academy, Inc. agrees to pay the sum of \$18,565.00 per month under this contract, as consideration of the performance of services as set forth in paragraph 2 (Attachment A) herein. Invoices should be submitted on a monthly basis for verification. Invoices should include details of services.
Payment terms –payment will be made within 20 days of invoice verification. This consideration shall include all costs and expenses for services listed. No other costs or expenses will be the responsibility of SouthTech Charter Academy, Inc. or the School's governing board officers, directors and employees.
4. **The parties further agree to abide by all Federal and State laws and regulations.**
5. **General Provisions**
This Agreement contains the entire agreement the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. This Agreement shall be construed in accordance with the laws of the State of Florida. This Agreement shall not be construed against the party who drafted same. Should any litigation arise from this Agreement, venue shall lie in Palm Beach County, Florida. This Agreement shall not be assigned without prior written approval.
6. **Return of Materials/Records/Files/Data**
Upon termination of this Agreement, organization shall deliver all materials, equipment, records, notes, files, data, memoranda, and models of any nature that are in their possession or under their control and that are the property of SouthTech Charter Academy or relates to the School's students, staff or business.
7. **Modification**
Any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when produced in writing and duly executed by all parties. Parties are as follows:

SouthTech Charter Academy, Inc.
Name: Robert Kesten
Title: Board Chair
Address: 6161 W Woolbright Road
Boynton Beach, FL 33437

Company
Name: MAC Express Cleaning
Services Inc.
Attn: Morris Carstarphen
Address 402 W Atlantic Ave, Ste105
Delray Beach, FL 33444

SOUTHTECH SCHOOLS AGREEMENT

8. Termination

This Agreement or any part of this Agreement may be terminated by either party at any time upon no less than 30 days notice to the other party delivered in writing to address listed above.

9. Severability

All agreements and covenants herein are severable, and in the event any one of them shall be held to be invalid by any competent court, this Contract shall be interpreted as if such invalid agreements or covenants were not contained herein.

10. Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

11. Indemnification

Company agrees to indemnify and hold South Tech Charter Academy, Inc., its officers, directors and employees harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against them that result from actions, errors and/or omissions.

12. Independent Contractor

Company is an independent contractor and shall not be deemed an employee or officer of South Tech Charter Academy, Inc. Company shall not take any action on behalf of South Tech Charter Academy, Inc. unless specifically authorized by this agreement. Company takes full responsibility for their insurance coverage and will have workers compensation insurance to cover the companies employees. Company agrees no claims will be made against any South Tech Charter Academy, Inc. insurance policies.

The parties have executed this Contract on this

_____ 11 _____ day of _____ February _____ 2021
Month Year

Morris Carstarphen, MAC Express Cleaning Services

Robert Kesten, Board Chair, SouthTech Charter Academy

SOUTHTECH SCHOOLS AGREEMENT

Appendix A

- ~ Following is a list of cleaning requirements. School contact should be notified on any concerns or issues that need attention.
- ~ Company must use cleaning products/disinfectants that are approved by the School District of Palm Beach County.
- ~ SouthTech Academy supplies paper towels, toilet paper, hand soap, garbage bags and hand sanitizer.

Classrooms/Offices/Common Areas

Daily:

- * Sweep and Mop all hard floors with soap/disinfectant
- * Empty all trash containers and replace liners
- * Wipe/Disinfect all surfaces that are free of paperwork
- * Wipe/Disinfect light switches, wall plates, door handles, door knobs, etc
- * Wipe/Disinfect School entrance door bars
- * Clean School entrance door windows of fingerprints, smudges, etc
- * Sanitize all water fountains

Weekly:

- * Dust window sills
- * Remove cobwebs from ceiling, corners and walls

Monthly:

- * Deep clean campus garbage cans
- * Clean/Dust A/C vents throughout campus
- * Clean/Disinfect door jambs

Bathrooms

Daily:

- * Clean/Disinfect toilets, seats and sinks
- * Empty all trash containers and replace liners
- * Clean/Disinfect mirrors, backslashes, dispensers, baseboards, etc

Weekly:

- * Clean/Disinfect partition walls
- * Clean/Disinfect door jambs

Monthly:

- * Deep clean campus garbage cans

Cafeteria/Auditorium

Daily:

- * Sweep, Mop and disinfect all hard floors
- * Empty all trash containers and replace liners
- * Wipe down all tables and seats

Weekly:

- * Sweep and Mop Stage floor and stage offices

Monthly:

- * Deep clean campus garbage cans

SOUTHTECH SCHOOLS AGREEMENT

Appendix A - Continued

Gymnasium

Daily:

- * Dust/Sweep gym floor
- * Empty all trash containers and replace liners
- * Clean/Disinfect locker rooms

Weekly:

- * Wipe/Disinfect School entrance door bars
- * Clean/Disinfect door jambs

Monthly:

- * Deep clean campus garbage cans

Building 2 - Classrooms, Offices and Restrooms

Daily, Weekly and Monthly per Scope of Work.

Note: School Staff is responsible for all Shop Areas.

ADDITIONAL CLEANING REQUIREMENTS:

MONTHLY CLEANING

- Up to 2,000 square feet of flooring to be scrubbed and waxed
- Clean/Disinfect campus garbage cans

QUARTERLY CLEANING

- Culinary Department floors to be scrubbed and rinsed.

WINTER and SPRING BREAK CLEANING

- Cafeteria floors will be deep scrubbed and waxed
- Common areas will be scrubbed and waxed, as needed
- Baseboards wiped clean after waxing

SUMMER DEEP CLEANING

A thorough detail cleaning of all rooms and restrooms will be accomplished during the summer months depending on School calendar.

- All floors will be stripped, waxed and buffed.
- All bathroom floors will be scrubbed
- All windows will be cleaned inside and out.
- Walls, doors, vents, etc will be cleaned and disinfected.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brightway Insurance Inc 3733 University Blvd W Jacksonville, FL 32217	CONTACT NAME: Pedro Fred	
	PHONE (A/C, No, EXT): (888) 254-5014	FAX (A/C, No): (888) 778-8320
INSURED Mac Express Cleaning Service Inc 619 SW 7TH AVE DELRAY BEACH, FL 33444	E-MAIL ADDRESS: uvw@brightway.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Heritage Property & Casualty Insurance	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 14407		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY.			HCR018571	11/17/2020	11/17/2021	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any ONE PERSON)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	Included
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> SCHEDULED AUTOS							
	<input type="checkbox"/> NON-OWNED AUTOS							
	UMBRELLA LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	
	<input type="checkbox"/> OCCUR							
	<input type="checkbox"/> CLAIMS-MADE							
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATU-TORY LIMITS	<input type="checkbox"/> OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDERSouthTech Academy
6161 W WOOLBRIGHT RD
BOYNTON BEACH, FL 33437**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Pedro Fred

ACORD 25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Mac Express Cleaning Services Inc 619 SW 7th Ave Delray Beach FL 33444		INSURER(S) AFFORDING COVERAGE INSURER A: NorGUARD Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31470	

COVERAGES **CERTIFICATE NUMBER: 1833029** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> Y	N/A	N	MAWC173091	11/15/2020	11/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER South Tech Academy, Attn: Kathryn McInerney 6161 W. Woolbright Road Boynton Beach FL 33437	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**Board Meeting
February 11, 2021**

**Governing Board of Directors
SouthTech Preparatory Academy, Inc.**

**Agenda Item
PA-1**

Motion:

I recommend that the Board approve the donations for the period from January 1, 2021 to January 31, 2021.

Summary Information:

In following Board Policies 6.104 and 6.1041, these donations are brought forth for Board approval.

Attachments: Donations

Presented By:

Carla Lovett, Executive Director

Financial Impact:

The financial impact for this item varies depending on the various items donated.

South Tech Preparatory Academy Donations For The Governing Board

Donations

First Name	Last Name	Business	Date	Contribution
David	Burke	Coverly's Community Healthcare Foundation	1/16/21	\$2,500 - Start Up Food Bank for Student & Families

Non Cash Donations

First Name	Last Name	Business	Date	Contribution
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**Board Meeting
February 11, 2021**

**Governing Board of Directors
SouthTech Preparatory Academy, Inc.**

**Agenda Item
PB-1**

Motion:

I recommend that the Board approve the Personnel Actions for the previous month

Summary Information:

This item covers Personnel actions for the previous month, including any resignations, terminations, and new hires.

Attachments: Personnel Actions List

Presented By:

Jennifer Melillo, Human Resource Manager

Financial Impact:

**SOUTH TECH PREPARATORY ACADEMY
PERSONNEL ACTIONS
February 2021**

<u>Personnel Action</u>	<u>Employee Name</u>	<u>Position</u>	<u>Effective Date</u>
--------------------------------	-----------------------------	------------------------	------------------------------

New Hires/ Transfers

Resignations/Terminations

Resignation:

Jaime Settle

Instructor

12/18/2020

Retirement/Leave of Absence

NONE

Motion:

I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2020 required by the Sponsor.

Summary Information:

The State statutes and the Palm Beach County School District require charter schools to provide financial statements on a monthly basis in the format that School Districts are required to follow. This format is prescribed by the Governmental Accounting Standards Board (GASB).

The monthly statements include:

1. Statement of Revenues, Expenditures and Changes in Fund Balance Budget to Actual
2. The combined Statement of Revenues, Expenditures and Changes in Fund Balance
3. A Combined Balance Sheet – All Fund Types

Quarterly, a Statement of Net Assets is also required. This is provided in March, June, September and December.

Attachments: Monthly Financial Statements

Presented By:

Kathryn McInerney, Financial Officer
Ginger DeKalb, Accounting Manager

Financial Impact:

There is no financial impact for this item.

Governmental Accounting Standards Board (GASB) Monthly Financial Form
South Tech Prep Academy with MSID Number 3441
Palm Beach County, Florida
For the Month Ended December 31, 2020 and For the Year Ending June 30, 2021
December 31, 2020

	<u>Accounts</u>	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service</u>	<u>Capital Outlay</u>	<u>Total Governmental Funds</u>
ASSETS						
Cash and cash equivalents	1110	\$ 863,007	\$ -	\$ -	\$ -	\$ 863,007
Investments	1160					-
Grant receivables	1130	25,573				25,573
Other current assets	12XX	7,588				7,588
Deposits	1210	87,400				87,400
Due from other funds	1140					-
Other long-term assets	1400					-
Total Assets		<u>\$ 983,568</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 983,568</u>
LIABILITIES AND FUND BALANCE						
Liabilities						
Accounts payable	2120	\$ 51,369	\$ -	\$ -	\$ -	\$ 51,369
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	30,670				30,670
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	18,488				18,488
Total Liabilities		<u>100,527</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,527</u>
Fund Balance						
Nonspendable	2710	94,988				94,988
Restricted	2720					-
Committed	2730					-
Assigned	2740	118,840				118,840
Unassigned	2750	669,213				669,213
Total Fund Balance		<u>883,041</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>883,041</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 983,568</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 983,568</u>

South Tech Prep Academy with MSID Number (3441)
Palm Beach County, Florida
Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)
For the Month Ended December 31, 2020 and For the Year Ending June 30, 2021

	FTE Projected	535	98% Percent of Projected							
	FTE Actual	526								
			General Fund				Special Revenue			
	Account Number	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget	
Revenues										
FEDERAL SOURCES										
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%	
Federal through state and local	3200					-	130,094	268,844	48%	
STATE SOURCES										
FEFP	3310	273,040	1,646,232	3,225,366	51%					
Capital outlay	3397			-						
Class size reduction	3355	41,132	246,792	498,505	50%					
School recognition	3361									
Other state revenue	33XX	-	7,040	37,770	19%					
LOCAL SOURCES										
Interest	3430	68	350	1,100	32%					
Local capital improvement tax	3413									
Other local revenue	34XX	3,588	34,933	334,429	10%					
Total Revenues		317,828	1,935,347	4,097,170	47%	-	130,094	268,844	48%	
Expenditures										
Current Expenditures										
Instruction	5000	123,652	647,001	1,795,488	36%	16,060	152,183	188,191	81%	
Instructional support services	6000	33,468	160,800	263,908	61%	4,162	44,533	80,653	55%	
Board	7100	2,661	28,045	33,082	85%					
General administration	7200	12,232	68,723	145,163	47%					
School administration	7300	32,579	188,240	422,951	45%					
Facilities and acquisition	7400					-	-	-		
Fiscal services	7500	8,078	45,130	92,483	49%					
Food services	7600									
Central services	7700	4,845	31,152	61,357	51%					
Pupil transportation services	7800	20,000	74,194	315,000	24%					
Operation of plant	7900	56,975	393,862	1,000,172	39%	1,428	14,360	-		
Maintenance of plant	8100	2,890	23,343	55,523	42%					
Administrative technology services	8200	5,129	32,658	65,316	50%					
Community services	9100	542	33,706	100,000	34%					
Debt service	9200									
Total Expenditures		303,051	1,726,854	4,350,443	40%	21,650	211,076	268,844	79%	
Excess (Deficiency) of Revenues Over Expenditures		14,777	208,493	(253,273)	-82%	(21,650)	(80,982)	-		
Other Financing Sources (Uses)										
Transfers in	3600	23,675	142,405	361,000		21,650	80,982			
Transfers out	9700	(21,650)	(80,982)			-	-			
Total Other Financing Sources (Uses)		2,025	61,423	361,000	17%	21,650	80,982	-		
Net Change in Fund Balances		16,802	269,916	107,727		-	-	-		
Fund balances, beginning		866,239	614,559	724,704	85%					
Adjustments to beginning fund balance		-	(1,434)							
Fund Balances, Beginning as Restated		866,239	613,125	724,704	85%	-	-	-		
Fund Balances, Ending		\$ 883,041	\$ 883,041	832,431	106%	\$ -	\$ -	-	%	

Debt Service				Capital Outlay				Total Governmental Funds			
Month/ Quarter			% of YTD	Month/ Quarter			% of YTD	Month/ Quarter			% of YTD
Actual	YTD Actual	Annual Budget	Actual to Annual Budget	Actual	YTD Actual	Annual Budget	Actual to Annual Budget	Actual	YTD Actual	Annual Budget	Actual to Annual Budget
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								-	130,094	268,844	48%
								273,040	1,646,232	3,225,366	51%
				23,675	142,405	264,784	54%	23,675	142,405	264,784	54%
								41,132	246,792	498,505	50%
								-	-	-	
								-	7,040	37,770	19%
								68	350	1,100	32%
							%	-	-	-	
								3,588	34,933	334,429	10%
-	-	-		23,675	142,405	264,784	54%	341,503	2,207,846	4,630,798	48%
								139,712	799,184	1,983,679	40%
								37,630	205,333	344,561	60%
								2,661	28,045	33,082	85%
								12,232	68,723	145,163	47%
								32,579	188,240	422,951	45%
								-	-	-	
								8,078	45,130	92,483	49%
								-	-	-	
								4,845	31,152	61,357	51%
								20,000	74,194	315,000	24%
								58,403	408,222	1,000,172	41%
								2,890	23,343	55,523	42%
								5,129	32,658	65,316	50%
								542	33,706	100,000	34%
								-	-	-	
-	-	-		-	-	-		324,701	1,937,930	4,619,288	42%
-	-	-		23,675	142,405	264,784	54%	16,802	269,916	11,511	2345%
				(23,675)	(142,405)	(361,000)		45,325	223,387	361,000	
								(45,325)	(223,387)	(361,000)	
-	-	-		(23,675)	(142,405)	(361,000)		-	-	-	
-	-	-		-	-			16,802	269,916	11,511	
								866,239	614,559	724,704	85%
								-	(1,434)	-	
-	-	-		-	-	-		866,239	613,125	724,704	85%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	\$ 883,041	\$ 883,041	\$ 736,215	120%

Motion:

I recommend that the Board approve the proposed salary increases.

Summary Information:

- **Raise all classroom teachers to a minimum salary of \$47,500.**
- **Provide a raise in the amount of \$1,350 to all teachers, administrators and support staff who were employed prior to July 1, 2020 and are currently employed as of February 28, 2021**
- **Average of 2.6% raise for teachers.**

The State has allocated \$87,175 for Teacher Salary Increase Allocations to provide a minimum teacher base salary of \$47,500. The remaining funds after increasing teachers to the minimum base salary are allocated to provide raises for classroom teachers whose increase to \$47,500 did not result in a 2% raise. These funds are to be allocated to classroom teachers that have been employed for at least one year.

SouthTech Preparatory Academy's TSIA plan includes thirteen teachers increased to the \$47,500 minimum base salary and eleven teachers will receive a longevity increase of \$1,252 totaling the allocation.

The TSIA plan does not include any increases for non-classroom employees and a lower longevity increase due to funding.. A longevity increase of \$1,350 for all employees who have been employed by SouthTech Preparatory Academy for one year would follow past salary increase practices for SouthTech Schools..

Due to COVID and other personnel changes, payroll expenses are lower than projected on the SY21 Budget.

Presented By:

Carla Lovett, Executive Director

Financial Impact:

The proposed payroll increases result in savings of \$3,732 of the original SY21 budget. The \$87,175 TSIA funding is not in the original SY21 budget. Net increase of \$90,906 to the original SY21 Budget.

