

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
STA/STPA Governing Board Regular Meeting Minutes
April 8, 2021**

1. Opening of Meeting

- a. Call to Order – 6:13pm**
- b. Pledge of Allegiance**
- c. Roll Call**

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

Virtual: Ayesha Edmond

Absent: None

Quorum Confirmed.

- d. Open Meeting Act Statement**

2. Approval of the Minutes for the STA/STPA/STSC Governing Board Regular Meeting March 11, 2021.

Motion: James Notter

Second: Suzanne Nicolini

All in favor. **Motion passes.**

3. Reports

- a. Treasurer's/Financial Report – Dan Heller**

The Finance Committee met earlier this evening and recommends for Board approval Items C-1 through C-4 and PC-1 through PC-2.

- b. Executive Director – Carla Lovett**

- Website
- Strategic Plan
- FCPCS Charter School Fact Sheet 2021
- Ed Morse Automotive Group Opportunities
- ESSER II Funding (part of the CARES Act)
- June Board Meeting Date
 - **Motion:** Christina Grenga
 - **Move the Board meeting from Tuesday, June 15, 2021 to Thursday June 10 2021.**
 - **Second:** James Notter
 - All in favor. **Motion passes.**

- c. SouthTech Academy Principal – Eileen Turenne**

- Academic & CTE Update
- School Activities & Testing Update
- Recruitment & Enrollment
- Upcoming Events

- d. SouthTech Preparatory Academy Principal – Nicole Handy**

- Recruitment & Enrollment
- Academic & CTE Update
- School Activities & Testing Update
- Upcoming Events

e. Committees/Special Reports

o Policies & By-Laws Committee – Russell Feldman

1. Charter School Support Unit has created a policy template which is currently going through their legal department
2. The template will be released in early May
3. Will use as a starting point
 - a. Remove anything not needed

4. Public Comments on Agenda Items – None.

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 March 1, 2021 through March 31, 2021.

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 Accounting Clerk.

Financial Items

C-1 I recommend that the Board approve and ratify the monthly financial statements for the month ending February 28, 2021 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 February 28, 2021.

C-3 I recommend that the Board approve the engagement letter for auditing services between SouthTech Charter Academy, Inc. and Keefe, McCullough & Co., LLP.

C-4 I recommend that the Board approve the engagement letter for auditing services between SouthTech Schools Holdings, LLC and Keefe, McCullough & Co., LLP.

Emergency Items

None.

• Poll Board for Items to be Pulled for Comment or Questions

o Item A-1 pulled by James Notter

• Approval of SouthTech Academy Consent Agenda Except for Items Pulled

Motion: Dan Heller

Second: Diane Heinz

All in favor. **Motion passed.**

• Approval of Each Pulled Item

o Item A-1

1. Motion: Russell Feldman

2. Second: Roger Dunson

3. Discussion: Mr. Notter asked for a running total of the funds raised by the Kimmel Family Foundation be added to the Donations sheet going

forward. Mr. Kesten suggested that he speak with Mr. Heller after the meeting to get this added into future agendas.

4. **Vote:** All in favor. **Motion passed.**

6. SouthTech Preparatory Academy Consent Agenda

a. 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 Personnel Actions for the previous month.

PB-2 I recommend that the Board approve the Job Description for Accounting Clerk.

Financial Items

PC-1 I recommend that the Board approve and ratify the monthly financial statements for the month ending February 28, 2021 as required by the Sponsor.

PC-2 I recommend that the Board approve the engagement letter for auditing services between SouthTech Preparatory Academy, Inc. and Keefe, McCullough & Co., LLP.

Emergency Items

None.

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

o **Item PB-2 was pulled by Suzanne Nicolini.**

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

Motion: James Notter

Second: Christina Grenga

All in favor. **Motion passed.**

d. Approval of Each Pulled Item

o **Item PB-2**

1. **Motion:** Suzanne Nicolini

2. **Second:** Diane Heinz

3. **Discussion:** Ms. Nicolini wanted additional information about this position, including if it is a new position or a vacant position as she thought Tonya Thompson was the accounting clerk. Ms. Lovett explained that it is a newly created position to assist Ginger DeKalb in data entry and reconciliations amongst other tasks after Kathryn McNerney's retirement. Ms. Lovett said that she has noticed that Ms. Thompson has different job titles on different documents, but that when the Organizational Chart is revised that will be corrected.

4. **Vote:** All in favor. **Motion passed.**


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

8. Board Comments

- Diane Heinz stated that she wanted to see the Board hold a Programs Workshop.
- Dan Heller stated that he feels that there needs to be a Budget Workshop as well.

- Ayesha Edmond asked about SmartBoard requirements and availability in both schools. Ms. Lovett explained that they are not required and that neither school had a 1:1 ratio of SmartBoard to classrooms. Ms. Edmond then inquired if the ESSER II monies could be used to purchase filtered water bottle filling stations. Ms. Lovett said that she would look into that.
- James Notter congratulated Ms. Lovett on a successful first 90-days as the Executive Director of SouthTech Schools. He also congratulated Mr. Kesten for his work as board Chair and thanked him for his donation of Five Guys dinner for all Board members and staff present at the meeting. Other Board members also thanked Mr. Kesten.

9. Motion to Adjourn – 7:15pm

Minutes Prepared by: Lisa DeVine Approved by:  Dated 5/13/2021
Lisa DeVine Robert Kesten