

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
STA/STPA Governing Board Regular Meeting Minutes
November 15, 2022

1. Opening of Meeting

a. Call to Order at 6:10 P.M.

b. Pledge of Allegiance

c. Roll Call

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

Absent: Ayesha Edmond, Christina Grenga, and Tony Robinson

Quorum confirmed.

d. Open Meeting Act Statement

2. Approval of the Minutes

a. STA/STPA Governing Board Regular Meeting Minutes October 12, 2022

Motion: Robert Kesten

Second: James Notter

All in favor. **Motion carries.**

3. Reports

a. Treasurer's/Financial Report – Dan Heller

The Finance Committee met earlier this evening and reviewed Administrative agenda items A-1 and PA-1 (staff incentives), Personnel items P-1 and PP-1 (holiday gift cards), and P-2 and PP-2 (health insurance). While these items are not financial agenda items per se, they do have a financial impact and therefore were discussed at the committee meeting. The Finance Committee reviewed and recommend for Board approval Financial items F-1 through F-4 and PF-1 through PF-4. These items include the monthly financial statements, an increase in the hourly rate paid to bus drivers, IRS Form 990, and for STP the purchase of a surveillance system using grant monies.

b. Executive Director – Carla Lovett

- Tax Referendum Update
 - Passed on November 8, 2022
 - Hearing on Retro funds scheduled for January 2023
- Ed Morse Donation - \$50,000
- Rising Costs
 - STS continues to monitor expenses
- Holiday Feast – Thursday, December 8th at 1:30 P.M. in the Cafeteria
 - December Board Meeting
 - **Motion** to cancel the December Board unless there is an emergency item introduced by Robert Kesten.
 - Second:** Diane Heinz
 - All in favor. **Motion carries.**

c. SouthTech Academy Principal – Eileen Turenne

- Recruitment Open House 10.27.22
 - Attended by 37 families
- Enrollment Update
 - Enrolled = 1161
 - Budgeted = 1150
- Cosmetology Academy raised over \$500 in a fundraiser to benefit “The Incredible

Hope Foundation”

- o Hair and nail services for staff and students were offered during lunches

d. SouthTech Preparatory Academy Principal – Nicole Handy

- Events this month
 - Recruitment Open House – 11.7.22
 - 28 families attended
 - 4 new applications
 - Faculty Meeting – Team building exercises
- Enrollment (as of 9.12.22)
 - 6th grade = 173
 - 7th grade = 185
 - 8th grade = 180
 - Total = 538

e. Special Report

- **Transportation Update – Carla Lovett**
 - First bus FTE counts
 - Ridership exceeded expectations (104%)
 - Financials for the first 2 months
 - Roughly 17% of the budgeted amount for transportation has been expended
 - At this point in the school year, it would be expected that 25% of the budgeted amount would have been spent
- **Personnel/Staff Incentive Committee**
 - Staff Incentives
 - The committee was presented with three different options
 - They chose the option that most closely mimics what was allocated last year and what the teachers received from the tax referendum funds
 - Executive Director Evaluation Tool & Process
 - The process that was agreed upon:
 1. Self-Assessment by Executive Director (ED)
 2. Committee members meet individually with ED
 3. Group discussion with the ED
 4. Recommendation to the Board for their approval
 - Mr. Feldman stated that he would like to have each member of the Board have a brief one-on-one meeting with ED before the Board meeting
 - Evaluation Form
 - Provided the committee with an adaptation of the SDPBC evaluation form
 - It is a good start, but the committee would like to see the following items:
 - Original SDPBC evaluation form
 - FCPCS evaluation form
 - List of metrics
 - Formal guidelines
 - Job description for the ED
 - 5-Year Strategic Plan
 - Next Meeting – January 2023

2. Public Comments on Agenda Items – None.

3. SouthTech Academy Consent Agenda

a. Introduction of Consent Agenda for SOUTHTECH ACADEMY:

Administrative Items

- A-1** I recommend that the Board approve the SouthTech Charter Academy Proposed Staff Incentive Bonuses for Year Ending June 30, 2023.

Personnel Items

- P-1** I recommend that the Board approve the purchase of holiday gift cards for SouthTech Charter Academy employees.
- P-2** I recommend that the Board authorize the Executive Director to approve the contract with United Healthcare for Health Insurance and sign all related documents.

Financial Items

- F-1** I recommend that the Board approve and ratify the monthly financial statements for the month ending September 30, 2022 as required by the Sponsor.
- F-2** I recommend that the Board approve and ratify the SouthTech Schools Holdings, LLC Balance Sheet and Profit & Loss Report for month ending September 30, 2022.
- F-3** I recommend that the Board approve the proposed hourly rate increase for all current STS bus drivers to \$20.50 per hour and \$20.25 per hour for all new hires.
- F-4** I recommend that the Board approve and ratify the Internal Revenue Service Form 990 for SouthTech Academy and that Dan Heller, Board Treasurer sign the Internal Revenue Service Form 8879 for SouthTech Academy.

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

- **Item P-2** – pulled by Diane Heinz
- **Item F-1** – pulled by James Notter

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

Motion: Robert Kesten

Second: Suzanne Nicolini

All in favor. **Motion carries.**

d. Approval of Each Pulled Item

• Item P-2

Motion: Robert Kesten

Second: Russell Feldman

Discussion: Ms. Heinz expressed her concern with the selection of United Healthcare as she had a bad experience in the past and noted that she would be voting against the approval of this item.

Vote: Diane Heinz opposed, and all others voted in favor (6 to 1). **Motion carries.**

• Item F-1

Motion: Robert Kesten

Second: Suzanne Nicolini

Discussion: Mr. Notter said that he had two requests that are related to financials. The first is that he would like to have a status report of the capital funds available for each of the academy programs. Mr. Feldman asked if that could be incorporated into a later academy presentation. Mr. Notter said that would be fine. The second request that he had is that he would like to know what is the reserve percentage currently and what the finance committee thinks it should be. Mr. Feldman stated that he will include this as an agenda item for the January Governing Board meeting.

Vote: All in favor. **Motion carries.**

4. SouthTech Preparatory Academy Consent Agenda

a. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY:

Administrative Items

PA-1 I recommend that the Board approve the SouthTech Preparatory Academy Proposed Staff Incentive Bonuses for Year Ending June 30, 2023.

Personnel Items

PP-1 I recommend that the Board approve the purchase of holiday gift cards for SouthTech Preparatory Academy employees.

PP-2 I recommend that the Board authorize the Executive Director to approve the contract with United Healthcare for Health Insurance and sign all related documents.

Financial Items

PF-1 I recommend that the Board approve and ratify the monthly financial statements for the month ending September 30, 2022 as required by the Sponsor.

PF-2 I recommend that the Board approve the proposed hourly rate increase for all current STS bus drivers to \$20.50 per hour and \$20.25 per hour for all new hires.

PF-3 I recommend that the Board approve and ratify the Internal Revenue Service Form 990 for SouthTech Academy and that Dan Heller, Board Treasurer sign the Internal Revenue Service Form 8879 for SouthTech Academy.

PF-4 I recommend that the Board approve the purchase of a surveillance system from Powernet for the SouthTech Preparatory Academy campus.

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

- **Item PP-2** – pulled by Diane Heinz
- **Item PF-4** – pulled by Suzanne Nicolini

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

Motion: Robert Kesten

Second: James Notter

All in favor. **Motion carries.**

d. Approval of Each Pulled Item

• **Item PP-2**

Motion: Robert Kesten

Second: Roger Dunson

Discussion: Pulled for the same reason as P-2... Ms. Heinz expressed her concern with the selection of United Healthcare as she had a bad experience in the past and noted that she would be voting against the approval of this item.

Vote: Diane Heinz opposed, and all others voted in favor (6 to 1). **Motion carries.**

• **Item PF-4**

Motion: Robert Kesten

Second: James Notter

Discussion: Ms. Nicolini requested more information regarding the surveillance system. Ms. Lovett explained that the surveillance system upgrades are needed to cover some blind spots caused by a lack of cameras or to improve the quality of some of the older cameras. The money being used for the purchase is coming from grants. The cameras will be monitored internally.

Vote: All in favor. **Motion carries.**

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

6. Board Comments – None.

7. Motion to Adjourn by Robert Kesten at 7:08 P.M.

Minutes Prepared by: Lisa DeVine
Lisa DeVine

Approved by: Russell Feldman Dated 1/19/2022
Russell Feldman