

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
Governing Board Regular Meeting/Finance Committee
Meeting Minutes
November 9, 2023

1. Opening of Meeting

- a. **Call to Order at 6:00 pm**
- b. **Pledge of Allegiance**
- c. **Roll Call**
 - **Present:** Roger Dunson, Ayesha Edmond, Russell Feldman, Diane Heinz, Dan Heller, Suzanne Nicolini, and Tony Robinson
 - **Absent:** James Notter

Quorum confirmed.
- d. **Open Meeting Act Statement**

2. Approval of the Minutes

- a. **STA/STPA Governing Board Annual Meeting Minutes September 14, 2023**
 - **Motion:** Diane Heinz
 - **Second:** Tony Robinson
 - All in favor. **Motion carries.**
- b. **STA/STPA Governing Board Regular Meeting Minutes September 14, 2023**
 - **Motion:** Suzanne Nicolini
 - **Second:** Ayesha Edmond
 - All in favor. **Motion carries.**

3. Finance Committee Presentation – Ginger DeKalb

- Reviewed the August and September 2023 financials for both schools
- Recommend that the Board approve all financial items on tonight's agenda (F-1 through F-5)

4. Reports

- a. **Executive Director – Carla Lovett**
 - Comments on Agenda Items:
 - Bylaws and Policies Revisions
 - Salary Increase, Salary Schedule, Bonus
 - Tax Referendum Retro Funds
 - Save the Date: SouthTech Holiday Feast
 - December 7 at 1:00 pm (no board meeting)
 - Next Board Meeting - Thursday, January 18
- b. **SouthTech Academy Principal – Eileen Turenne**
 - Enrollment Update
 - Events
 - Skills USA
- c. **SouthTech Preparatory Academy Principal – Nicole Handy**
 - Enrollment Update
 - Events
 - College Tour – still need sponsors
- d. **Special Reports**
 - **Policies Committee – Russell Feldman**
 - Policy committee members Russell Feldman and Suzanne Nicolini met with STS staff members to review the proposed revisions to the bylaws,

governing board policies manual. and fiscal policy & procedures manual on 10.5.23

- After staff /committee review, the documents were submitted to attorney John Hearn for legal review
- The policies committee recommend the approval of the revised documents – Items 4 – A-6
- Additionally, Mr. Feldman disclosed that he and Tony Robinson met with Carla Lovett, Jennifer Melillo, and Lisa DeVine to discuss the proposed 5-year extension of Ms. Lovett's contract on 11.3.23
- In both instances no decisions were made
- **Personnel Committee – Tony Robinson**
 - The Personnel Committee met on 10.23.23 to review and finalize Mrs. Lovett's evaluation and contract extension.
 - Recommend Board approval of both of these personnel items – Item P-1 and P-2

5. Public Comments on Agenda Items – None.

6. Consent Agenda (Note: All board action is representative of action for both schools unless otherwise noted)

a. Introduction of Consent Agenda:

Administrative Items

A-1 I recommend that the Board approve the donations for the period from September 1, 2023, through September 30, 2023. – SouthTech Academy only

A-2 I recommend that the Board ratify the response to the School District of Palm Beach County regarding the Payment of the Proportionate Share of 2018 Referendum Revenues for Fiscal Years 2020 and 2021.

A-3 I recommend that the Board approve updates to the SY24 Safety Plan for each school.

A-4 I recommend that the Board approve the revised By-Laws for each school.

A-5 I recommend that the Board approve the revised SouthTech Schools Governing Board Policies Manual.

A-6 I recommend that the Board approve the Revised SouthTech Schools Fiscal Policies & Procedures Manual.

Personnel Items

P-1 I recommend that the Board approve the Executive Director's Formal Evaluation for SY2022-2023.

P-2 I recommend that the Board approve a five-year extension of the Superintendent/Executive Director Employment Agreement with Carla Lovett.

P-3 I recommend that the Board approve the purchase of holiday gift cards for employees.

Financial Items

F-1 I recommend that the Board approve and ratify the monthly financial statements for the month ending August 31, 2023, as required by the Sponsor.

F-2 I recommend that the Board approve and ratify the monthly financial statements for the month ending September 30, 2023, as required by the Sponsor.

F-3 I recommend that the Board approve the SouthTech Schools combined financial statements for the fiscal year ending June 30, 2023.

F-4 I recommend that the Board approve the SouthTech Schools' proposed salary increase and the new hire instructional salary schedule.

F-5 I recommend that the Board approve the SouthTech Schools' proposed one-time retention bonus.

b. Poll Board for Items to be Pulled for Comment or Questions – None.

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

- **Motion:** Suzanne Nicolini
- **Second:** Diane Heinz
- All in favor. **Motion carries.**

d. Approval of Each Pulled Item – N/A

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

8. Board Comments

- Introduction of potential new Board member Erika Rotbart

9. Motion to Adjourn at 7:04

Minutes Prepared by: Lisa DeVine Approved by: Russell Feldman Dated 1/18/2024
Lisa DeVine Russell Feldman