

STA/STPA/SAC  
GOVERNING BOARD  
STSC FOUNDING BOARD  
MEMBER PACKET  
REGULAR MEETING  
APRIL 12, 2018

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

Jim Kidd, Superintendent  
John-Anthony Boggess – Deputy Superintendent/Acting  
Principal  
Nicole Handy, STPA Middle School Principal

**SOUTHTECH CHARTER ACADEMY, INC.**  
**SOUTHTECH PREPARATORY ACADEMY, INC.**  
**SOUTHTECH SUCCESS CENTER, INC.**  
**STA/STPA Governing Board/SAC/STSC Founding Board Meeting Agenda**  
**April 12, 2018**

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**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call: Board Secretary – Confirm Quorum Present**

Donna Baize	Aram Bloom	Roger Dunson
Nancy Ernst	Russell Feldman	Dan Heller
Diane Heinz	Carl McKoy	James Notter
Suzanne Nicolini		

**4. Open Meeting Act Statement**

Chairperson asks if public notice has been made.

**5. Public Presentation:** Christopher White, Commercial Arts Academy Instructor and Andrea Cajás – 1<sup>st</sup> Place and Alex Burns – 2<sup>nd</sup> Place winners in the PBCSD Technology Cover Design Contest. This is SouthTech’s third year in a row winning this contest.

Tim Brown, Auto Technology instructor and Information Technology student Charles Charlestin are being recognized for receiving the Career Technical Education (CTE) Teacher of the Year and CTE Student of the Year awards, respectively.

**6. Approval of the Minutes for the STA/STPA Governing Board/SAC-STSC Founding Board Meeting March 8, 2018.**

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

**7. Treasurer’s/Financial Report for STA/STPA: Current monthly Bank Reconciliation and Disbursement Report**

**8. Reports**

- a. Superintendent
- b. Deputy Superintendent/Principal – STA/STPA/Adult Ed
- c. Principal – South Tech Academy
- d. Principal – South Tech Preparatory Academy
- e. Committees – Facility Committee met on March 27, 2018.

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

**10. Introduction of Consent Agenda for SOUTHTECH ACADEMY – Superintendent Jim Kidd:**

**Old Business**

Item: I recommend that the Board authorize the Superintendent and/or the Board Chair to act on its behalf to execute any documents necessary to expedite progress towards bringing the Odyssey Repurposing project into the design stage.

**Administrative Items**

- A-1 I recommend that the Board approve the donations for the period from March 8, 2018 to April 12, 2018.
- A-2 I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Personnel Items**

- B-1 I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Financial Items**

- C-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.
- C-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending February 28, 2018 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 as required by the Sponsor.
- C-4 I recommend that the board approve the Food Services Agreement for FY19 with the Sponsor and authorize the Superintendent to sign all related documents.

**Emergency Items**

None.

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

**12. Approval of Consent Agenda Except for Items Pulled**

Introduced by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 All in favor \_\_\_\_\_ Opposed \_\_\_\_\_

**13. Approval of Each Pulled Item (Item-by-Item) – *Introduction by Superintendent***

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

**15. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY – *Superintendent Jim Kidd***

**Old Business**

None.

**Administrative Items**

- PA-1 I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Personnel Items**

- PB-1 I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Financial Items**

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.
- PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending February 28, 2018 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 as required by the Sponsor.
- PC-4** I recommend that the board approve the Food Services Agreement for FY19 with the Sponsor and authorize the Superintendent to sign all related documents.
- PC-5** I recommend that the Board approve the SouthTech Preparatory Academy Amended Budget for SY18.

**Emergency Items**

None.

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

**17. Approval of Consent Agenda Except for Items Pulled**

Introduced by \_\_\_\_\_ Seconded by \_\_\_\_\_  
All in favor \_\_\_\_\_ Opposed \_\_\_\_\_

**18. Approval of Each Pulled Item (Item-by Item) – Introduction by Superintendent**

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

**20. Introduction of Consent Agenda for SOUTHTECH SUCCESS CENTER FOUNDING BOARD – Superintendent Jim Kidd:**

**21. Poll Board for Items to be Pulled for Comment or Questions**

**22. Approval of Consent Agenda Except for Items Pulled**

Introduced by \_\_\_\_\_ Seconded by \_\_\_\_\_  
All in favor \_\_\_\_\_ Opposed \_\_\_\_\_

**23. Approval of Each Pulled Item (Item-by Item) – Introduction by Superintendent**

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

**South Tech Academy:**

**School Improvement Steering Committee (SISC) Report – Russ Feldman, Chairperson; Donna Baize, Suzanne Nicolini, Alternate Chairpersons**

**Introduction of the SouthTech Academy SAC Consent Agenda – Russ Feldman, Chairperson – NO AGENDA.**

**26. Poll SAC for Items to be Pulled from the SAC Consent Agenda for Comment or Questions: N/A**

**27. Approval of SAC Consent Agenda Except for Items Pulled: N/A**

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

**28. Approval of Each Pulled Item (Item-by Item) – Introduction by Russell Feldman, Chairperson N/A**

**29. South Tech Preparatory Academy:**

**School Improvement Steering Committee (SISC) Report –Diane Heinz, Chairperson**

**Introduction of the SouthTech Preparatory Academy SAC Consent Agenda – Diane Heinz, Chairperson – NO AGENDA.**

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

**31. Approval of SAC Consent Agenda Except for Items Pulled: N/A**

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

**32. Approval of Each Pulled Item (Item-by Item) – Introduction by School Improvement Steering Committee Chairperson, Diane Heinz. N/A**

**33. Board Comments**

**34. Motion to Adjourn**

Introduced by: \_\_\_\_\_

All in favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

Time \_\_\_\_\_

**SOUTHTECH CHARTER ACADEMY, INC.**  
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**SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD**  
**March 8, 2018 Minutes of the Governing Board/SAC/Founding Board Meeting**

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1. *Call to order* by Mr. Bloom at 7:08pm

2. *Pledge of Allegiance*

3. *Roll Call* by Barbara Fraga:

Present: Nancy Ernst, Diane Heinz, Dan Heller, Roger Dunson, Carl Suzanne Nicolini, James Notter, Carl McKoy, Aram Bloom, Russell Feldman

Absent: Donna Baize

**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 Emergency Governing Board - STSC Founding Board Meeting on February 8, 2018.*

**Motion by: Mr. Bloom                      Second by: Mrs. Ernst**

**All in favor.      Motion carries.**

7. *Treasurer's/Financial Report:* Mr. Heller reported that the STA/STPA/STSC Finance Committee met prior to the Board meeting and they recommend approval for STA Items C-1 through C-4, STPA Items PC-1 through PC-3, and STSC Item SCC-1.

8A. *Superintendent's Report:*

**Odyssey Lease:** Mr. Kidd announced that Palm Beach County has a new Superintendent of Schools, Dr. Donald Fennoy, so perhaps we could get back on track with Odyssey. Mr. Kidd said that he, Mr. Notter and Mr. Boggess have all participated in negotiation meetings with the Dr. Fennoy. Mr. Notter said he would presume that Dr. Fennoy would no longer be sitting in on those meetings and would probably assign someone else. Mr. Kidd said that they met with the District negotiating team on Friday of last week, but Dr. Fennoy was out of town. This was the third meeting and their team came unprepared for the meeting. Mr. Kidd is not sure how much was accomplished, but there was a clear message from both Mike Burke, CFO, and Wanda Paul, Director of Facilities, that we had to get this done. There was quibbling over the budget and they had it at about \$10 million. They came in with rough drawings, locating different things on the campus, except for the new construction. The way they had it laid out, there was inadequate space for at least two programs. They were going to take the gymnasium and carve it up into classrooms for the career academy programs. Mr. Kidd explained to them that it would never work because of the safety issue that you cannot have your shops in one building and your classrooms in another. The gymnasium has been a major issue to the kids, because they love a basketball. It is ludicrous to spend \$800,000 to destroy a perfectly good gym and convert it into classroom space. The changes that it will require will probably add \$2 million to the project. Mr. Kidd said that his recommendation to the Board would be that, if we cannot get what we need there, we stay here. He would rather be in an old facility that is serviceable, than to move into something that is not appropriate for the programs. Mr. Kidd continued to tell the Board about the changes that he had made to the drawings to fit our programs that were changed by the District negotiating team, with regard to Medical, IT and Cosmetology. Going back to Mr. Kidd's original plan would require IT and Cosmetology labs be built, in addition to the five shop programs. He said he would continue to negotiate with them, but if some point, the District comes back with an ironclad proposal, Mr. Kidd would like to meet with the Facilities Committee once he gets the budgetary parts of it.

Mr. Feldman commented that perhaps we could send a letter to the new Superintendent, congratulating him and telling him that we look forward to continuing our negotiations for a successful move to Odyssey. Mr. Kidd said that it would be better coming from the Board than from him. Mr. Notter said the point was well taken and it is a good idea. Mr. Feldman said that he would draft it and send it to Mr. Kidd and Mr. Notter.

Mrs. Nicolini commented that because of the recent tragedy at Parkland and from what she read in the news, there several middle schools in Palm Beach County that have doors that are not lockable. She wants to be sure that Odyssey is not one of them. Mr. Kidd responded that we have a year-and-a-half to look into that, and they will be doing construction throughout that time, probably changing locks and converting others. Mr. Kidd asked Mr. Boggess that, before they get a Certificate of Occupancy, to be mindful of that to check on it. Mr. Kidd said point well taken.

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**Mr. Notter asked for a motion to send a congratulatory letter to the new Superintendent, copying all appropriate people.**

**Motion: Mr. Feldman Second: Mr. Dunson**

**All in favor.**

Mr. Boggess asked if staff would be drafting the letter and Mr. Notter said no, that Mr. Feldman would write the first draft, and then send it to Mr. Kidd and to Mr. Notter for review. Mr. Notter will sign the final letter.

Mr. Notter asked Mr. Kidd to give a timeline for us to get into Odyssey. Mr. Kidd said that the very earliest that we could be in Odyssey would be August 2019, and he fully doubts we will be in it by then if the District does not get the lead out. It would be an embarrassment to them if it sits vacant too long. The legislature changed the law last year as a part of HB7069 and they are counting seats in school districts now. If seats exceed the number of students by a certain percentage, they will not approve any new construction. They may not let them do the work at Odyssey because of that ruling. Mr. Kidd volunteered to contact people in Tallahassee to see if they would intercede on that with DOE internally, as would Attorney Arnold. Permitting used to require at least a year, so Mr. Kidd said that he really does not know. Mr. Notter said that the soft number is 2019.

Mr. Kidd said that the charter renewal for SouthTech is still held up, although it has been approved by the School Board, because of the lease. The charter renewal for Prep has not been started yet, although it has been approved by staff, but there has not been Board action. They would like to see STA lease done first, because they say that it would be a simple piggyback off of it. The SouthTech Success Center is now slated to go before the Board on April 4. We are in the final stages of receiving the CSP startup grant in the amount of \$525,000 (on the STSC agenda). Mr. Kidd said that there is no way that we can put a budget together for implementation or open that school this year. Mr. Kidd spoke to Mr. Notter about it and we have the budget built around planning, but it has to be put off another year. Who suffers? The kids will, but it is totally impractical. We will not have Board approval until April 4 and we cannot advertise or hire staff. The \$25,000 planning grant is a relative simple budget, but the two-year implementation grant is a very complex budget. Mr. Kidd said he would recommend that the Board take the \$25,000 and postpone it until 2019. He said that the Board report reflects all three pieces. Mr. Kidd said that he and Mr. Boggess had a meeting A&S Transportation this week because of a situation with one of the Prep students, where the parent and fiancée have been going to the bus stop and confronting the bus drivers, as well as questioning other students, and having confrontation with parents. Mr. Kidd directed A&S to tell their drivers, that anytime they stop the bus at a pickup point, and anybody that approaches the bus that did not belong on the bus, they were to immediately secure the door on the bus and dial 911. A&S told Mr. Kidd that they appreciated that level of support and Mr. Kidd said that since the Parkland incident, he had no choice. Mr. Kidd said that if the Board members received negative feedback on it from the community, he would appreciate their support on it. He feels totally justified.

We have resumes on a couple of potential new Board members, and he believes they are both quality people. We will go through the regular process with them. One of them is the mother of a Prep student that you met at the last Board meetings.

Mr. Kidd said he already mentioned the Facility Committee and hopefully, we will see enough movement on SouthTech Academy/Odyssey that will give the committee something to do soon.

- 8B. *Deputy Superintendent Report – STA/STPA/Adult Ed Program:* Mr. Boggess spoke about the safety and security of our system, of our students, faculty and of our staff, and how we are keeping our kids safe, post Parkland. Parkland was a wakeup call to our nation of the kind of world that we do live in. Mr. Boggess has addressed staff and students, as this incident took place in our backyard. We have taken a very pro-active approach in how we are securing our campuses. On all three campuses to this point, we have reviewed Crisis Response Plan with law enforcement, and we have had a Code Red drill on all three campuses with law enforcement present. We have changed some protocol and procedure, specifically here at STA, locking all gates throughout the course of the day. We have one posted entry and exit point at the front gate manned by a security guard. We have not changed the Crisis Response Plan, but we are very cognizant and aware of what that plan says, the active members, the responsibilities for each of those members, and how that works. Mr. Boggess wanted to be sure that this be addressed with the Board to make them aware of the proactive approach we have taken. Mr. Kidd has put out a Superintendent's message to our stakeholders regarding what the Safety and Security plan looks like and has listed his phone number for any inquiries. Mr. Boggess mentioned the student

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walkouts that have taken place post-Parkland by high school and middle school students. He said that they are viewing this as students wanting to have a voice in change, although at times, immature in choices they are making. Mr. Boggess mentioned a couple of cases. He gave kudos to Assistant Principal Eileen Turenne and the SouthTech staff, because they organized a walkout on the campus after hearing about a student-planned walkout from a couple of the students themselves. They were able to meet with the student leaders and a proactive plan was put into place for that Friday. A full, organized walkout on campus, supervised by SouthTech Academy. We put out Parent Links, letting parents know what was happening. The students never left our supervision and the teachers walked with them in a supervisory role. STPA students have planned a sit-in on March 14, which is the National Walkout Day, in response to the Parkland incident. We are trying to provide a student-centric voice for our kids, so that they feel heard and felt. Mr. Boggess said that on our website, we have put up a Stoneman Douglas page about #NeverAgain, with photos. Mr. Boggess concluded his report, wanting the assure the Board that we are doing everything in our utmost power to assure the safety and security of our students.

Mr. Notter asked Board members if they had any questions. Mrs. Nicolini said that she was here for the Code Red drill and she never heard the school so quiet and that everything was dead. It was amazing to see how the kids cooperated with it and she acknowledged Mr. Boggess for a job well done.

Mr. Kidd also wanted to recognize Mrs. Turenne's efforts on the walkout. He said he wanted to publicly commend her for being proactive and reactive and making it the success it was. Mr. Kidd asked for applause for Mrs. Turenne.

Mr. McKoy asked Mr. Kidd what the process was when someone approached the single point of entry to the school. He responded that Mr. Don Steinberg is at that point of entry, and for every person coming in, he notifies the make of the car, and the intent of business. With the side gates locked, they can only come to the front parking lot. Once they park their car, they come into the front office, the only way they can come on campus. Mr. McKoy said if someone were interested in coming on campus to do harm, they are going to find a way to do it. He said it is unfortunate, but that is the reality of the world we live in. He was wondering, would we be out-of-line getting the ID checked at that point from the person who is driving, or could we implement it. Mr. Boggess said that once they come into the office, they present their driver's license and it is run through the Raptor System, and we have a record of who the person is on campus. There is a full procedure in place.

Mr. Notter related his story about being stopped by Mr. Steinberg and directed to drive all the way around to get to where he was going. He said that Mr. Steinberg did an excellent job. He said he meant to give Mr. Boggess and Mr. Kidd a call to tell them how great and secure he felt about it. Mr. Heller questioned about the night school security, and Mr. Boggess told him that night school is a different scenario, as most night students come in their cars. They do not have the school police there every night as they do during the day for the high school and they are short-staffed. Night school did have a Code Red drill last night and they did have law enforcement involved. That was the first Code Red drill that the night school had in a number of years. The classroom teacher does not have an issued key and staff usually opens the door for them. We are now making sure that every door is locked. The night school security they have is the Testing Coordinator from STA during the day. He does an awesome job, but perhaps they need to look further into this. Mr. Feldman asked if any of those safety precautions violate or have any issues with the fire safety codes (locking gates, etc.). Mr. Boggess said they did not, as long as there is an entry and exit point for the campus.

Mr. Notter asked Mr. Boggess if he could talk about the communication piece that concerns him in particular, because there seems to be a generation that is immune to seeing things on YouTube and other social media, that someone would have reported for sure in past years' generations. Mr. Notter added that even though staff had done a phenomenal job in terms of building relationships with the kids and everything comes from the love and concern they have for them, he wanted to know more about the communication piece. Mr. Boggess said that both he and Mrs. Handy addressed the STA/STPA students the day after the tragedy, urging the students to "See Something, Say Something". He urged the students that even if it is not 100% accurate, that if they do not feel good about it, they are to tell an adult or the principal. There is much rumor-mill at this point, but Mr. Boggess would rather do due diligence for ten hours per day than to have something slide through the cracks.



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This was in the Superintendent's message and we continue to urge the students. They talked some about the Ap – STOP and how something could be anonymously reported. Mrs. Ernst asked about locking down at night and if there is someone assigned to go around and check when everyone leaves the facility. Mr. Boggess responded that Eric Messmer, Neil Breault and if the custodian is still at the school, they will lock down the facility. Mr. Kidd said that the cleaning crew lock the parameter and check the interior doors.

Mr. Notter thanked everyone on behalf of the Board members for the detailed report and much positive feedback from the Board, because no one wants to go through such an incident.

8C. *Principal's Report:* Mr. Boggess asked Mrs. Turenne to give the report. Mrs. Turenne thanked Mr. Notter and Mr. Kidd for their kind words. She said that what was described regarding the walkout was really an affirmation of our mission – preparing our students for work, higher education and this was the productive citizenship piece in action. A student concerned about safety came to us looking for guidance, because student voices will be heard and it is our job as educators and for many of us as parents, to give young people the appropriate channels by which to express their voices. This carries through our academic program for the senior year social studies' classes. One of the things that our seniors were prompted to do was to attend a civic meeting at a Greenacres Community meeting this week. When our young people showed up at the meeting, they had the attention of the Mayor. After the meeting, the Mayor ran some things by the students to see what the youth perspective was on what they were doing in the community. We also had students attend the Boynton Beach Community meeting this week. They were able to see a SouthTech student from Information Technology giving a presentation at that meeting. Our presence in the community is being seen in a positive light. Our seniors are impressive ladies and gentlemen, who will be ready to go out into this world and use their voices to make a positive difference. Mrs. Nicolini had the opportunity to interact with one of our students, Nayshanette Rodriguez, who was interviewed for Pathfinders that day. She is also our Student of the Month, along with our Employee of the Month, Mr. Don Steinberg. We had a Recruitment Open House on February 22 and it was widely attended. There was standing room only in the Media Center. We are expecting an even greater turnout for the April recruitment event. Mrs. Turenne asked that we spread the word amongst our contacts. Mrs. Nicolini did a very good job of helping us to populate our February Open House. At today's Department Chair meeting today, we spoke about "Donors' Choose", which has yielded over 30 projects worth of money. The photos that are on the website from the #NeverAgain STA walkout event inspired other ideas for photo galleries on our website. Mr. Kozak will be photographing some of these projects, such as the Donors' Choose quilts. Three quarters of what we have in our STEAM Lab has been funded by them. There is testing going on in the world of academics. We have staggered the tutoring to prepare students for testing. Our big push in the month of March is the three-day crash course for the 100+ juniors and the less than 20 seniors who have not yet met their FSA Reading requirement. Math tutoring is ongoing. Finally, Graduation will be on May 23 at 4:00pm at the South Florida Fairgrounds. We would love to see all of our Board members on stage. This ends the STA Administrator Report.

8D. *Middle School Principal:* Mrs. Handy said that in an effort to promote consistency throughout the SouthTech Schools system, we had a team from the high school do a walk through to observe our Positive Behavior System and they gave us a good report with just a few suggestions. Tomorrow, we will be sending a team from the middle school over to the high school to do the same, providing feedback to the high school. Eventually, we will be applying to become a Gold School/Positive Behavior System school. We would be the first charter school in the county to do this. We are currently being used as an example throughout the District with some of the videos that we have implemented. We have begun testing with our first FSA test on Tuesday, and every one of our students took the Writing test. This was a huge feat to ensure it occurred without a hitch. We have a new Testing Coordinator, Mr. Newman, and he did a very good job. We only have twelve makeups and they have been completed. Mrs. Handy said that their last Open House is on April 12. It is expected to be the largest and they expect to see an early wait list, not only because they are getting a lot of interest, but because of the Odyssey Middle School closure.

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8E. *Committee Reports:* Superintendent's Evaluation Committee – Mr. Bloom reported that the committee completed Mr. Kidd's yearly evaluation and discussed the results with him. It is on the agenda for Board approval.

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

**SouthTech Academy – None.**

**SouthTech Preparatory Academy – None.**

10. *Introduction of Consent Agenda for SouthTech Academy* – Mr. Kidd introduced the Consent Agenda.

**Old Business**

**None.**

**Administrative Items**

**A-1** I recommend that the Board approve the donations for the period from February 8, 2018 to March 8, 2018.

**Personnel Items**

**B-1** I recommend that the Board approve the Personnel actions for the previous month.

**B-2** I recommend the Board approve the Superintendent's Competency Assessment form.

**Financial Items**

**C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending January 31, 2018 as required by the Sponsor.

**C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending January 31, 2018 as required by the Sponsor.

**C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending January 31, 2018 as required by the Sponsor.

**C-4** I recommend that the Board approve the cleaning agreement with I recommend that the Board approve the cleaning agreement with MAC Express Cleaning Services and authorize the President to sign all related documents and authorize the President to sign all related documents.

**Emergency Items**

**None.**

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

**None.**

12. *Approval of SouthTech Academy Consent Agenda with exception of the items pulled:*

**Motion: Ms. Heinz Second: Mrs. Nicolini**

**All in favor. Motion carries.**

13. *Approval of Each Pulled Item (Item-by-Item):* None.

**None.**

14. *Public Comments on non-Agenda Items:* **None.**

15. *Introduction of Consent Agenda for SouthTech Preparatory Academy* – Mr. Kidd introduced the Consent Agenda.

**Old Business**

**None.**

**Administrative Items**

**None.**

**Personnel Items**

I recommend the Board approve the Superintendent's Competency Assessment form.

**Financial Items**

**PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending January 31, 2018 as required by the Sponsor.

**PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending January 31, 2018 as required by the Sponsor.

**PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending January 31, 2018 as required by the Sponsor.

**Emergency Items**

**None.**

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

Mrs. Heinz pointed out that on the Superintendent's Memorandum, under the Farmworker's Camp item, the date for the camp ending is after the Liability Insurance date ending for the year. Mr. Kidd asked Barbara to notify Mrs. Goray to get an updated insurance policy from the insurance company.

17. *Approval of SouthTech Preparatory Academy Consent Agenda:*

**Motion: Mr. Heller Second: Mr. Bloom**

**All in favor. Motion carries.**

18. *Approval of Each Pulled Item (Item-by-Item):* **None.**

19. *Public Comments on non-Agenda Items:* **None.**

20. *Introduction of Consent Agenda for SouthTech Success Center – Mr. Kidd introduced the Consent Agenda:*

**Financial Item:**

**SCC-1:** I recommend that the Board approve acceptance of the CSP Grant when final approval is granted by the Florida Department of Education (D.O.E.), approve the opening of the SouthTech Success Center for an additional year, and authorize the Superintendent to create a Planning Phase Budget for submission to D.O.E. prior to the March 15, 2018 deadline.

21. *Poll Board for Items to be Pulled for Comment or Question:* **Mr. Feldman pulled Item SCC-1.**

22. *Approval of SouthTech Success Center Founding Board Consent Agenda (only one item):*

**None.**

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

**Financial Item:**

**SCC-1:** I recommend that the Board approve acceptance of the CSP Grant when final approval is granted by the Florida Department of Education (D.O.E.), approve the opening of the SouthTech Success Center for an additional year, and authorize the Superintendent to create a Planning Phase Budget for submission to D.O.E. prior to the March 15, 2018 deadline.

**Motion: Mr. Feldman Second: Mrs. Nicolini**

Mr. Feldman asked if the grant is up to \$25,000 and the budget we provided assumes \$15,000. He thinks there are two things that are important to add. We will need more money for student recruitment, because we are looking for a very targeted group of students, who ordinarily do not look at social media in the way that other kids do. The other piece is that the grant can be used for the beginning of instructional staff training and curriculum development. The nature of the kids who will be coming to the Success Center are such that, we are going to need some very specific trainings for our teachers. Having dual certification does not mean anything. It just means that they passed a test. These teachers will need some very specific targeted instructional training to deal with the kids that we are asking them to teach. Mr. Feldman would like something to show that. Mr. Kidd said we cannot do that until we get into the implementation grant. Mr. Feldman said this would allow us to target the kind of instruction we will need. Mr. Kidd said that it is a planning grant and is very specific on for what we can spend money. Mr. Feldman said we need to be thinking of who we are planning for and begin to target the specific things that we are going to ask our teachers to do. Mr. Kidd asked Mr. Feldman to email him his concerns. Mr. Feldman added that, whoever is going to be the overall person, and he knows that Shawna is currently that person, someone in this building, based on the nature of the kids is going to be dealing with these 125 kids, will be in charge of that building from the point of view of monitoring, meetings, etc. They will need some of the same things for a principal, the computer, printer and monitor. So if money is added, Mr. Feldman would like to see something for the person who will be in that position. Mr. Kidd said that the intent is to hire a principal that had extensive ESE background, and they will wear many hats the first year. We may be able to do it out of that grant. Kathy McInerney added that the planning budget is very specific and it only allows the principal's desk and one computer. The Implementation I and II extends to everything that Mr. Feldman is talking about. We already have a plan from Debbie Cooke, who has been doing our Professional Development and she is reading over and has been talking about doing Professional Development specifically for the teachers for the Success Center. We also have Kristine Gobbo, our PR person, who has put together a plan. Shawna Kingsley-Scott said that when we are looking at the Success Center and the students that we are bringing in, we are very specific about who we are targeting. When it comes to the teacher component, she will make sure that we hire

people that know exactly what she and Mr. Feldman know, and are very well-diverse in that population. She agrees that the dual-certification is not enough and that we need teachers that actually know how to move these kids and close those gaps that we are looking at. She wants the Success Center to be a success.

Kathy said that we need to have the planning budget in by the 15<sup>th</sup>. Mr. Kidd said we would begin to start identifying people who would work in that program. He said if Mr. Feldman had any contacts that might be interested, please get their names to Shawna.

**All in favor. Motion carries.**

24. *Public Comments on non-Agenda Items: None.*

25. **Governing Board in the Capacity of School Advisory Council (SAC) for:**

**South Tech Academy:**

***School Improvement Steering Committee (SISC) Report – STA SISC – Mr. Feldman, Chairperson; Mrs. Baize, Alternate Chairperson; Suzanne Nicolini, Alternate Chairperson.***

***Mrs. Nicolini gave the report.*** She said that Mrs. Turenne carried all that she would have reported.

***Introduction of the SouthTech Academy SAC Consent Agenda – Mr. Feldman, Chairperson – No Agenda.***

26. *Poll SAC for Items to be Pulled from the SAC Consent Agenda for Comment or Questions: N/A*

27. *Approval of SAC Consent Agenda Except for Items Pulled: N/A*

28. *Approval of Each Pulled Item (Item-by Item) – Introduction by Chairperson: N/A*

29. **Governing Board in Capacity of School Advisory Council (SAC) for:**

**South Tech Preparatory Academy**

***School Improvement Steering Committee (SISC) Report – Ms. Heinz, Chairperson.*** She said that there was a meeting last night, March 7, but she had a family emergency and was not able to attend. Mr. Hardy reported that the bulk of the meeting was with two issues: one was the reflection report where they revisited their goals for the year and talk about their progress and what things are yet to be done in order for them to meet those goals in time. The parents were exceptionally helpful in talking about how to gain more parent involvement. They spoke about having a survey done with the parents to get information concerning those goals. They also spoke about the testing schedule and the support they needed from parents and home to be sure that the students were present and ready for the upcoming assessments.

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

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

31. *Approval of SAC Consent Agenda Except for Items Pulled: N/A*

32. *Approval of Each Pulled Item (Item-by Item) – Introduction by Chairperson: N/A*

33. *Board Comments:*

Ms. Heinz said she is very proud to be on this Governing Board with the current staff and she is very pleased to hear how they allowed the students to get involved and support the Parkland students. She believes that our students will stop gun violence or slow it down. She is proud of the teachers.

Mrs. Nicolini said she also commends the staff. The cooperation with the staff and the students is amazing and it is a different atmosphere.

Mr. Feldman thanked everyone.

Mrs. Ernst said it is awesome that you took such a proactive measure in keeping it organized. She only asked about security because she is a Banker and it is something you do every day.

Mr. Dunson thanked everyone for the job they do, from Jim Kidd on down.

Mr. Heller said he hopes we get some positive movement on Odyssey, because he believes that a new facility will enhance SouthTech Schools. Security is on everyone's mind forever now and we will have to adjust and live with it. He is amazed with the staff and how much work gets accomplished to reach new heights and keep us moving forward. He wished everyone a good Easter and Passover and to stay safe.

Mr. Bloom touched on Mr. Kidd's evaluation and said that he performed above expectation (all 5's across the board). There have been many new faces and it has been exciting with the new staff this year. He echoes all that the Board has said and wanted to report about Mr. Kidd, because we should give credit where credit is due. Mr. McKoy said good job on everybody on what they are doing, especially the security issues, especially now. It is sad that we have a tragedy happen in the country, everyone talks about it, and they want to jump on it

**SOUTHTECH CHARTER ACADEMY, INC.  
SOUTHTECH PREPARATORY ACADEMY, INC.  
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD**

**March 8, 2018 Minutes of the Governing Board/SAC/Founding Board Meeting Page 8**

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and solve it, and then two months later, it is forgotten about. This is something that we have to remain aware of and do our best to ensure that we protect our kids and the staff on campus at all times. Mr. McKoy said he was out of the country for two months.

Mr. Notter said that we all know the knowns in life and in our personal lives and our work lives. One of the pieces that he is most proud of with Mr. Kidd and everybody that works here, when you look at the unknowns, you all are deep in the unknowns. You just do not take it to a level of, well, I know all these things and I can continue to move the company forward. With the tragedy, it is just an example, and he commended staff that they are not afraid of digging into the unknowns. They solved much of the unknowns they did not know they had solved. This is what makes a great, great team and a great school, to the credit of everyone here, including the Board. Mr. Notter thanked everyone for going into the unknowns, without having to be told.

34. *Motion to Adjourn:*

**Mrs. Nicolini motioned to adjourn at 8:30pm until the Regular Board meeting on April 12, 2018 at 7:00pm.**

Minutes Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Barbara J. Fraga James F. Notter, Chair

# MEMORANDUM

April 12, 2018

**TO:** South Tech Academy/South Tech Preparatory Academy Governing Board

**FROM:** Jim Kidd, Superintendent

**SUBJECT: AGREEMENTS APPROVED BY PRESIDENT/CEO IN ACCORDANCE  
WITH POLICY 6.14**

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<u>Consultant/Vendor Name</u>	<u>Purpose</u>	<u>Cost</u>
JLG Jurado Law Group	Representation of Charter School Board	\$250/hour - Not to exceed \$20,000.



JURADO LAW GROUP

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April 3, 2018

**VIA ELECTRONIC MAIL**

South Tech Charter Academy, Inc.  
c/o Governing Board  
Shawna.Kingsley@pbcharterschools.org

**Re: Representation of Charter School Board**

Dear Board Members:

Thank you for the opportunity to provide you with a proposal and retainer agreement for legal services. I am looking forward to meeting with you and assisting you in the opening and operation of charter schools. I can assist you in negotiating the charter contract, negotiating a lease, drafting grant applications, drafting a 501c3 application, negotiating a management contract, drafting employment contracts and assisting with all legal aspects related to the school.

My rate is \$250 an hour. All my services will be billed at my hourly rate. Invoices for the legal services and costs, if any, will be generated on a monthly basis and are payable within thirty (30) days.

If you are in agreement with these rates, please initial each page and sign at the bottom of this letter, and return it to me acknowledging the terms of our engagement as further described above.

Upon the termination of our representation in connection with the described engagement, we will retain our files for seven (7) years, after which any written materials not returned to you may be destroyed by us. Your acceptance of this agreement constitutes your consent to this

procedure. Upon termination of this Agreement, any outstanding attorney's fees and costs shall be due and payable immediately.

In the event either party shall seek to enforce the terms of this agreement, then the prevailing party shall be entitled to recover its attorney's fees and costs, including those on appeal. Should this Firm deem it necessary to withdraw due to lack of timely payments of the attorney's fees or costs, or due to other grounds consistent with the ethical standards of The Florida Bar, then we shall have a right to a retaining lien against documents or other property or funds in our possession until full payment of all sums due. Further, if you are not current with the payment of the monthly invoices submitted by the Firm to you, the Firm reserves the right to suspend any pending work and ask for advances for attorney's fees and costs before any additional work is undertaken.

Please be assured that our Firm is ready to provide you with the personal attention, consideration and legal representation you deserve and expect. Thank you for this opportunity to propose our services, and we look forward to working with you.

If at any time you have any questions, please do not hesitate to contact me at the office or directly on my cellular phone at 786-512-5884 or through electronic mail.

Sincerely,



Christine Jurado, Esq.

WE HEREBY accept the above terms this \_\_\_\_ day of \_\_\_\_\_, 2018.

South Tech Charter Academy, Inc.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



**SOUTHTECH CHARTER ACADEMY, INC.**  
**CONSENT AGENDA**  
**April 12, 2018**

**Old Business**

I recommend that the Board authorize the Superintendent and/or the Board Chair to act on its behalf to execute any documents necessary to expedite progress towards bringing the Odyssey Repurposing project into the design stage

**Administrative Items**

- A-1** I recommend that the Board approve the donations for the period from March 8, 2018 to April 12, 2018.
- A-2** I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Personnel Items**

- B-1** I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Financial Items**

- C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.
- C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending February 28, 2018 as required by the Sponsor.
- C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 as required by the Sponsor.
- C-4** I recommend that the Board approve the Food Services Agreement for FY19 with the Sponsor and authorize the President to sign all related documents.

**Emergency Items**

**None.**

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
Old Business**

**Motion:**

I recommend that the Board authorize the Superintendent and/or the Board Chair to act on its behalf to execute any documents necessary to expedite progress towards bringing the Odyssey Repurposing project into the design stage.

**Summary Information:**

On April 5, STA staff and School District COO Staff mutually agreed on a construction format for the repurposing of Odyssey Middle School to house SouthTech Academy (STA) programs as a preliminary step towards creating a lease agreement between the Sponsor and the Conversion Charter School. The lease agreement is a planned item on the April 18, 2018 Palm Beach County School Board meeting agenda. As expediency is an issue in bringing this project to the occupancy stage, rather than wait until after the May 10, 2018 STA Governing Board meeting date to proceed, the Governing Board is hereby requested to authorize the Board Chair and the Superintendent to act on their behalf. Upon conferring and agreeing that the Sponsor's approved lease document is in conformance with the agreed upon construction outline, meets the need of STA, and is in conformance with prior STA Governing Board discussion, the Chair or Superintendent are authorized to execute and sign whatever documents are necessary to allow this project to proceed without further delay into the design stage.

Attachments: None.

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
A-1**

**Motion:**

I recommend that the Board approve the donations for the period from March 8, 2018 to April 12, 2018.

**Summary Information:**

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

Attachments: Donations

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

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

# South Tech Academy Donations For The Governing Board

## Donations

### Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
		Otero Plumbing	03/31/18	\$301.00

### Non-Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
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## Marketable Donations

First Name

Last Name

Business

Date

Contributions



# South Tech Academy Donations For The Governing Board

## Donations

### Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
LUIS	CRESPO		4/2/18	\$300.00

### Non-Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
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## Marketable Donations

First Name

Last Name

Business

Date

Contributions





**Board Meeting  
April 12, 2018**

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

**Agenda Item  
A-2**

**Motion:**

I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Summary Information:**

The Student Progression Plan requires an annual review after Florida statutes and State Board of Education rules are finalized. The SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan reflects statutory and rule revisions.

Attachments: SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12  
Student Progression Plan 2018-2019

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact associated with this item.

SouthTech Schools

# STUDENT PROGRESSION PLAN

2017  
2018

GRADE  
6-12

ENTRY

PROMOTION

RETENTION

GRADUATION

SouthTech Schools  
1300 SW 30 Avenue  
Boynton Beach, FL. 33426  
Phone: (561) 369-7004



# **SOUTHTECH** **SCHOOLS SYSTEM**

Florida Department of Education Approved Local Educational Agency

## **Grades 6 - 12**

### **Student Progression Plan**

Entry, Promotion, Retention, and Graduation



## **2017-2018**

James R. Kidd, Superintendent  
John-Antony Boggess, Deputy Superintendent  
Nicole Handy, Principal  
Kevin Hardy, Assistant Principal  
Erin Kurtz, Assistant Principal  
Eileen Turenne, Assistant Principal

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## INTRODUCTION

### PURPOSE OF THE PLAN

In accordance with [Florida Statute § 1008.25\(1\)\(2\)](#), the purpose of the 6-12 Student Progression Plan is that each student's progression from one grade to another be determined, in part, upon satisfactory performance in English Language Arts, mathematics, science, and social studies; that SouthTech School board policies facilitate student achievement; that each student and his or her parent<sup>1</sup> be informed of the student's academic progress-and that students have access to educational options that provide academically challenging coursework or accelerated instruction pursuant to [Florida Statute § 1002.3105](#).

This Student Progression Plan strives to ensure that the required program of study, placement, promotion, reporting, retention, and special programs are equitable and comprehensive for all students. It is the responsibility of the School Board and the SouthTech School (STS)<sup>2</sup> administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences.

### PLAN FORMAT

The Middle School sections represent Grade 6 through Grade 8. The High School sections represent Grade 9 through Grade 12.

When relevant, citations of Florida Statutes, State Board of Education Rules, School Board Policies, as well as resources, are provided. Most of the citations and resources/references, such as websites and forms, are hyperlinked to direct sites for easy access.

This Student Progression Plan

- Provides for a student's progression from one grade to another based on the student's mastery of the standards in [Florida Statute § 1003.41](#), specifically English Language Arts, mathematics, science, and social studies standards.
- High schools shall use all available assessment results, including the results of statewide, standardized English Language Arts assessments and end-of-course assessments for Algebra 1 and Geometry, to advise students of any identified deficiencies and to provide appropriate postsecondary instruction before high school graduation.
- The results of evaluations used to monitor a student's progress in grades 6-12 must be provided to the student's teacher in a timely manner and as otherwise required by law. Thereafter, evaluation results must be provided to the student's parent in a timely manner.
- When available, instructional personnel must be provided with information on student achievement of standards and benchmarks in order to improve instruction.

<sup>1</sup> Throughout the Student Progression Plan, when the word "parent(s)" is used, it also refers to "legal guardian(s)" and persons acting as a parent.

<sup>2</sup> Throughout the Student Progression Plan, "STS" will be used to refer to the SouthTech Schools.

In addition, the Plan includes information about student eligibility and procedural requirements for whole-grade promotion, midyear promotion, and subject-matter acceleration. This information includes:

- the process for parent(s) and students to request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) and the additional options available at the student’s school;
- advising parent(s) and students to contact the principal regarding student eligibility and participation requirements for these options, including virtual instruction in higher grade level subjects;
- advising parent(s) and students of early and accelerated graduation options; and
- reference to all Dual Enrollment courses available within the Dual Enrollment Articulation Agreement.

### **Mission, Goals, and System Wide Measures**

The Florida Department of Education’s mission, stated in [Florida Statute § 1008.31\(2\)](#), is to increase the proficiency of all students within one seamless, efficient system. This is accomplished by providing students with the opportunity to expand their knowledge and skills through learning opportunities and research valued by students, parents, and communities, while maintaining an accountability system that measures student progress toward the following goals:

- highest student achievement;
- seamless articulation and maximum access;
- skilled workforce and economic development; and
- quality efficient services.

### **Florida’s Multi-Tiered System of Supports (MTSS)**

Through implementing the problem-solving framework, Florida’s Multi-Tiered System of Supports (MTSS) provides high-quality instruction and intervention matched to student needs.

According to the Florida Department of Education<sup>3</sup>, MTSS involves the systematic use of assessment data to inform instructional decisions and efficiently allocate resources to improve learning for all students.

The core characteristics that underpin the MTSS model are:

- high-quality, research-based instruction provided to students in all settings;
- continuous monitoring of student performance;
- screening of all students for academic and behavioral problems;
- multiple levels or tiers of instruction that are progressively more intense and based on the student’s response to instruction; and
- implementation of a problem-solving method across all levels or tiers.

## Academic Standards

The Plan herein incorporates the Florida Standards, Next Generation Sunshine State Standards (NGSSS), Florida Standards Access Points, and ACCEL options that provide academically challenging coursework or accelerated instruction to students in 6th through 12th grade.

## Responsibilities

The STS instructional personnel are responsible for providing assistance to schools to consider the individual student's academic needs when placing students in subjects, grade levels, or specialty programs.

The principal of a school is responsible for making and maintaining required records/reports and providing leadership for instruction that meets the needs of all students. [[Florida Statutes §§ 1001.54 & 1012.28](#)]

Teachers are responsible for providing effective instruction and remediation, as well as, documenting instruction in all content areas and students' mastery of the above Standards.

## Students with Disabilities

Throughout the document the term students with disabilities (SWD) will be utilized. The term "student with a disability" means a student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to dyslexia, dyscalculia, or developmental aphasia. In all cases for purpose of this document, this will refer to a student with a disability who has an IEP. [[Florida Statute 1007.02](#)]

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<sup>3</sup> The publication, [MTSS Implementation Components: Ensuring Common Language and Understanding](#), is available through the Bureau of Exceptional Education and Student Services, Florida Department of Education. The Guide is designed to assist school districts, state agencies that support educational programs, and parents in the provision of special programs for exceptional students. This document is available online at <http://www.florida-rti.org/index.htm>.

# ENTRY REQUIREMENTS

## INITIAL ENTRY REQUIREMENTS

In accordance with [Florida Statute § 1003.21](#), it is the responsibility of the parent(s) of students entering the SDPBC public schools for the first time to present evidence of the child's age at the time of registration. Additional information and forms can be found on the [Student Registration Information](#) website.

### [Florida Statute § 1003.21\(4\)](#)

Before admitting a child to Kindergarten, the principal shall require evidence that the child has attained the age at which he/she should be admitted. The Superintendent may require evidence of the age of any child whom he/she believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a) a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;
- b) a duly attested transcript of a Certificate of Baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent(s);
- c) an insurance policy on the child's life that has been in force for at least two years;
- d) a bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;
- e) a passport or Certificate of Arrival in the United States showing the age of the child;
- f) a transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or
- g) if none of these evidences can be produced, an Affidavit of Age sworn to by the parent, accompanied by a Certificate of Age signed by a public health officer or by a public school physician, or, if these are not available in the country, by a licensed practicing physician designated by the district school board, which states that the health officer of physician had examined the child and believes that the age as stated in the affidavit is substantially correct.<sup>4</sup>

To register a student, the following four types of documents are required:

1. valid Birth Certificate or other documentation of birth as stated above<sup>5</sup> ;
2. Certification of a Physical/Health Examination<sup>6</sup> (submitted within 30 school days, if not available at the time of registration);
3. proof of residence<sup>7</sup> ; and
4. Florida Certificate of Immunization. (Refer to Immunization Requirements section).

<sup>4</sup> Children and youths who are experiencing homelessness and children who are known to the department, as defined in [Florida Statute § 39.0016](#), shall be given a "temporary exemption" from these statutory requirements for 30 school days. The term "children known to the department" means "children who are found to be dependent or children in shelter care."

<sup>5</sup> If a passport is offered for verification of birth, it may not be duplicated for placement in the cumulative folder.

<sup>6</sup> See [Florida Statute § 1003.22](#), [State Board of Education Rule 6A-6.024](#), and [School Board Policy 5.06\(A\)\(2\)](#), as well as the recommended: [School Entry Health Exam \(DH 3040\)](#). Refer to [Health Requirement](#) section. Footnote 4, addresses temporary exemption criteria.

<sup>7</sup> For a student assigned to a school based on the student's residence under [School Board Policy 5.01\(1\)\(b\)](#), parent(s) must provide proof of residence to show that the student resides within the boundary of the school to which he/she is applying by presenting documentation, as required by [School Board Policies 5.01](#) and [5.011\(5\)](#), such as lease, mortgage, or utility bill. See



According to [Florida Statute § 1003.01\(12\)](#) and [State Board of Education Rule 6A-6.03411\(1\)\(s\)](#), students who are without a fixed, regular, and adequate nighttime residence, are considered children and youths who are experiencing homelessness. Pursuant to the [McKinney-Vento Homeless Education Assistance Improvements Act of 2001](#) (Section 725) 42 U.S.C.A. § 11432(g)(3)(A)-(C), these children are to be enrolled immediately in the school that meets the best interest of the student. Arrangements are to be made for immunizations, transportation, and all other school services. Appropriate student, school, and grade level placement, as well as completion of required immunizations and physical examination, shall occur within 30 school days of enrollment. Refer to [School Board Policy 5.74](#) entitled *Students Experiencing Homelessness* and [Florida Statute § 1003.21\(1\)\(f\)](#) for procedures relating to the enrollment of these students.

When a student is not living with a biological or adoptive parent, and is registering for a school based on residence and is not experiencing homelessness, a person acting as parent must complete the [Affidavit of Person Acting as Parent \(PBSD 1543\)](#). See [School Board Policy 5.011\(8\)](#) for guidelines regarding the use of this form.

A student who is emancipated, as described within [School Board Policy 5.072](#), and provides sufficient documentation to the principal is not required to live in a residence with an adult authority as a condition of admission to school.

The STS [New and Returning Student Registration Form \(PBSD 0636\)](#), must be completed by the parent(s), signed, and returned to school at the beginning of each school year or when the student enters the STS. This form is available in English, Spanish, Haitian Creole, and Portuguese.

Additionally, schools must meet the language needs of parent(s) at all relevant stages of the registration process in a timely manner to ensure meaningful access to their students' educational opportunities. Sources of language assistance include; bilingual school staff, Community Language Facilitators, District translators and Language Line Services. Language Line can be accessed by contacting the District Translators at (561)357-5988. Furthermore, schools with parent(s) needing additional language assistance can contact the Welcome Center at: (561)357-7681.

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Acceptable documents, as well as exceptions to providing proof of residence within [School Board Policies 5.011](#) and [5.74](#). In cases where the family is unable to provide two documents verifying proof of residence, an [Affidavit of Residence \(PBSD 1866\)](#) shall be completed by the parent. Additionally, schools must meet the language needs of parent(s) at all relevant stages of the registration process in a timely manner to ensure meaningful access to their students' educational opportunities.

## STUDENT RESIDENCE ENROLLMENT REQUIREMENTS

Per [School Board Policy 5.011](#), residence and/or address shall mean the home location where the student and a parent (if applicable) are primarily living. Residence does not refer to citizenship or proof of residence that would require a permanent resident card (Green Card) or any immigration documentation. School personnel are strictly prohibited from requesting and/or requiring documentation of the immigration status of students and families. It is the responsibility of the parent(s) to promptly notify the school, in writing, of any change in a student's address.

A student must attend the school in his/her school attendance boundary unless otherwise formally approved for a different school. Students may also choose to attend virtual school in accordance with Florida law.

Examples of times a student is formally approved to attend a different school include:

- acceptance to a choice program;
- McKay Scholarship transfer;
- Individual Education Plan (IEP) or Education Plan (EP) placement; and/or
- voluntary and involuntary reassignment (as authorized by law or another School Board Policy).
- Controlled Open Enrollment (COE)

### **Proof of Address Requirements ([School Board Policy 5.011](#))**

Upon initial enrollment in a school, when a student's school assignment is based on residence, a student or parent must produce two current documents reflecting the correct residential street address, with certain exceptions expressed in the policy. Post office boxes, private mailbox addresses, or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows:

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with the name of the tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office);
- mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- State of Florida driver's license;
- State of Florida identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.

For additional information regarding student registration refer to [School Board Policy 5.011](#).

## **MAXIMUM AGE LIMIT FOR ENROLLMENT**

A person who is involved in a continuous program of study may be enrolled in a regular high school program through the end of the semester in which he/she reaches 21 years of age. A person is deemed in a continuous program of study even though such program was interrupted by military service, illness, or other extenuating circumstances as deemed by the principal or designee.

A person who has not been enrolled in a continuous program of study and who has attained the age of 20 years of age on or before the opening of the school year shall not be enrolled in any regular high school program. A 19 year-old person who has had a break in enrollment (see exception above), who will reach 20 years of age during the school year, may enroll in a regular high school program and remain enrolled until the end of that school year.

## **Students with Disabilities (SWD) Program**

Students with a disability who began 9<sup>th</sup> grade in the 2013-2014 school year or prior shall be considered to be “in a continuous study program” when that student’s Individualized Education Program (IEP) requires continued services by the School District. If an ESE-eligible student graduates with a Special Diploma, a Certificate of Completion, or a Special Certificate of Completion, and has not reached age 22, the student may, at his/her option, continue to receive a Free Appropriate Public Education (FAPE) through the school year of the student's 22<sup>nd</sup> birthday, or until he/she earns a Standard Diploma, whichever comes first. Graduation with a Standard Diploma, regardless of age, constitutes cessation of FAPE and a change in placement, requiring written prior notice. Students with disabilities continue to be eligible for FAPE through the end of the school year in which the student turns age 22 if they have not earned a Standard Diploma, even if they have earned a General Education Development (GED) credential. A student with a disability, who has met requirements for a standard diploma and whose IEP requires special education, transition planning, transition services or related services through the age of 21 may defer receipt of their standard diploma. Parents and students must be notified in writing by January 30<sup>th</sup> of the year in which the student is expected to meet all graduation requirements. Parent or student over the age of 18 for whom rights have transferred must respond to accept graduation or defer, by district deadline. In addition, once a student defers, he/she must be enrolled in accelerated college credit instruction, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar Diploma Designation requirements or a structured work-study, internship or pre-apprenticeship program in order to continue to receive FAPE ([State Board of Education Rule 6A-1.09963\(6\)](#), F.A.C. and [Florida Statute § 1003.4282\(11\)\(c\)](#)) [[Title 34, Code of Federal Regulations \(CFR\) Section, 300.102\(a\)\(3\)](#) and [State Board of Education Rule 6A-6.03028](#)]

## **Students who Qualify for ESOL**

Students who qualify for ESOL services may be enrolled in a regular high school program through the end of the semester in which he/she reaches 21 years of age, regardless of previously interrupted schooling. ELL students may not be withdrawn solely due to lack of credits.

## **Students who Attain Age 16**

Students who attain age 16 during the school year are not subject to compulsory school attendance beyond the date that they attain 16 years of age if the student files a formal declaration of intent. Refer to [Student Exit Interview \(PBSD 1055\)](#). At the bottom of the form, “Intent to Terminate” must be

checked and the form must be signed by the student in order to terminate school enrollment with the School District. The SouthTech must notify the student’s parent(s) of receipt of the student’s intent to terminate school enrollment. The student’s school counselor or other school personnel must conduct an exit interview with the student to determine the reasons for the student’s decision to terminate school enrollment and the actions that could be taken to keep the student in school. The student must be informed of opportunities to continue his/her education in a different environment, including but not limited to, Adult Education and high school equivalency examination preparation.

## HEALTH REQUIREMENTS

### Physical Examination and Immunization Requirements

All 7<sup>th</sup> grade, and new students seeking entrance into a public school in Palm Beach County must meet the requirements of [School Board Policy 5.06](#) and [Florida Statute § 1003.22](#) and present, at the time of entry, a valid [Florida Certificate of Immunization Form \(DH 680\)](#) and a valid health examination preferably documented on State of Florida [School Entry Health Exam Form \(DH 3040\)](#) performed within one year prior to enrollment. A student who does not have a completed School Entry Health Exam has thirty days from the date of enrollment to obtain the Health Entry Exam. [[State Board of Education Rule 6A-1.0985](#)]

In accordance with [State Board of Education Rule 6A-1.0985](#) and [Fla. Admin. Code 64D-3.046](#), students will not be admitted into class without proof of immunization with the physician’s signature and office stamp, absent a lawful exception. For students who transfer into a new county, an authorized official may issue a temporary exemption for a period not to exceed 30 days for the following situations:

- a. Students transferring intrastate: A child who transfers into a new county to attend class.
- b. A homeless child: A Homeless child, as defined in [Florida Statute §1003.01](#).
- c. Juvenile justice: A child who enters the juvenile justice system.
- d. Military children: A military child as defined in the [Interstate Compact on Educational Opportunity for Military Children](#).

### 2017-2018 EXPLANATION OF PHYSICAL EXAMINATION REQUIREMENTS

STUDENTS	PHYSICAL EXAMINATION
All SDPBC students	School Health Entry Exam preferably on Form DH 3040* required for pre-K, Kindergarten, and 7 <sup>th</sup> grade
All transfer students within the SDPBC and other counties within the State of Florida (including private schools)	Review of School Health Entry Exam preferably on Form DH 3040* (original or copy) for at least Kindergarten and/or 7 <sup>th</sup> grade documentation
All transfer students from another state or country	School Health Entry Exam Form preferably on DH 3040* (original or copy) required for all grades. Physicals presented on forms from another state are acceptable, if they include all components covered on Form DH 3040* and have the physician’s signature and office stamp. Physicals must have been performed within one year of enrollment, unless exemption is based on a written request for religious reasons.

*\*Form DH 3040 -State of Florida School Entry Health Exam Form*

## Required Immunization Form

[The Florida Certification of Immunization Form \(DH 680\)](#) is available from either private physicians or the Florida Department of Health. The form includes sections for temporary and permanent medical exemptions based on medical reasons. For example, all medical exemptions must be signed by a physician (M.D. or D.O.), *Temporary Medical Exemptions* must have an expiration date, and *Permanent Medical Exemptions* must specify which vaccine the student is exempt from and the valid clinical reason for exemption.

The following DOH form **must** be completed, as applicable:  
Immunization Form DH 680 or Florida SHOTS printed DH 680

[The Certificate of Religious Exemption \(DH 681\)](#) is available only through the Florida Department of Health. Only an original DH 681, generated by The Florida SHOTS Program for the Health Department, will be accepted at school sites. According to the [Florida Department of Health Immunization Program](#) and [Department of Health Rule 64D-3.046](#), the required immunizations and dosages for elementary, middle, and high school students are as follows:

**NOTE:** Homeless students and students entering a juvenile justice program without immunization and physical exam documentation must be enrolled and receive a 30 school-day exemption. Follow-up with these students on temporary exemptions is required prior to the expiration of the exemption.

### Middle School/Grades 6-8 Immunization Requirements

Immunization	Grade 6	Grade 7	Grade 8
DTaP/DT Series	X	X	X
Tdap Booster		X	X
Polio Series	X	X	X
MMR (2 doses)	X	X	X
Hepatitis B Series	X	X	X
Varicella (2 doses)	X	X	X

Source: <http://www.floridahealth.gov/healthy-people-and-families/childrens-health/school-health/enrollment.html>

### High School/Grades 9-12 Immunization Requirements

Immunization	Grade 9	Grade 10	Grade 11	Grade 12
DTaP/DT Series	X	X	X	X
Tdap Booster	X	X	X	X
Polio Series	X	X	X	X
MMR (2 doses)	X	X	X	X
Hepatitis B Series	X	X	X	X
Varicella (1 dose)		X	X	X
Varicella (2 doses)	X			

Source: <http://www.floridahealth.gov/healthy-people-and-families/childrens-health/school-health/enrollment.html>

## PLACEMENT OF TRANSFER STUDENTS

The following section addresses procedures relating to the acceptance of transfer work and credit for students, as specified in [Florida Statute § 1003.25](#).

Enrollment and placement of children of active duty military families is under the guidelines of the [Interstate Compact on Educational Opportunity for Military Children](#).

### Transfer of Students (6-12) from Home Education

Pursuant to [School Board Policy 8.14\(12\)](#), if a Home Education student enrolls full-time in a public school within the District, grade placement and transferable credits shall be determined by the school administrator(s). The student's home education curriculum, portfolio, and annual evaluations may be reviewed at the school prior to placement or credit decisions. Annual evaluations shall consist of the following:

- a. An evaluation of the student's progress by a Florida certified teacher chosen by the parent based on a review of the portfolio and discussion with the student. Such teacher shall hold a valid Florida regular certificate to teach academic subjects at the elementary or secondary level.
- b. Any nationally-normed student achievement test that is administered by a Florida certified teacher.
- c. A state student assessment test administered by a Florida certified teacher, at a location (e.g., zoned public school) and under testing conditions approved by the test publisher. The SouthTechsh all provide the test materials, monitored site and test results.
- d. An evaluation by a psychologist holding a valid active license pursuant to Fla. Stat. 490.003(7) or (8).
- e. An evaluation with another other valid measurement tool as mutually agreed upon the by the Home Education Office and the parent or guardian. One acceptable method to the SouthTech is providing an official transcript from an accredited correspondence/distance learning institution.

## **MIDDLE SCHOOL (6-8) TRANSFER STUDENTS**

A student who transfers to a STS school must submit an official transcript. Grades earned and offered for acceptance shall be accepted at face value subject to validation, if required by the receiving school's accreditation/ (More information on AdvancED® validation, including AdvancED® accredited agencies, is located at <http://www.advanc-ed.org>.) In accordance with [State Board of Education Rule 6A-1.09942](#), if the student does not possess an official transcript or is a Home Education student, successful completion of courses shall be validated through performance during the first grading period.

### **Validation Process for Middle School (6-8)**

As stated in [State Board of Education Rule 6A-1.09942](#), validation of courses shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should be passing each required course at the end of the first grading period. Students who do not meet this requirement shall have courses validated using the Alternative Validation Procedure, as outlined in the next subsection of this Plan.

### **Alternative Validation Procedure for Middle School (6-8)**

As stated in [State Board of Education Rule 6A-1.09942](#), if validation based on performance as good cause described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent(s):

1. portfolio evaluation by the SouthTech Superintendent/designee;
2. demonstrated performance in courses taken at other public or private accredited schools;
3. demonstrated proficiencies on nationally-normed standardized subject area assessments;
4. demonstrated proficiencies on the statewide assessments; **or**
5. written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least 90 calendar days from date of transfer to prepare for nationally-normed standardized subject area assessments and statewide assessments outlined above, if required.

The student's custodial parent(s) may appeal the placement decision to the SouthTech Superintendent/designee within 14 calendar days of the principal's decision.

## HIGH SCHOOL (9-12) TRANSFER STUDENTS

A student who transfers to a STS public school must submit an official transcript. Grades earned and offered for acceptance shall be accepted at face value subject to validation, if required by the receiving school's accreditation/ (More information on AdvancED® validation, including AdvancED® Accredited Agencies, is located at <http://www.advanc-ed.org>.) In accordance with [State Board of Education Rule 6A-1.09941](#), if the student does not possess an official transcript or is a Home Education student, successful completion of courses shall be validated through performance during the first grading period the student is enrolled.

In accordance with [Florida Statute § 1003.4282\(7\)](#), transfer students must pass the Algebra 1 EOC as a graduation requirement, unless the student earns a comparative score on the P.E.R.T. or submits proof of an approved Algebra 1 EOC passing score from another state. If a student previously earned 1.0 credit, the student does not need to take the EOC.

### Validation of Transfer Credits/Grades for High School (9-12)

The principal shall validate transfer credit(s) or grades, which shall be based on performance during the first grading period the student is enrolled if:

- validation of the official transcript is deemed necessary under the AdvancED® policy;
- the student does not possess an official transcript; and/or
- the student is a Home Education student without an official transcript from an educational institution or program.

### High School Validation Process for High School (9-12)

As stated in [State Board of Education Rule 6A-1.09941](#), validation of credits shall be based on performance in courses at the receiving school. A student transferring into a school shall be placed in the appropriate sequential course(s) and must have a minimum Grade Point Average (GPA) of 2.0 being validated at the end of the first grading period the student is enrolled. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in the next subsection of this Plan.

The grade of "P" (Pass) is used when validating/granting transfer credits for coursework when an official transcript or grades that equate to those used in STS cannot be obtained. It is also used when "P" is specified on an official transcript. A grade of "P" is a transcript grade only, **not** a report card grade. It gives credit for coursework, but does not affect the GPA.

### Alternative Validation Procedure for High School (9-12)

As stated in [State Board of Education Rule 6A-1.09941](#), if validation based on performance as described above is not satisfactory, or when it is not applicable because there is no sequential course, then any **one** of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent(s):

1. portfolio evaluation by the Superintendent/designee;
2. written recommendation by a Florida certified teacher selected by the parent(s) and approved by the principal;
3. satisfactory performance in courses taken through Dual Enrollment or at other public or private



- accredited schools;
- 4. satisfactory proficiencies on nationally-normed standardized subject area assessments;
- 5. satisfactory proficiencies on a Florida Standards Assessment (FSA); or
- 6. written review of the criteria utilized for a given subject provided by the former school.

Students should be provided at least 90 calendar days from date of transfer to prepare for nationally-normed standardized subject area assessments, statewide standardized, or EOC Assessment outlined above, if required.

The student's custodial parent(s) may appeal the placement decision to the SouthTech Superintendent/designee within 14 calendar days of the principal's decision.

**Transfer Students Placement for Graduation**

Students transferring in from outside of the STS will be placed on a schedule to graduate with their cohort, based on the number of credits needed to graduate.

During the **first semester** of school, placement will be based on the following credits:

CREDITS NEEDED FOR GRADUATION	GRADE PLACEMENT
20 or more	9th Grade
14.5 to 19.5	10th Grade
7.5 to 14	11th Grade
7.0 or less	12th Grade

During the **second semester** of school, placement will be based on the following credits:

CREDITS NEEDED FOR GRADUATION	GRADE PLACEMENT
18 or more	9th Grade
11 to 17.5	10th Grade
4.0 to 10.5	11th Grade
3.5 or less	12th Grade

With the exception of students who have been accepted into an early admission program, Grade 12 students transferring into the STS will be required to enroll in a minimum of six courses (i.e., eight courses in schools on a four-by-four block schedule).

## INTERNATIONAL EXCHANGE TRANSFER STUDENTS

In accordance with [School Board Policy 5.045](#), when an international exchange student enters STS, the sponsoring organization must provide documented evidence of:

1. the named host family that has pledged to provide housing for the student during the period of enrollment in the school system;
2. health, accident, and liability insurance that is valid in the United States;
3. required immunizations prior to the student's first day of attendance
4. a written statement indicating who is responsible for the affected student in case of emergency; and
5. evidence of sufficient English language proficiency, including reading, writing, and speaking that will enable the student to successfully function at the academic level in which he/she is enrolled.

The exchange student must be certified with a J-1 Exchange Visa, be a high school student and shall present documented proof with a birth certificate or passport showing that he/she will be at least 16 years of age but not have attained the age of 18.5 prior to attendance at a school in the District.

The exchange student's transcript will be evaluated by the school counselor, so that the exchange student can enroll in appropriate classes. Upon enrollment, exchange students should be coded as such in the student information system. Exchange students should not be classified as grade 12, but may enroll in 12th grade courses. They shall receive a withdraw code of W3B.

The exchange student shall not, as a condition of enrollment, request or require a diploma of graduation or equivalent from the STS. International exchange students have all rights and responsibilities accorded to students in the STS, except the right to a diploma and participation in graduation ceremonies.

The exchange student, who is a high school graduate or equivalent from the country of origin, must be cleared for the program by the appropriate Regional Superintendent. (Refer to [School Board Policy 5.045](#) for more information.)

The principal of the school or designee shall approve the admission of each exchange student who lives within the regular school attendance boundary of the host family's residence.

## ENGLISH LANGUAGE LEARNER (ELL) TRANSFER STUDENTS

In accordance with [State Board of Education Rule 6A -6.0905](#), the [SouthTech of Palm Beach County Plan for Services to English Language Learners](#) is available at <https://www.palmbeachschools.org/multicultural/wp-content/uploads/sites/70/2016/04/ApprovedDistrictELLPlan2014-2016.pdf>). During registration, the initial date a student first entered a school in the United States, Date Entered United States School (DEUSS), is collected. An ELL is identified and assessed to determine eligibility for services, in accordance with [State Board of Education Rule 6A-6.0902\(1\)\(2\)](#). The English for Speakers of Other Languages (ESOL) coordinator/contact person and the school counselor/administrator shall review the educational background of the transferring student to determine appropriate grade level, subject, and ESOL Program placement. [[State Board Education Rule 6A-6.0902\(3\)\(b\)](#)]

Parental input regarding educational background should be taken into consideration especially when transcripts, records, or report cards are not readily available. This information is documented on the [English Language Learners Programmatic Assessment and Academic Placement Review \(PBSD 1764\)](#) and filed in the ELL folder. Community Language Facilitators assist the students and their families when necessary, to ensure proper program/course placement.

In the absence of student records, an ELL in Grades 6-8 is placed into academic classes based on age/grade appropriateness. When an ELL student provides records that show enrollment in school (excluding any of the 50 states and the District of Columbia) but not grade level appropriate for his/her age, the student needs to be placed in the age-appropriate grade and provided opportunities to learn key skills according to their individual ELL Plan to enhance the likelihood of success in the current grade in which he/she is placed. Students that present academic records that are one year above their age appropriate grade level may be placed accordingly by the ELL Committee.

A student who is age appropriate for high school must be placed in at least the 9<sup>th</sup> grade. High school placement procedures can be found in Section 5 of the [STS ESOL Procedures Manual](#). ELLs are scheduled into classes that fulfill graduation requirements and the District's Student Progression Plan, as well as granted credit for completed academic coursework, regardless of the language in which the coursework was completed.

Refer to the [age-appropriate placement chart](#) for guidance when determining 6-12 grade-level placement.

An ELL Committee meeting, in which the student's parent/guardian has been invited to participate, must be conducted under the following circumstances: a student's placement is not age appropriate; or there is a lack of information about prior schooling (no transcript or report card); or prior schooling does not meet grade level requirements. An administrator must participate in the ELL Committee and grade placement process. In accordance with [State Board of Education Rule 6A-6.0902\(3\)\(d\)](#), parent(s) have the right to choose the ESOL Instructional Model (sheltered, support, or if available, dual language) in which the child is served.

Reevaluation of ELL student placement can be made at the request of any member of the ELL committee. Due diligence should be taken to make placement decisions in the best interest of the student [[Code of Ethics of the Education Profession in Florida 6A-10.080\(2\)](#)].

For unique circumstances, parent/guardians, and school staff may consult the Welcome Center at 3300 Forest Hill Boulevard, Ibis E-4, West Palm Beach, FL 33406 or (561) 434-8065.

## **STUDENTS WITH DISABILITIES (SWD) AND GIFTED TRANSFER STUDENTS**

The [State Board of Education Rules 6A-6.0331](#), [6A-6.0361](#), [School Board Policy 5.725](#), and the STS's [Exceptional Student Education Policies and Procedures \(SP&P\)](#), address the requirements for Individual Educational Plans (IEPs) or Educational Plans (EPs), as well as the requirements for students who transfer to the STS within Florida and students who transfer from outside of Florida.

### **Students with Disabilities and Gifted Students who Transfer Within Florida**

If a SWD, who had an IEP or a gifted student who had an EP that was in effect in a previous Florida school district, transfers to the SouthTech System and enrolls in school, the STS, in consultation with the parent(s), will provide a Free Appropriate Public Education (FAPE) to the student, which includes services comparable to those described in the child's IEP/EP from the previous Florida school district, until the STS does either of the following:

- adopts the child's IEP/EP from the previous school district; or
- develops, adopts, and implements a new IEP/EP that meets the applicable requirements of [State Board of Education Rule 6A-6.03028](#) or [6A-6.03019\(1\)](#).

### **Students with Disabilities (SWD) and Gifted Students who Transfer From Outside Florida**

If a SWD, who had an IEP that was in effect in a previous SouthTech in another state, transfers and enrolls in a STS school within the same school year, the STS, in consultation with the parent(s), will provide a FAPE to the student, which includes services comparable to those described in the child's IEP from the previous District, until the STS does both of the following:

- conducts an initial evaluation in accordance with [State Board of Education Rule 6A-6.0331](#) (if determined to be necessary by the STS); and
- develops, adopts, and implements a new IEP/EP, if appropriate, that meets the applicable requirements of State Board of Education Rules 6A-6.03011 through 6A-6.0361<sup>8</sup>.

A student who is gifted and had a gifted plan that was in effect in a previous SouthTech in another state or in another district in the state of Florida does not have to meet the PBSA gifted prerequisites in order to receive gifted services.

### **Students who Transfer with Section 504 Accommodation Plans**

A transferring student with an active Section 504 Accommodation Plan is a student who was previously enrolled in any other school or agency with an active Section 504 Accommodation Plan, and who is enrolling in a Florida school district. Upon notification that a transferring student has an active Section 504 Accommodation Plan, the receiving school must review and revise, as necessary, the existing active Plan and supporting documentation. Until that review is complete, the receiving school must implement the student's current Section 504 Accommodation Plan to the maximum extent reasonable in the current placement. If, following the receiving school's review, it is determined that the Section 504 Accommodation Plan is not appropriate; the school must evaluate the student consistently with Section 504 procedures, and develop and implement an appropriate Section 504 Accommodation Plan.

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<sup>8</sup> State Board of Education Rules are located at: <https://www.flrules.org/default.asp>.

## ATTENDANCE AND ABSENTEEISM

In accordance with [Florida Statute § 1003.24](#) and [School Board Policy 5.09](#), school attendance is the direct responsibility of the parent(s) and child(ren). Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law/ Except as provided in [Florida Statute § 1003.24](#) and [State Board of Education Rule 6A-1.09513](#), all students are expected to attend school regularly, to be on time for classes in order to benefit from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. For detailed information regarding attendance requirements refer to [Florida Statute § 1003.21](#) and [School Board Policy 5.09](#).

### ATTENDANCE POLICIES AND PROCEDURES

#### General Attendance Policies and Procedures

The [STS Student and Family Handbook](#) outlines the attendance procedures. All school procedures conform to the following District-wide procedures.

- Parents are responsible for notifying the school when a child will be absent and for informing the school of the reason for the absence.
- Parents are expected to notify the school when their child is absent and inform the school of the reason for the absence within 24 hours by a written note. A verbal communication from the parent for the reason of the absence would also be acceptable.
- School officials may require medical verification of absences. It is the responsibility of the student to make-up work missed because of absences.

#### Middle School Attendance Policies and Procedures

Students must be in attendance for a minimum of 90 percent of the class time to earn a passing grade in a middle school course. Students who are absent more than 10 percent of class time may earn a passing grade by demonstrating mastery. Mastery is defined as follows:

- earning a minimum passing grade of "D" for the quarter; and
- passing the quarterly assessment with a minimum grade of "D".

**NOTE:** Students who do not earn a minimum grade of "D" for the quarter may demonstrate mastery by passing the quarterly assessment with a minimum grade of 70% as referenced in the Course Recovery Options for Middle School Students section. The high school attendance policy applies when a middle school student is enrolled in a high school credit course.

## High School Attendance Policies and Procedures

Students who are absent from a class more than 10 percent of a semester must pass at least one four and a half-week marking period and the semester exam in order to demonstrate their knowledge of the subject and to receive credit. This does not apply to virtual or performance-based instructional settings. If a student is absent more than 10 percent of the **entire school year** in an EOC Assessment course, the student **must** earn a passing grade in the last marking period or earn a Level 3, 4, or 5 on the corresponding EOC, in order to pass the course.

NOTE: Parent(s) are to be notified by telephone or by mail when lack of attendance endangers the student's

### LATE ARRIVALS/TARDINESS POLICIES AND PROCEDURES

Students reporting late to school/class when the day/class period begins are considered tardy. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences consistent with [Florida Statute § 1003.02\(1\)\(b\)](#) and [School Board Policy 5.09](#).

When a **secondary student** (Grades 6-12) misses 50 percent or more of the identified instructional class period due to late arrival, tardiness, or early dismissal, the student shall be considered absent.

According to [School Board Policy 5.09\(3\)\(a\)](#), *absence* means not being actually present when attendance is checked, unless the student arrives within time to be marked “tardy” instead of absent. Students may not be counted in attendance while away from the school on a school day unless they are engaged in an educational activity, which constitutes part of the school-approved instructional program.

### ABSENCE POLICIES AND PROCEDURES

#### Excused Absences

Per [School Board Policy 5.09](#), the following situations/reasons qualify as excused absences:

- student illness (if a student is continually sick and repeatedly absent from school, he/she must be under the supervision of a physician in order to receive an excuse from attendance);
- medical appointment;
- death in the family;
- observance of a religious holiday or service (that is recognized as such by all members of the faith per [School Board Policy 5.095](#));
- subpoena by a law enforcement agency or mandatory court appearance;
- suspension<sup>9</sup> (in-school and out-of-school);
- field trips which are authorized by the principal; and/or
- other individual student absences beyond the control of the parent or student (as determined and approved by the principal/designee. [\[School Board Policy 5.09\(3\)\(a\)\(vi\)\]](#)

## Unexcused Absences

An unexcused absence is any absence that does not fall into one of the above excused absence categories. [School Board Policy 5.09](#) mandates that each school in the STS determine if an absence or tardiness is excused or unexcused according to the criteria established by the School Board within this Policy.

## Make-Up Work

In accordance with [School Board Policy 5.09](#), for excused and unexcused absences, including suspensions, the student will be afforded the opportunity to make-up work without academic penalty. For In-School Suspensions (ISS), students will receive assignments daily. For Out-of-School Suspensions (OSS), students will receive assignments in a timely manner.

- For excused or unexcused absences, the number of days allowed to make-up work shall be the same as the number of days the student was absent. It is the student's responsibility to contact his or her teacher(s) about the make-up assignments and to complete all make-up work in a **timely manner**.
- For ISS and OSS, all work/assignments are due on the day of return from the suspension. Students must be provided the work/assignments in a **timely manner**.

## Students with Section 504 Accommodation Plan Absence Policy

When a student with an active 504 Accommodation Plan has excessive absences, the student must demonstrate mastery. In each case, the Multi-Disciplinary Team must meet to determine if the absences are caused by the disability of record. If the Multi-Disciplinary Team determines that the absences are caused by the student's disability, the student's placement must be reevaluated for appropriateness. [\[Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. Part 104\]](#)

The Section 504 Accommodation Plan must address any additional accommodations, strategies, and/or interventions needed to ensure that the student has an equal opportunity to demonstrate course mastery.

## Exceptional Student Education (ESE) Absence Policy

In the case of an ESE-eligible student with excessive absences, an IEP Team meeting must be conducted to determine whether or not the absences are related to the student's disability. Attendance data shall be reviewed and used as one indicator of a student's access to instruction/ Refer to [State Board of Education Rule 6A-6.0331\(1\)\(c\)](#), [School Board Policy 5.725](#), and its referenced [Exceptional Student Education Policies and Procedures \(SP&P\)](#).

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<sup>9</sup> Suspension, in-school and out-of-school, is the temporary removal of the student from his or her regular school program or all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the Principal or designee, as defined by [Florida Statute § 1003.01\(5\)\(a\)&\(b\)](#), and provided for in the [Student Code of Conduct](#), [School Board Policy 5.1812](#), or [School Board Policy 5.1813](#).

If the IEP Team determines that the excessive absences are related to the student's disability, the IEP Team must take appropriate action, which may include waiver of the attendance guidelines in determining grades, as well as a change of placement. To the maximum extent possible, the student will be educated in the least restrictive environment.

If the IEP Team determines that the student's excessive absences are not related to the student's disability, the student is treated the same as a General Education student.

### **Hospital/Homebound Services**

If a student is confined to home or a hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a Hospital/Homebound Program. Complete information regarding the criteria for a Hospital/Homebound Program can be found in [State Board of Education Rule 6A-6.03020](#) and is available in [School Board Policy 5.725](#); [Exceptional Student Education Policies and Procedures \(SP&P\)](#); and [State Board of Education Rule 6A-6.03411](#). Additional information is provided by the Department of Exceptional Student Education at: <https://www.palmbeachschools.org/ese/hh/>.

**NOTE:** In accordance with [Florida Statute § 1003.33\(2\)](#), a student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirements.



## STUDENT WITHDRAWALS

### Withdrawal During the School Year

A student who leaves before the close of the school term shall receive grades on the report card covering the terms in attendance. A student will not meet promotion requirements unless he/she enrolls in another school to complete the academic year. The parent(s) of a student who leaves school during the last two weeks of the school year must show evidence that the withdrawal is necessary and the student must successfully complete examinations as appropriate. Principals are authorized to make arrangements for the administration of any tests or examinations as appropriate, prior to withdrawal.

Principals may determine that the requirements for early withdrawal do not have to be met when unusual/extenuating circumstances arise. Student withdrawal must be approved by the school principal and Regional Superintendent.

### MIDDLE SCHOOL (6-8) PROCEDURES

#### Withdrawal During the School Year

A student who leaves before the close of the school term shall receive grades on the report card covering the periods in attendance. A student will not meet promotion requirements unless he/she enrolls in another school to complete the academic year. The parent(s) of a student who leaves school during the last two weeks of the school year must show evidence that the withdrawal is necessary, and the student must successfully complete examinations, as appropriate, prior to withdrawal. Principals are authorized to make arrangements for the administration of any tests or assessments, as appropriate.

#### Students Enrolled in High School Credit Courses

Students enrolled in high school credit courses who leave prior to the last two weeks of any semester will not be granted credit in those courses, unless they enroll in another school and complete the course requirements including examinations, if applicable. Yet, pursuant to [Florida Statute § 1003.4295\(3\)](#), students enrolled in courses with an End-of-Course (EOC) Assessment who meet satisfactory performance or earn a Level 3 or higher on the assessment will earn course credit through the Credit Acceleration Program (CAP). Principals are authorized to make arrangements for the administration of any tests or examinations, as appropriate. Principals may determine that the requirements for early withdrawal do not have to be met when unusual/extenuating circumstances arise. Student withdrawal must be approved by the school principal designee.

### HIGH SCHOOL (9-12) PROCEDURES

#### Withdrawal Prior to the Last Week of the Semester

Except as stated above as provided by [Florida Statute § 1003.4295\(3\)](#), students who leave school prior to the last week of any semester will not be granted credit unless they enroll in another school and complete the course requirements including examinations, if applicable. Principals are authorized to make arrangements for the administration of any tests, as appropriate.

### **Withdrawal During the Last Week of the Semester**

A student who leaves before the close of the school term shall receive grades on the report card covering the periods in attendance. A student will not meet promotion requirements unless he/she enrolls in another school to complete the academic year. Students who leave school during the last week of any semester must show evidence that the withdrawal is mandatory, and the student must successfully complete any necessary examinations, as appropriate, in order to receive course credit. Principals are authorized to make arrangements for the administration of examinations, as appropriate.

Principals may determine that the requirements for early withdrawal are not required when unusual/extenuating circumstances preclude full compliance by the student. Student withdrawal must be approved by the school principal designee.

### **HOME EDUCATION ENROLLMENT PROCEDURES Withdrawal for**

#### **Enrollment in Home Education Program**

To withdraw a student for enrollment in a Home Education Program, the parent(s) must initiate the withdrawal process at the school and notify the SouthTech Superintendent/designee in writing, of the intent to establish a Home Education Program for the student. The parent shall submit the Notice of Intent to the Home Education Office within 30 days of the establishment of the Home Education Program. Refer to the School District's [Home Education Website](#) to complete this form. Parent(s) can also obtain assistance by emailing [homeed@palmbeachschools.org](mailto:homeed@palmbeachschools.org) or phone (561) 434-8052. [[Florida Statute § 1002.41](#) & [School Board Policy 8.14\(3\)\(4\)\(5\)](#)]

Home Education correspondence can be emailed, faxed, or mailed to:

School District of Palm Beach County  
Home Education Office  
3308 Forest Hill Boulevard, Suite C-124 West Palm  
Beach, FL 33406-5813  
[homeed@palmbeachschools.org](mailto:homeed@palmbeachschools.org)  
Fax: (561) 434-8447

## CURRICULUM

The STS Curriculum Guidelines incorporates the performance standards as defined by the Florida Department of Education (FLDOE) Florida Standards (for English Language Arts and Mathematics), Next Generation Sunshine State Standards (NGSSS), Florida Standards Access Points for students with significant cognitive disabilities, or Academically Challenging Curriculum to Enhance Learning (ACCEL) options, as applicable. FLDOE course descriptions can be accessed through CPALMS at: <http://www.cpalms.org/Public/>. [[State Board of Education Rule 6A1.09401](#)]

### MIDDLE SCHOOL (6-8) CURRICULUM

The middle school curriculum includes standards for the following content areas:

- Arts Education
- Career Education
- English Language Arts
- Mathematics
- Physical Education
- Science
- Social Studies
- World Languages

In addition, course descriptions or frameworks are provided for each middle school course. These course descriptions meet the requirements of [State Board of Education Rule 6A-1.09412](#). District-adopted textbooks and/or instructional materials are provided for all middle schools.

All students in Grades 6-8 must be scheduled for a full school day. All courses are a full school year unless otherwise noted. Courses offered conform to District and State requirements. Advanced middle school courses will be awarded a weight of 1.125 on the middle school report card. This additional weight, however, is not a part of a student's high school Grade Point Average (GPA).

Honors weight (1.125) for high school courses taken by middle school students will be awarded accordingly to the Florida Course Code Directory or as determined by the STS. This weighting will become part of the student's high school honor point average and cumulative class rank, but will not be considered in the meritorious class ranking used to determine valedictorian/salutatorian.

Courses listed as International Baccalaureate (IB) Middle Years Program (MYP) and International General Certificate of Secondary Education (IGCSE) courses can only be taught in approved IB MYP or Cambridge Programs.

## HIGH SCHOOL (9-12) CURRICULUM

The curriculum includes standards for the following content areas:

- Arts Education
- Career Education
- English Language Arts
- Mathematics
- Physical Education
- Science
- Social Studies
- World Languages

In addition, course descriptions or frameworks are provided for each high school course. These course descriptions meet the requirements of [State Board of Education Rules 6A-1.09412](#). District-adopted textbooks and/or instructional materials are provided for all high schools. High school credit is not awarded for any course not supported by a curriculum description/framework provided by the School District/FLDOE.

High schools offer a wide range of courses in all disciplines. Courses are provided to meet the needs of all students. The SouthTech Academy shall provide all courses required for high school graduation and appropriate instruction designed to ensure that students meet the State Board of Education adopted standards in the following subject areas: reading and other language arts, mathematics, science, social studies, world languages, health and physical education, and the arts. [[Florida Statute § 1003.42\(1\)](#)]

High school courses may be semester or quarter. With the exception of certain Dual Enrollment college courses and all courses with EOC Assessments, 0.5 credit is awarded for passing a quarter in each course. No credit is awarded solely on the basis of participation in extracurricular activities.

### English for Speakers of Other Languages (ESOL)

In accordance with [State Board of Education Rules 6A-6.0902](#), [6A-6.0903](#), [6A-6.0904](#); [6A6.0908](#), students who are identified as English Language Learners (ELLs) must be given equal access to the general curriculum, as defined by the STS Curriculum Guidelines. The General Education standards and benchmarks should be the basis of their curriculum. ELLs are placed in courses based on need and eligibility, regardless of their English language proficiency. The student's Individual ELL Plan documents the instructional strategies required, ensuring the student an equal opportunity to master the General Education curriculum. For full explanation of services and models, refer to the School District of Palm Beach County's ESOL Procedures Manual (Section 2).

Refer to [State Board of Education Rule 6A-6.09022](#) for more information on the extension of services for ELLs, [State Board of Education Rule 6A-6.0903\(2\)](#) for the requirements for exiting ELLs from ESOL Programs, and [State Board of Education Rule 6A-6.09031](#) for post reclassification of ELLs.

## Exceptional Student Education (ESE)

Pursuant to [School Board Policy 5.725](#) and [State Board of Education Rule 6A-6.03028](#), Individual Education Plans (IEPs) for students with disabilities enrolled in an Exceptional Student Education (ESE) Program must specify the specially designed instruction and related services that are necessary to meet each student's unique needs/ Refer to [School Board Policy 5.725](#), the [Exceptional Student Education Policies and Procedures \(SP&P\)](#) and [Florida Statutes §§ 1003.57, 1003.571, and 1003.5715](#).

All students must be given access to the general curriculum, as is appropriate, in relation to their unique needs and abilities and as delineated on each student's IEP. For the majority of these students, the General Education standards should be the basis of their curriculum. For some students, modified standards and/or benchmarks may be more appropriate. The Language Arts Florida Standards (LAFS) and Mathematics Florida Standards (MAFS) include Access Points for students with significant cognitive disabilities. The Next Generation Sunshine State Standards (NGSSS) include Access Points in the content area of science and social studies. These Access Points are expectations for students with significant cognitive disabilities to access the General Education curriculum. Access Points reflect the core intent of the standards with reduced levels of complexity. (Refer to [State Board of Education Rule 6A-1.09414](#) for course descriptions).

As appropriate, the IEP must enable the parent(s) and student to be involved in determining how the student will be involved/progress in the General Education curriculum, and how the student will participate in appropriate activities. The IEP shall also address how each of the student's other educational needs (that result from the student's disability) will be met/ [[State Board of Education Rule 6A-6.03028\(3\)\(h\)2](#)]

The IEP may specify whether accommodations<sup>10</sup>/modifications<sup>11</sup> are necessary in the areas of curriculum, instruction, and assessment provided that the accommodations/modifications do not include modifications to the curriculum descriptions/frameworks or student performance standards. The IEP must be implemented as drafted by the IEP Team. The IEP must contain an explanation of the extent, if any, to which the student will not participate with non-disabled students in the General Education class. [[State Board of Education Rule 6A-6.03028\(3\)\(h\)2](#)] In compliance with the least restrictive environment mandate, a student with a disability may be removed from the General Education environment, only if the nature and/or severity of the disability are such that education in General Education classes, with the use of supplementary aids and services cannot be achieved satisfactorily.

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<sup>10</sup> Accommodations are changes that can be made to the way students learn and how they are tested. They describe changes in format, response, setting, timing, or scheduling that do not alter the curriculum or test in any significant way. Accommodations include changes made to the environment and/or teacher behavior, which supports a student's learning, such as teaching methods and materials, classroom assignments and tests, learning environment, strategies, time demands, and schedules.

<sup>11</sup> Modifications to basic courses shall not include modifications to the curriculum frameworks or student performance standards. Modifications to basic or vocational courses may include: increased or decreased instructional time; varied use of methodology; special communications systems (which may be used by the teacher or the student); classroom or district test administration procedures; and other evaluation procedures (which may be modified, as specified in [State Board of Education](#)

To ensure quality planning for a successful transition of a student with a disability to postsecondary education and career opportunities, an IEP Team shall begin the process of, and develop an IEP for, identifying the need for transition services before the student with a disability attains the age of 14 years in order for the postsecondary goals and career goals to be identified and in place when the student attains the age of 16 years. This process must include, but is not limited to: consideration of the student's need for instruction in the area of self-determination and self-advocacy to assist the student's active and effective participation in an IEP meeting and preparation for the student to graduate from high school with a Standard High School Diploma pursuant to [Florida State Statute § 1003.4282](#) with a Scholar Designation unless the parent chooses a Merit Designation.

Public school students with disabilities must be provided the opportunity to meet the graduation requirements for a Standard High School Diploma as set forth in [Florida Statute § 1003.4282](#) in accordance with the provisions of [Florida Statutes §§ 1003.57](#) and [1008.22](#). Certain public school students with disabilities may be awarded a Special Diploma upon high school graduation.

Programs for students with disabilities are defined by the diploma options identified in each student's Individualized Education Plan (IEP).

### **Section 504 Accommodation Plans**

A student is eligible for accommodations, under Section 504 of the Rehabilitation Act of 1973, if the student is determined to have a physical or mental impairment that substantially limits one or more major life activity of such student. In addition, a student with either a record of impairment, or who is regarded as having impairment, is protected from discrimination under both Section 504 and the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, effective January 1, 2009.

A student meets the requirement of being regarded as having impairment by establishing that the student has been subjected to a prohibited act because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity/ This provision shall not apply to a student's impairments that are transitory and minor. A transitory impairment has an actual or expected duration of six months or less.

A Multi-Disciplinary Team must meet as necessary to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the student's major life activities.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

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[Rule 6A-1.0943](#) to accommodate the student's disability. (See [State Board of Education Rule 6A-6.0312](#), for course modifications for Exceptional Students).

An episodic or in remission impairment is a disability if it would substantially limit a major life activity when active. Impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.

The determination of whether the impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

- medication, medical supplies, equipment or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
- use of assistive technology;
- reasonable accommodations or auxiliary aids or services; or
- learned behavioral or adaptive neurological modifications.

However, the ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether the impairment substantially limits a major life activity.

To ensure compliance for all school decisions made under Section 504 and ADA, two components are necessary. First, the parent(s) must always be notified of any meeting scheduled to determine eligibility or subsequent meetings to make changes to the Section 504 Accommodation Plan. Secondly, the student's Multi-Disciplinary Team must make service, accommodation, and placement decisions. A Section 504 Accommodation Plan cannot be changed without proper parental notice and a Multi-Disciplinary Team Meeting. The individual student's Section 504 Accommodation Plan documents the accommodations and/or modifications that are required to ensure that the student has an equal opportunity to access the General Education curriculum. [[Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104](#)]

### **Gifted Education Curriculum**

Students enrolled in the Gifted Program have an opportunity to access a qualitatively differentiated curriculum, which consists of carefully planned, coordinated learning experiences that extend beyond the basic curriculum to meet the specific learning needs of the student. A continuum of services for gifted students is offered such as Honors, Advanced Placement (AP). [[State Board of Education Rule 6A-6.030191](#)]

Students identified as gifted, under [State Board of Education Rule 6A-6.03019](#), have an Educational Plan (EP) that outlines goals, strengths, and weaknesses that provide direction for the instructional program. The Differentiated Instructional Program includes advanced-level content, acceleration, and enrichment that address the student's special abilities and interests/ For more information regarding gifted education, refer to [School Board Policy 5.725](#) and the [Exceptional Student Education Policies and Procedures \(SP&P\)](#) pertaining to gifted students.

## Home Education Program

The School Board recognizes the rights of parents<sup>12</sup> to educate their child(ren) at home in lieu of regular attendance in a public or private school. The School Board's Policy is to ensure the Home Education Program for students of the STS is conducted in accordance with State laws and rules. [[School Board Policy 8.14](#)]

A Home Education Program is sequentially progressive instruction of a student directed by his/her parent(s). The parent(s) of each registered Home Education student must maintain a portfolio of student work, including a log of educational activities made concurrently with instruction and a listing of all reading materials used. The parent is responsible for submitting an annual evaluation, in accordance with [Florida Statute § 1002.41](#). Information and forms are available at <http://www.palmbeachschools.org/homeeducation>. Additional questions may be emailed to [homeed@palmbeachschools.org](mailto:homeed@palmbeachschools.org).

## Virtual Instruction

A student who is a full-time student attending STS must have permission from his/her school counselor and/or principal designee to enroll in Virtual Education courses.

## Educational Alternatives/Department of Juvenile Justice/Youth Services

In accordance with [Florida Statutes §§ 1003.51, 1003.52, 1003.53, 1003.54](#), and State Board of Education Rules 6A-6.052 through 6A-6.05292<sup>13</sup>, the STS provides special assistance and programs to those students identified as at-risk of dropping out of middle and high school.

The academic program for a Dropout Prevention (DOP)/ Educational Alternatives (EA)/Department of Juvenile Justice (DJJ)/Youth Services student may differ from traditional education programs and schools in scheduling, administrative structure, philosophy, curriculum and/or setting. Various programs and support activities are available in EA/DJJ/Youth Services schools throughout the STS. In order to meet the needs, interests, and talents of eligible students, the programs employ alternative teaching methodologies, curricula, learning activities, or diagnostic and assessment procedures. All students who exhibit the characteristics of potential dropouts are eligible for these programs. Students, who are over age for their grade placement, have failing grades, low achievement test scores, high absenteeism, or demonstrate other at-risk factors, may be considered eligible. Refer to [School Board Policy 8.13](#) and the referenced [Dropout Prevention/Educational Alternative/Juvenile Justice/Youth Services Programs Manual](#), on the Department of Educational Alternatives website: <https://www.palmbeachschools.org/edalternatives/>.

Students identified as English Language Learners (ELLs) and/or eligible for Exceptional Student Education (ESE) services, who meet the eligibility criteria for Educational Alternatives/Dropout Prevention, may be considered for placement.

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<sup>2</sup> When the word "parent(s)" is used, it also refers to "legal guardian(s)" and persons acting a parent.

<sup>13</sup> State Board of Education Rules are located at: <https://www.flrules.org/default.asp>.



A high school student identified as at-risk may be eligible for accelerated credit opportunities if the student is enrolled in an:

1. Educational Alternatives (Dropout Prevention) Performance-Based (Competency-Based) Program that allows for shortened instructional time and awards credits for the mastery of 70 percent of the course performance standards; or
2. approved Educational Alternatives (Dropout Prevention) course modification program designed for time variation (shortened or lengthened time for in-class instruction), alternative methods of assessments of student performance, or integration of course performance standards into interdisciplinary units of study.

When courses are modified to incorporate a range of performance standards, students may be awarded credits for mastery of performance standards.

Teacher observation, classroom assignments, examinations, and alternative assessment methods are considered appropriate for assessing student mastery of the course performance standards for both middle and high school students.

## **SPECIAL PROGRAMS FOR HIGH SCHOOL**

### **Career and Technical Education (CTE)**

Students in the STS are eligible for consideration and participation in Career & Technical Education Programs. Recent legislation and rule revisions have substantially changed many of these programs and have mandated placement and productivity standards as conditions for continued funding.

[[Florida Statutes §§ 1003.491 & 1003.492](#); and [State Board of Education Rule 6A-6.0573](#)]

It is essential that parents, students, teachers, school counselors, and administrators be aware that individual CTE courses do not stand alone, but are part of a planned program of study leading to college and career readiness and industry certifications, where applicable. Students should take advantage of available career planning activities within their schools when selecting CTE programs of study. To better prepare our students to be college and career ready, the Department of Choice and Career Options has developed a solid [Career Pathway System](#). This System includes rigorous Programs of Study to provide students with academic preparation, guidance, and career-related knowledge to help them prepare for their future career goals. Each program of study includes college credit earning opportunities through AP, Dual Enrollment, Gold Standard Statewide Articulation Agreements via industry certifications, as well as Articulation Agreements with local post-secondary institutions.

At the core of each Program of Study is a common set of foundational knowledge and skills, which include the following:

- communication;
- creativity and innovation;
- critical thinking and problem solving;
- global, social, and cultural awareness; and
- intellectual curiosity.

## Core Credit for Career and Technical Education (CTE)

A student who completes selected Career and Technical Education (CTE) Industry Certification courses, which lead to college credit, may elect to substitute the course for up to two mathematics courses and up to one science credit. However, CTE Industry Certification courses may not be substituted for Algebra 1, Geometry, or Biology credits. Course code waiver numbers have been added to the Course Code Directory (CCD) for student transcript purposes:

- Industry Certification Mathematics Waiver numbers are 1200998 and 1200999; and
- Industry Certification Science Waiver number is 2000999. (Refer to [Section 5](#) of the CCD).

For a listing of applicable industry certifications, please refer to the [Statewide Articulation Agreements-Industry Certification](#).

NOTE: Students interested in an applicable mathematics and/or science substitution through an Industry Certification, which leads to college credit, should consult with a school counselor regarding college admissions criteria utilizing course substitutions. Course substitutions may not count towards State University System admissions requirements.

## Career Academies

Students completing CTE programs or academies may receive a Standard High School Diploma or a Special Diploma (for students who entered 9<sup>th</sup> grade in the 2013-2014 school year or prior), contingent on all other graduation requirements being met. In addition, students have the opportunity to earn one or more of the following:

- Scholar Diploma Designation
- Merit Diploma Designation
- Career Education Program Completion Certificate;
- Articulated credits through Career Pathways (local and statewide);
- Dual Enrollment credits;
- State Licensure, if applicable; and
- Florida Bright Futures Vocational Gold Seal Scholarship.

## Career Education Program Completer Certificate

A Career Education Program Completer Certificate is awarded to students who successfully complete all courses in a CTE Program or Academy, as set forth by the Florida Department of Education (FLDOE).

Beginning in middle school, a student can begin a CTE Program of Study that includes proficiency in mathematics, communications, science, and a sequence of courses in a CTE Program or Academy, such as business, marketing, drafting, computer technologies, culinary, public service, early childhood education, and health science occupations, etc. This will provide preparation for careers that will have continued growth in the 21<sup>st</sup> Century. In addition, Articulation Agreements with postsecondary institutions are developed to provide students with the opportunity to receive college credit for certain secondary CTE courses upon matriculation. [[Florida Statute § 1007.22](#)]

Scholarships are available to eligible students who successfully complete a CTE Program of Study through the [Florida Bright Futures Scholarship Program](#).

### **ACADEMICALLY CHALLENGING CURRICULUM TO ENHANCE LEARNING (ACCEL)**

The STS provides unique learning opportunities and options for students on various levels of learning. The ACCEL options provide academically challenging curriculum or accelerated instruction to eligible public school students in 6th through 12th grade. Eligibility requirements and procedures have been established by the STS.

### **GENERAL MIDDLE SCHOOL ACCEL OPTIONS**

According to [Florida Statute § 1002.3105](#), ACCEL options include, but are not limited to, the following:

- whole-grade and midyear promotion;
- subject-matter acceleration;
- virtual instruction; and
- Credit Acceleration Program (CAP).

Additional acceleration options include, but are not limited to, STEM coursework, enrichment programs, flexible grouping, advanced academic courses, combined classes, self-paced instruction, curriculum compacting, advanced-content instruction, or telescoping curriculum. Parents and students should contact the school for acceleration options and eligibility criteria. Schools shall notify parents and students of the District's process by which a parent may request student participation in whole-grade promotion, midyear promotion, or subject-matter acceleration that would result in the student attending a different school.

Schools shall advise students and parents to contact the principal at the student's school for information related to the school's process by which a parent may request student participation in whole-grade promotion, midyear promotion, and subject-matter acceleration when the promotion or acceleration occurs within the principal's school- virtual instruction in higher grade level subjects; and any other ACCEL options offered by the principal. Schools shall also advise parents to contact the principal at the student's school for information related to eligibility requirements for ACCEL options.

### **GENERAL HIGH SCHOOL ACCEL OPTIONS**

According to [Florida Statute § 1002.3105](#), ACCEL options include, but are not limited to, the following:

- Credit Acceleration Program (CAP);
- Advanced Placement (AP) Program;
- Dual Enrollment and Early Admission;
- Career Academy Courses; and
- Virtual Courses.

## CREDIT ACCELERATION PROGRAM (CAP)

- The CAP Program allows a student to earn high school credit in courses required for high school graduation through passage of an End-of-Course assessment administered under [s. 1008.22](#) (Algebra 1, Geometry, United States History, and Biology 1), an Advanced Placement Examination, or a College Level Examination Program (CLEP).
- Notwithstanding [s. 1003.436](#), course credit shall be awarded to a student who is not enrolled in the course, or who has not completed the course, if the student attains a passing score on the corresponding End-of-Course assessment, Advanced Placement Examination, or CLEP.
- Students are responsible for all fees associated with CLEP exams. Students who take an Advanced Placement exam without being enrolled in the corresponding course are responsible for all fees.

## MIDDLE SCHOOL ACCELERATION REQUIREMENTS

### Subject Area Acceleration (Including Virtual Instruction in Higher Grade Level Subjects)

For subject area<sup>14</sup> acceleration to occur, all of the following indicators must be met:

1. Recommendation supported by a school-based team including school counselor, teacher(s) of record for the subject area requested, and approval of school principal as noted on the [Middle School Acceleration Plan and Performance Contract \(PBSD 2501\)](#).
2. Student must be in attendance in the school where the ACCEL request is being made for a minimum of 30 consecutive school days. If acceleration will result in the student attending a different school, a designee from that school should be included in developing the ACCEL Plan.
3. Student must demonstrate regular attendance and punctuality during the previous nine academic months. Student must demonstrate all “3”s and “4”s in conduct on report card from the previous nine academic months.
4. Student must demonstrate an overall high academic performance by report card ratings of all “!”s in subject area(s) requests for acceleration.
5. Student must demonstrate an overall high academic performance (i.e., the highest level for each applicable test) on all standardized tests midyear and end-of-year as applicable, including, but not limited to FCAT Reading and Mathematics, End-of-Course (EOC) Assessments and/or the Florida State Standards Assessments.
6. Student must meet all expectations of Characteristics of Proficient Learners. A checklist is located on the [Middle School Acceleration Plan and Performance Contract \(PBSD 2501\)](#).

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<sup>14</sup> Schools should continue to follow the suggested District Mathematics Pathways for placing students in Algebra 1. Schools should continue their current practice and eligibility criteria for placing students in Earth Space Science and general high school electives. The ACCEL procedures and plan is not needed for those courses.

## WHOLE-GRADE AND MIDYEAR PROMOTION PROCEDURES

### Middle School Requirements

For whole-grade promotion and/or midyear promotion to occur, all of the following indicators must be met:

1. Acceleration for specific core courses should be **considered**.
2. Gifted program eligibility should be **considered**.
3. Recommendation supported by a school-based-team including school counselor, two of the student's current or former core curriculum teachers and approval from the school principal, as noted on the [Middle School Acceleration Plan and Performance Contract \(PBSD 2501\)](#). Regional Superintendent recommendation is required if there is a change in school.
4. Student must be in attendance in the school of requested ACCEL for a minimum of 30 consecutive school days. If acceleration will result in the student attending a different school, a designee from that school should be included in developing the ACCEL Plan.
5. Student must demonstrate regular attendance and punctuality during the previous nine academic months.
6. Student must demonstrate all "3"s and "4"s in conduct on report card from the previous nine academic months.
7. Student must demonstrate an overall high academic performance by report card ratings of all "A"s in all classes (core and elective).
8. Students requesting promotion to Grade 9 must demonstrate an overall high academic performance by earning at least four academic high school credits with grades of "A" or "B". High school World Language courses may be included/ Grade of "A" is required for middle school courses.
9. Student must demonstrate an overall high academic performance (i.e., the highest level for each applicable test) on all standardized tests midyear and end-of-year as applicable, including, but not limited to EOC Assessments and/or Florida Standards Assessments (FSA).
10. Student must meet all expectations of Characteristics of Proficient Learners. Checklist located on the [Middle School Acceleration Plan and Performance Contract \(PBSD 2501\)](#).

## High School Requirements

Whole-year and midyear promotion will be determined by the number of credits needed for the grade level, as defined in the [High School Grade Classification for Promotion and Retention](#) section.

## RECOMMENDED ASSESSMENTS FOR SUBJECT AREA ACCELERATION

### Middle School Assessments (Whole-Grade & Midyear Promotion)

All available data must be considered. Mastery levels for eligibility reflect scores in the 9<sup>th</sup> stanine, highest level, or equivalent. The following data/assessments must be considered, if available:

- Current available FCAT scores, FSA scores, or comparable statewide standardized assessments
- Most recent STS diagnostic scores
- Psycho-educational assessment
- Midyear and end-of-year assessments, as appropriate for ACCEL request
- Work samples of products
- Palm Beach Performance Assessment or Document Based Question (DBQ) Assessment (CKLA Schools)

## PROCEDURES FOR REQUESTING ACCELERATION

### Middle School (6-8) Procedures for Requesting Acceleration

1. Parent submits written request for ACCEL option to the principal. Requests for the next school year should be submitted prior to the end of the third quarter. Requests for midyear promotion should be submitted prior to the end of the first quarter of the current school year. The principal may also initiate student participation in ACCEL. If the principal initiates the student's participation an ACCEL option, the parent(s) must be notified.
2. School principal prescreens initial student eligibility in accordance with acceleration guidelines outlined above and a school-based team meeting is scheduled.
3. The principal and school-based team determine student eligibility in accordance with Acceleration guidelines outlined above.
4. The principal and school-based team, in conjunction with parent(s) and student, complete the [Middle School Acceleration Plan and Performance Contract \(PBSD 2501\)](#), which includes an Acceleration Plan and timeline.
5. Once the Plan is implemented, the student's progress will be monitored throughout the first semester of acceleration. If at any time during the progress monitoring semester, there are student, teacher, parent, or principal concerns, the Plan will be reviewed by the school-based team and appropriate placement will be made. Any change of placement must be made prior to the end of the first semester of acceleration, before the student takes final exams. After successful completion of one semester, the student should remain on the accelerated track.

## High School (9-12) Procedures for Requesting Acceleration

To explore acceleration options, the student and parent(s) should contact the school to initiate the process of determining the student's eligibility for each option and develop a plan for acceleration, as appropriate. Upon notification of student and parent(s) request for acceleration, the school will:

1. review student achievement and academic performance data to establish eligibility for one or more ACCEL options;
2. notify student of eligibility and program requirements;
3. assist the student in meeting timeline and ACCEL option requirements; and
4. develop a schedule to meet student's needs and chosen program.

## HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL (6-8) STUDENTS

Some high school courses will be offered in middle school. Students in Grades 6-8 who are enrolled in a high school credit course, who meet the same attendance requirements met by high school students (see [Florida Statute § 1003.436](#)) and who successfully complete the course, may earn high school credit.

Middle school students who take high school courses for credit should be counseled that grades earned in those courses will be used in the future to calculate high school Grade Point Average (GPA) and cumulative class ranking, and they will remain a part of the student's academic record. However, these credits will **not** be calculated in the meritorious class ranking used to determine valedictorian/salutatorian.

Students who take a high school credit course will be considered dually enrolled in both middle and high school and the credit earned will satisfy the middle school course requirement for the appropriate grade level and will allow the student to acquire high school credit as well. High school rules apply for grading and attendance.

**MATHEMATICS NOTE:** Three of the four mathematics credits required for graduation must be earned in Grades 9-12 unless conditions listed under number 2 of the [Mathematics Requirements for Four-Year 24-Credit Option](#) section are met.

**SCIENCE NOTE:** Three science credits must be earned during high school (Biology 1, physical science, and an equally rigorous science course). If a student earned a Biology and/or physical science credit in middle school, that course will meet the subject area requirement. However, an additional three science credits must be earned in grades 9-12.

## High School Mathematics Requirements for Middle School (6-8) Students

Middle school students who have successfully completed a high school mathematics course will earn high school credit and that credit will count as one of the four mathematics credits that must be earned in Grades 9-12. To earn high school credit for Algebra 1, a middle school student must take the Algebra 1

EOC Assessment and pass the course. A middle school student's performance on the Algebra 1 EOC Assessment constitutes 30 percent of the student's final course grade/ Middle school students who do not take the Algebra 1 EOC Assessment will receive an "I" in the course. After the student makes-up the EOC, the final grade will be recalculated. [[Florida Statute § 1003.4156](#)]

Middle school students enrolled in high school Geometry must take the corresponding EOC Assessment, which constitutes 30 percent of the student's final course grade, and earn a passing grade in the course. Middle school students must meet satisfactory performance or earn a Level 3 or higher on the EOC Assessment in order to earn a Standard High School Diploma Scholar Designation. Middle school students who do not take the EOC Assessment will receive an "I" in the course. After the student makes-up the EOC, the final grade will be recalculated. [[Florida Statute §§ 1003.4156, 1003.4282\(3\)\(b\), 1003.4285\(1\)\(a\)](#)]

The requirements for out-of-country, out-of-state, private school, or Home Education Program students who transfer into a Florida public school with a transcript that indicates Algebra 1 course credit, must meet satisfactory performance or earn a Level 3 or higher on the Algebra 1 EOC Assessment in order to earn a Standard Diploma unless the student met one of the following requirements:

- earned a satisfactory score on an approved statewide assessment in Algebra 1 administered by the transferring entity; or
- earned a satisfactory score on an approved statewide mathematics assessment the transferring entity used to satisfy the requirements of the Elementary and Secondary Education Act (20 U.S.C. s. 6301). [[Florida Statute § 1003.4282](#)]

If a transfer student's transcript shows a final course grade and credit in Geometry, the transferring final grade and credit must be honored without the student taking the requisite EOC Assessment and without the results constituting 30 percent of the student's final course grade. However, to qualify for a Scholar Diploma designation, the student must earn a proficient score on the EOC Assessment in Geometry (2014-2015 Grade 9 cohort and forward). [[Florida Statutes §§ 1003.4282 & 1003.4285\(1\)\(a\)](#)]

### **COURSES TAKEN THROUGH NON-DISTRICT EDUCATIONAL PROVIDERS**

Students who participate in enrichment programs will not receive school credit. Courses taken through other educational providers may be awarded credit, so long as the provider is accredited by [AdvancED](#)<sup>®</sup>. The District and/or school designee will evaluate the course to determine if and which course credit and weighting will be awarded. Prior approval is recommended using the Non-District Educational Provider Course Approval Form, available at the school, to determine course equivalency and weighting. Credit may be denied if preapproval is not obtained. Students attempting credit for an EOC course must take the corresponding EOC, which will be counted as 30 Percent of the final course grade. For rules pertaining to transfer students, refer to [State Board of Education Rule 6A-109941](#).

### **CREDIT BY EXAMINATION**

Credit by examination shall be the program through which postsecondary credit is earned by secondary students based on the receipt of a specified minimum score on nationally standardized general or subject area examinations. [[Florida Statute §1007.27\(6\)](#)]



## ADVANCED PLACEMENT (AP)

Eligible secondary students may enroll in courses offered by the Advanced Placement Program administered by the College Board. Postsecondary credit may be awarded to students who score a minimum of three on a five-point scale on the corresponding AP Exam. Students shall be exempt from any fees for administration of the examination, regardless of whether or not the student achieves a passing score on the examination. [[Florida Statute §1007.27\(5\)](#)]

## DUAL ENROLLMENT PROGRAM

The Dual Enrollment Program is the enrollment of an eligible secondary student or Home Education student in a postsecondary course creditable toward high school completion and a career and technical certificate or an Associate or Baccalaureate Degree. [[Florida Statute §1007.271](#)]

In accordance with [Florida Statute § 1007.23\(5\)](#), a Dual Enrollment Articulation Committee made up of the SDPBC and, Palm Beach State College, as applicable, establishes rules, regulations, and policies of Dual Enrollment.

The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. Course credit earned in college-level courses shall be counted as college-level credit and may also be used to meet high school academic unit credit. Dual Enrollment credit can be earned at Palm Beach State College, pursuant to [Florida Statute § 1007.271](#). Course credit earned in these courses with a grade of “\_” or better, shall transfer as college-level credit to a state college/university in Florida. College credit is transferable to other colleges according to the individual college guidelines and requirements. Where sufficient numbers of qualified students have been identified, a college course may be offered at the local high school. Some college courses equate to a 0.5 high school credit, while others equal one credit. All Dual Enrollment grades shall be weighted 1.50 times the standard scale. The Dual Enrollment Articulation Agreement lists Dual Enrollment courses and credits meeting specific subject area credit toward graduation. College courses equivalent to less than three credit hours do not qualify for high school credit. Certain Dual Enrollment courses may be used to satisfy specific required courses for graduation/ (See the Florida Department of Education’s *Dual Enrollment Equivalency List* at: <http://www.fldoe.org/policy/articulation/dual-enrollmentagreements.stml>.)

Students must meet the following requirements and conditions, as stated in the Dual Enrollment Articulation Agreements, in order to be eligible for participation in the Dual Enrollment Program:

1. Students must be enrolled in Grades 6-12. Students in Grades 6-9 must have earned four (4) high school credits with at least a 3.0 GPA, two of which must be an English Language Arts course and a mathematics course. Grade 10 includes the summer upon completion of Grade 9.
2. Students must have a minimum 3.0 GPA for all courses except career/technical courses, for which a minimum 2.0 GPA is required. [[Florida Statute § 1007.271\(3\)](#)]
3. Students must earn college ready scores on either the SAT, ACT, Postsecondary Education Readiness Test (P.E.R.T.) or Florida College Entry-Level Placement Test (FCELPT), as specified in the Dual Enrollment Articulation Agreement. Students must earn college ready scores on all sections of the above named tests, as specified in the Dual Enrollment Articulation Agreement, to enroll in any course except career/technical courses at Palm Beach State College. Students enrolling in

mathematics courses at Florida Atlantic University must take a mathematics placement exam, Assessment and Learning in Knowledge Spaces (ALEKS).

4. Students enrolling in a career/technical course must earn passing scores on the Test of Adult Basic Education (TABE) required by the individual vocational program.
5. Students must limit enrollment to no more than eight total college credit hours per semester, regardless of the number of institutions they attend (per Dual Enrollment Articulation Agreement).
6. Students are limited to enrolling in courses that are a minimum of three (3) credit hours. One (1) credit hour lab courses must accompany a co-requisite three (3) credit hour course.
7. Students are limited to earning a maximum of sixty (60) credit hours through dual enrollment and/or early admission.
8. Students are only eligible for undergraduate courses.
9. Students must contact the school counseling office to begin the Dual Enrollment application process.
10. Students must receive approval of the school principal/designee.
11. Students must adhere to the Dual Enrollment Agreement Guidelines set up by the school. Participation in Dual Enrollment is subject to the school's schedule.
12. Students must satisfy any course prerequisites.
13. The college/university must have space available in the requested course.
14. Students must maintain a minimum 3.0 cumulative GPA [[Florida Statute § 1007.271\(3\)](#)] per semester and earn a grade of "C" or better in any college-level course, in order to continue in the Dual Enrollment Program. A student will no longer be eligible for the Dual Enrollment Program if he/she earns a grade of "D", "F" or "W" These grades will be reflected on the high school and college transcripts.
15. 15. Seniors are eligible for dual enrollment courses through the spring semester of their senior year, and may NOT take summer dual enrollment courses regardless of their graduation date.

Students may not enroll in vocational-preparatory instruction, college-preparatory instruction, and other forms of precollegiate instruction, or physical education courses that focus on the physical execution of a skill, rather than the intellectual attributes of the activity. [[Florida Statute §1007.271\(7\)](#)]

Career and Technical Dual Enrollment courses shall be available for students seeking a degree or certificate from a complete job preparatory program, but shall not sustain student enrollment in isolated career and technical courses. [[Florida Statute §1007.271\(4\)](#)]

Career Dual Enrollment shall be provided as a curricular option for secondary students to pursue in order to earn a series of elective credits toward the high school diploma. It is the intent of the legislature that Career Dual Enrollment provides a comprehensive academic and Career Dual

Enrollment Program within the career center or community college. [[Florida Statute §1007.271\(4\)\(21\)](#)]

Per [Florida Statute § 1007.271\(2\)\(10\)\(11\)\(16\)](#), there are no tuition, registration, laboratory fees, or textbook costs to students participating in the Dual Enrollment Program. Students are responsible for textbooks that must be returned to the vendor. Fees will be charged to students who lose or damage textbooks. Students will be responsible for parking permits, identification card fees, late fees, library fees, special course fees, etc. or other course-related materials.

A student may attempt a single course, a maximum of three times, during their college career in a Florida postsecondary educational facility. These three attempts include withdrawals. Students may not dually enroll if they will graduate prior to the end of the postsecondary course. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees, if the student meets the postsecondary institution's admissions requirements. [[Florida Statute § 1007.271\(2\)](#) & [Florida Counseling for Future Education Handbook](#)]

### **Enrollment in Schools without Dual Enrollment Agreements**

With principal's permission, students may dual enroll in colleges or universities other than those that have Dual Enrollment Agreements with the STS. Students must adhere to the Dual Enrollment Agreement Guidelines set up by the school. Participation in Dual Enrollment is subject to the school's schedule/ Students must meet the Dual Enrollment eligibility criteria set forth by the District.

The parent(s) and/or student will be responsible for payment of fees and instructional materials. Excluding the required fees, all other rights and privileges will be afforded these students as those under Dual Enrollment Agreements (Dual Enrollment Articulation Agreement between the School District, Palm Beach State College, and Florida Atlantic University). All courses that are not on the Dual Enrollment Course Equivalency List will be awarded a 0.5 elective credit. (Refer to *Dual Enrollment Equivalency List* at: <http://www.fldoe.org/policy/articulation/1516dual-enrollment-agreements.shtml>)

## PROMOTION AND RETENTION

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion or administrative placement, as referenced in [Florida Statute § 1008.25\(6\)\(a\)](#). No student may be retained solely on the basis of standardized assessments.

Schools will make efforts to promote successful transition for students from each grade level to the next, particularly as student's transition from elementary to middle school and from middle to high school. School planned activities or programs that promote successful transition may include, but are not limited to:

- Course selection and articulation meetings with students
- School visits and orientation programs
- Summer student orientation programs

### MIDDLE SCHOOL (6-8) REQUIREMENTS FOR PROMOTION AND RETENTION

In accordance with Florida Statute § 1003.4156, promotion from a school composed of middle Grades 6-8 requires that the student must successfully complete academic courses as follows:

#### Middle School English Language Arts (ELA) Requirements

- A student must successfully complete three middle school or higher courses in English Language Arts (ELA).

#### Middle School Mathematics Requirements

1. Students must successfully complete three middle school or higher courses in mathematics. Each middle school must offer at least one high school level mathematics course for which students may earn high school credit.
2. In accordance with Florida Statutes §§ 1008.22(3)(b) (1) and 1003.4156(1)(b), middle school students who have successfully completed a high school mathematics course will earn high school credit and that credit will count as one of the four mathematics credits that must be earned in grades 9-12. To earn high school credit for Algebra 1 or Geometry, a middle school student must take the corresponding EOC Assessment and pass the course/ ! middle school student's performance on the EOC Assessment will constitute 30 percent of the student's final course grade/ Middle school students who do not take the EOC Assessment will receive an "I" in the course. After the student makes-up the EOC, the final grade will be recalculated.
3. Students are required to meet satisfactory performance or earn a Level 3 or higher on the Algebra 1 EOC Assessment in order to earn a Standard High School Diploma. Students must meet satisfactory performance or earn a Level 3 or higher on the Geometry EOC Assessment order to earn a Standard High School Diploma Scholar Designation. [Florida Statute § 1003.4156]

## Middle School Social Studies Requirements

- A student must successfully complete three middle school or higher courses in social studies.

### Middle School Social Studies Courses

- Grade 6 -M/J World History (not World Geography)
- Grade 7 -M/J Civics
- Grade 8 -M/J United States History

- Students who transfer into SouthTech Preparatory Middle school may substitute social studies units earned at their previous school for M/J World History and/or M/J United States History if the units are deemed acceptable per the district accreditation policy. Beginning with students entering 6th grade in the 2012-2013 school year, per [Florida Statute § 1003.4156\(1\)\(c\)](#), one of the courses must be at least a one semester civics education course that a student successfully completes and that includes:
  - the roles and responsibilities of federal, state, and local governments;
  - the structures and functions of the legislative, executive, and judicial branches of government; and
  - the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.
- Transfer students who completed a social studies course at their previous school may have that course evaluated to determine if it meets the criteria listed above to count as a civics education course.
- Each student's performance on the statewide, EOC Assessment in civics education constitutes 30 percent of the student's final course grade. Middle school students who do not take the civics EOC Assessment will receive an "I" in the course. After the student makes-up the EOC, the final grade will be recalculated. (Refer to [Florida Statute § 1008.22.](#))

**NOTE:** A middle school student who transfers into the State's public school system from out of country, out-of state, a private school, or a home education program after the beginning of the second term of 8<sup>th</sup> grade is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education. [Florida Statute § 1003.4156(1)(c)]

## Civics End-of-Course (EOC) Assessment Requirement

All students enrolled in and completing any of the following courses must take the Civics EOC Assessment:

Course	Course Code
M/J Civics	2106010
M/J Civics	2106015
M/J Civics & Career Planning	2106016
M/J Civics, Advanced	2106020
M/J Civics, Advanced	2106025
M/J Civics, Advanced & Career Planning	2106026
M/J Civics and Digital Technologies	2106026
M/J U.S. History and Civics	2100045
Access M/J Civics	7821021
Access Civics & Career Planning	7821023
M/J IB MYP Civics Advanced	2106027
M/J IB MYP Civics Advanced & Career Planning	2106028

Students enrolled in Access courses take the appropriate EOC upon completion of the Access course and when determined appropriate by the IEP team.

## SUGGESTED ENROLLMENT FOR GRADES 6-8

### Suggested Enrollment for Grade 6

Students are required to enroll in each of the following courses	Duration
Intensive Reading* (based on FY16 FSA ELA Level 1 or Level 2, Reading Running Record data, Reading Plus Benchmark Assessment data, FY16 Winter Diagnostic data, and/or teacher input) Certain students may be serviced through specific content area classes with appropriately certified/designated/endorsed teachers. Refer to the K-12 Comprehensive Reading Plan for specific details. <b>Note:</b> Assignment of students with a disability and ELLs who participate in statewide assessments will be determined by the appropriate Multi-Disciplinary Team.	As long as needed
Language Arts	1 year
Science	1 year
Mathematics**	1 year
World History	1 year
Physical Education*** (includes dance classes)	1 semester
Electives (various courses/subject areas)	As offered by each school

\*[Florida Statute § 1008.25](#) mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics, and/or science.

\*\*Mathematics remediation, if required, may be provided within the Mathematics class.

\*\*\* The physical education requirement shall be waived for a student who meets the criteria outlined in [Florida Statute § 1003.455](#). Refer to [Physical Education Requirement, Parental Notification and Waiver for Elementary and Middle School Students Form \(PBSD 2301\)](#).

## Suggested Enrollment for Grade 7

\* [Florida Statute § 1008.25](#) mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics, and/or science.

Students are required to enroll in each of the following courses	Duration
Intensive Reading* (based on FY16 FSA ELA Level 1 or Level 2, Reading Running Record data, Reading Plus Benchmark Assessment data, FY16 Winter Diagnostic data, and/or teacher input) Certain students may be serviced through specific content area classes with appropriately certified/designated/endorsed teachers. Refer to the K-12 Comprehensive Reading Plan for specific details. <b>Note:</b> Assignment of students with a disability and ELLs who participate in statewide assessments will be determined by the appropriate Multi-Disciplinary Team.	As long as needed
Language Arts	1 year
Science	1 year
Mathematics**	1 year
Civics	1 year
Physical Education*** (includes dance classes)	1 semester
Electives (various courses/subject areas)	As offered by each school

\*\*Mathematics remediation, if required, may be provided within the Mathematics class.

\*\*\*The physical education requirement shall be waived for a student who meets the criteria outlined in [Florida Statute § 1003.455](#). Refer to [Physical Education Requirement, Parental Notification and Waiver for Elementary and Middle School Students \(PBSD 2301\)](#).

## Suggested Enrollment for Grade 8

\* [Florida Statute § 1008.25](#) mandates that intensive academic assistance be provided for any student who demonstrates substantially deficient skills in reading, writing, mathematics, and/or science.

\*\*Mathematics remediation, if required, may be provided within the mathematics class.

\*\*\*The physical education requirement shall be waived for a student who meets the criteria outlined in [Florida Statute § 1003.455](#).

Students are required to enroll in each of the following courses	Duration
Intensive Reading* (based on FY16 FSA ELA 2.0 Level 1 or Level 2, Reading Running Record data, Reading Plus Benchmark Assessment data, FY16 Winter Diagnostic data, and/or teacher input) Certain students may be serviced through specific content area classes with appropriately certified/designated/endorsed teachers. Refer to the K-12 Comprehensive Reading Plan for specific details. <b>Note:</b> Assignment of students with a disability and ELLs who participate in statewide assessments will be determined by the appropriate Multi-Disciplinary Team.	As long as needed
Language Arts	1 year
Science	1 year
Mathematics-M/J Pre-Algebra; Algebra 1 Honors; Geometry Honors**	1 year
United States History	1 year
Physical Education (includes dance classes) ***	1 semester
Electives (various courses/subject areas)	As offered by each school

Refer to

[Physical Education Requirement Parental Notification and Waiver for Elementary and Middle School Students \(PBSD 2301\)](#). Course descriptions meet the requirements of [State Board of Education Rule 6A-1.09412](#) and this curriculum meets the student performance standards in [State Board of Education Rule 6A1.09401](#). See [Florida Statute § 1003.4156](#).

## MIDDLE SCHOOL (6-8) PROMOTION AND RETENTION

Students who successfully complete the required courses in each grade must be promoted to the next grade level.

### Promotion to Grade 9

In order to be promoted to Grade 9, students must meet the following requirements:

Subject	Number of Courses Passed
English Language Arts	3
Mathematics	3
Science	3
Social Studies	3

**NOTE: Promotion to high school is contingent on meeting the requirements above.**

### Conditional Promotion to Grade 7 and/or Grade 8

1. If a student fails **one** core course, the student must be **conditionally** promoted. The student must pass the failed course in a recovery program during the summer or the next school year.
2. If a student fails **two** core courses, the student may be **conditionally** promoted. The student must pass the failed courses in a recovery program during the summer or during the following school year.
3. If a student fails **three** core courses, the student will be retained at the same grade level or will be **conditionally** promoted, provided a feasible plan is implemented for the student to recover the failed courses in a recovery program during the summer and during the following school year.
4. If a student fails **more than three** core courses, the student will be retained.
5. A retained student **should not repeat** a course he/she has already passed. The student may enroll in the next sequential course.
6. Promotion in extraordinary circumstances: The Superintendent, upon recommendation by the Regional Superintendent and the principal, may conditionally promote a student based upon extraordinary circumstances, which impacted the student's performance. The student is still required to recover failed courses. This cannot be used to promote a student from 8<sup>th</sup> grade to 9<sup>th</sup> grade.

### Course Recovery Options for Middle School Students

1. Middle School Course Recovery Program (MSCR)
2. Virtual School
3. Tutoring services before or after school concurrently with the course to be used as evidence of demonstrating proficiency in skills taught during the previous terms.
4. Benchmark assessments: Florida Standards Quizzes (FSQs) and Unit Standards Assessments (USAs) for ELA and Mathematics, and Next Generation Standards Quizzes (NGSQs) and USAs for



Civics and 8th grade science can be used to demonstrate mastery for a marking period. Winter Diagnostics Reports using the taught standards/benchmarks can be used to demonstrate mastery of the content of first and/or second quarters.

5. Quarterly Assessments: Students may take a quarterly assessment. Students must complete with 70 percent proficiency before recovery status is awarded. A quarter grade of D shall be awarded.
6. Florida Standards Assessment (FSA)/Statewide Science Assessment/Civics EOC: Students who meet satisfactory performance or earn a Level 3 or higher can receive credit for a recovered course based on demonstration of grade level skills as indicated by the statewide standardized assessment score.
7. Florida Standards Alternate Assessment (FSAA): Students who meet satisfactory performance or earn a Level 3 or higher can receive credit for a recovered course based on demonstration of grade level skills as indicated by the FSAA score.

## **MIDDLE SCHOOL INTERVENTIONS**

### **Early Warning System**

In accordance with Florida Statute § 1001.42( 18(b), a school that includes any students in grade 6 through grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators:

- a) Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension.
- b) One or more suspensions, whether in school or out of school.
- c) Course failure in English Language Arts or mathematics during any grading period.
- d) A Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics or, for students in kindergarten through grade 3, a substantial reading deficiency under [Florida Statute § 1008.25\(5\)\(a\)](#).

SouthTech Schools may identify additional early warning indicators for use in a school's early warning system. When a student exhibits two or more early warning indicators, the school's child study team under or a school-based team formed for the purpose of implementing the requirements of this paragraph shall convene to determine appropriate intervention strategies for the student.

## **CONSIDERATIONS FOR SPECIAL PROGRAM STUDENTS**

The following sections address the considerations for Students with Disabilities (SWD), students with a Section 504 Accommodation Plan, and English Language Learner (ELL) students that do not meet the mandatory retention criteria.

### **English Language Learners (ELLs)**

In accordance with [State Board of Education Rules 6A-6.0902, 6A-6.0903, 6A-6.0904, and 6A-1.09432\(6\)](#)

a student identified as an ELL must meet the District levels of performance, as indicated on the Student Progression charts. The STS Plan for Services to English Language Learners (ELLs) is located at: <https://www.palmbeachschools.org/multicultural/wp-content/uploads/sites/70/2016/04/ApprovedDistrictELLPlan2014-2016.pdf>.

Promotion for an ELL shall be based on the student's academic performance, regardless of the level of English Language proficiency. ELLs must demonstrate literacy skills on grade level in either English or their native language. ELLs may not be retained if they are substantially below grade level in reading in English, but can demonstrate grade level literacy skills in their native language. Retention of an ELL requires the review and recommendation of the ELL Committee and may not be based on lack of English proficiency, demonstration of grade level content knowledge in English, or on a score on any single assessment instrument. An ELL Committee must meet to determine whether an ELL should be retained with documentation on the [\*English Language Learner \(ELL\) Report \(PBSD 1512\)\*](#).

An ELL is required to meet student performance standards for the appropriate grade level. However, ELLs who have been in an approved English for Speakers of Other Languages (ESOL) Program for less than two complete school years should not be accountable to demonstrate the standards in English. The Consent Decree and Title III requirement is to measure the student's ability toward attainment of the standards, regardless of whether that ability is demonstrated in English or the student's home language.

### **Exceptional Student Education (ESE)**

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) requires that the IEP for each child with a disability include a statement of measurable annual goals, including academic and functional goals. The IEP must meet the student's needs that result from the disability to enable the child to be involved in and make progress in the General Education curriculum. Refer to [School Board Policy 5.725](#) and [\*Exceptional Student Education Policies and Procedures \(SP&P\)\*](#).

When a student with a disability is determined to be performing below grade level in reading, writing, mathematics, and/or science, the IEP Team shall be convened to review the IEP. The student's IEP must address all of the student's educational needs, including the student's below grade level performance. The IEP Team may recommend a Progress Monitoring Plan (PMP) to address the student's educational need in reading, writing, mathematics, and/or science.

In accordance with [Florida Statute § 1008.25\(1\)](#), it is the responsibility of the School Board and SouthTech Schools' administration to provide all students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. With respect to Students with Disabilities, the School Board and SouthTech Schools' administration have additional responsibilities, as set forth below.

The IDEA requires the SouthTech Schools' to provide a Free Appropriate Public Education (FAPE) to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade [[34 C.F.R. § 300.101\(c\)\(1\)](#)].

State law requires that Students with Disabilities, who are included in the General Education curriculum must meet SouthTech and/or State levels of performance for student progression- unless the student's IEP Team determined that the student should follow the Florida Standards Access Points modified curriculum aligned with ESE course requirements and benchmarks.

State law prohibits social promotion for any public school student, including Students with Disabilities. Social promotion occurs when a student is promoted based on factors other than the student achieving SouthTech and State levels of performance for student progression. In accordance with [Florida Statute § 1008.25\(6\)\(a\)](#), no student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

### **Active Section 504 Accommodation Plans**

As outlined in Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104, a student's Section 504 Accommodation Plan documents each of the accommodations required to ensure the student receives a Free Appropriate Public Education (FAPE) and has an equal opportunity to access the General Education curriculum in the least restrictive environment. If a Section 504 Team decides to make any alteration to the delivery of instruction or student assignments for a student with an active Section 504 Accommodation Plan, such alteration must be documented in the student's Section 504 Accommodation Plan. A parent of a student with an active Section 504 Accommodation Plan must be notified of any proposed changes to the Plan. In addition, a parent must be given the opportunity to provide input on decisions made by the 504 Team.

A student with an active Section 504 Accommodation Plan must meet the School District's levels of performance. Parent(s) must be notified if a student with a 504 Plan is being considered for retention. The Team must determine if the reason(s) for retention is/are caused by the disability of record on the active Section 504 Accommodation Plan. If the Team determines that the below grade level performance is caused by the disability, the student's placement must be re-evaluated.

The re-evaluation must include a review of the student's records, the student's intellectual and academic abilities, and other pertinent information provided by the student's teachers. Comprehensive documentation regarding student placement must be provided each time reevaluation occurs.

If the Team determines that the below grade level performance is not caused by the disability, the student is treated in the same manner as any General Education student.

### **HIGH SCHOOL GRADE CLASSIFICATION FOR PROMOTION AND RETENTION**

The following requirements are used to determine grade classification to the next grade level. At the end of the school year, students will be promoted as follows:

- **9<sup>th</sup> grade** students will be promoted to **10<sup>th</sup> grade**;
- **10<sup>th</sup> grade** students will be promoted to **11<sup>th</sup> grade**;
- **11<sup>th</sup> grade** students will be promoted to **12<sup>th</sup> grade**; and
- **12<sup>th</sup> grade** students who do **not** meet graduation requirements will be **retained** in **12<sup>th</sup> grade**.

Grade 12 students transferring into the STS will be required to enroll in a minimum of eight courses

## GRADUATION REQUIREMENTS

Students are required to satisfy the graduation requirements in effect at the time the student first enters Grade 9, regardless of the date the student graduates, unless the requirements change for the entire class, or unless requirements are changed for all students by Florida Statute. Refer to [Appendices A, B, C, and D](#) for FLDOE Advisement Flyer<sup>15</sup>.

Schools shall provide parent(s) with information concerning all graduation options, including the respective curriculum requirements for those options, so that the students and their parent(s) may select the program that best fits their needs.

### GRADUATION REQUIREMENTS FOR A STANDARD DIPLOMA

#### Assessments for Standard Diploma

In order to receive a Standard Diploma, students must meet satisfactory performance or earn a Level 3 or higher on the required statewide assessments or meet the concordant or comparative subject area test score on a State Board of Education approved alternate assessment. They must also satisfy student performance standards for each course in Grades 9-12 for which credit toward graduation is awarded. As for students with a disability, see below as to the criteria for waivers from this graduation requirement. [[Florida Statutes §§ 1008.22\(3\)](#)], [[State Board of Education Rules 6A-1.0995](#)], & [[6A-1.09961](#)]

Students must meet satisfactory performance or earn a Level 3 or higher on the Grade 10 FSA ELA. A student may satisfy the Grade 10 FSA ELA requirement by achieving an equivalent or concordant score on an alternate assessment, the ACT, or SAT.

Students must meet satisfactory performance or earn a Level 3 or higher on the Algebra 1 End-of-Course (EOC) Assessment or meet the comparative score of 97 on the Postsecondary Education Readiness Test (P.E.R.T.).

The concordant/comparative scores for ACT, SAT, and P.E.R.T. updates are located at: <http://www.fldoe.org/core/fileparse.php/7764/urlt/GradRequireFSA.pdf>

Students who have met all of the requirements for the Standard High School Diploma, except for meeting satisfactory performance or earning a Level 3 or higher on the FSA ELA/Algebra 1 EOC Assessment or an alternate assessment by the end of 12<sup>th</sup> grade, must be given the opportunity to participate in an accelerated High School Equivalency Diploma Preparation Program. This should include FCAT 2.0 Reading/FSA ELA/Algebra 1 EOC Assessment remediation and High School Equivalency Examination preparation. Students may return to school for a 13<sup>th</sup> year to remediate Grade 10 FSA ELA/EOC Assessment and/or GPA. Students must also be allowed to take a college placement test and be admitted to remedial or credit courses at a state community college or participate in an adult general education program. [[Florida Statute § 1003.433\(2\)](#)]

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<sup>15</sup> For details refer to [Appendices A-D: Academic Advisement Flyers](#).

## Statewide Standardized Assessment Waivers for Students with Disabilities

Section 1008.22(3)(c)2., F.S., states that students with disabilities can be eligible for a waiver of statewide, standardized assessment results for the purpose of receiving a course grade or a standard diploma. This includes the Florida Standards Assessment, all end-of-course assessments and the Florida Standards Alternative Assessment.

In accordance with the Individuals with Disabilities Education Act (IDEA), students with disabilities may receive services through the public school system through age 21 (i.e., until their 22<sup>nd</sup> birthday or, at the option of the School District, the end of the semester or school year in which the student turns age 22) or until they graduate with a Standard Diploma, whichever occurs first.

In order for the general assessment graduation requirement to be waived, the IEP Team must meet to determine whether or not the state standardized assessment can accurately measure the student's abilities, taking into consideration allowable accommodations.

### Statewide Standardized Assessment Waiver Eligibility Criteria for Students with Disabilities

Assessment results may be waived under special circumstances for students with disabilities for the purpose of receiving a course grade or a standard high school diploma. Specific requirements regarding the waiver process are found in [s. 1008.22\(3\)\(c\)2., F.S.](#) To be considered for a statewide, standardized assessment results waiver, the following criteria must be met:

1. The student must be identified as a student with a disability, as defined in [s. 1007.02, F.S.](#): The term "student with a disability" means a student who is documented as having an intellectual disability; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability; an orthopedic or other health impairment; an autism spectrum disorder; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia.
2. The student must have an individual educational plan (IEP).
3. The student must have taken the statewide, standardized assessment with appropriate allowable accommodations at least once.
4. In accordance with [s. 1008.22\(3\)\(c\)2., F.S.](#), the IEP team must make a determination of whether a statewide standardized assessment accurately measures the student's abilities, taking into consideration all allowable accommodations for students with disabilities.

The IEP team may meet at any time to:

- Verify that the criteria have been met
- Document the team's determination and information analyzed in making the decision

### **SouthTech Schools' Responsibilities:**

The IEP Team will convene to make a determination whether the Statewide Standardized Assessment accurately measures the student's abilities, taking into consideration all allowable accommodations. The team may review evidence that includes, but is not limited to:

- Classroom work samples
- Course grades
- Teacher observations
- Relevant classroom data derived from formative assessments
- Intensive remediation activities on the required course standards
- Higher-level, related coursework (honors, advanced placement, etc.)
- Related postsecondary coursework through dual enrollment
- Other standardized academic assessments, such as the SAT, the ACT or Postsecondary Education Readiness Test (P.E.R.T.).
- Portfolio

The IEP team must convene to analyze the information needed to consider whether a student is eligible for a waiver of statewide, standardized assessment results for the purpose of receiving a course grade or a standard diploma. A decision may be made at an IEP team meeting any time after a student takes a statewide, standardized assessment needed to earn a course grade or a standard high school diploma in accordance with [s.1008.22 \(a\)\(b\), F.S.](#) Documentation of the decision to grant or deny should be completed at that time.

A student who transfers from another state must pass the Grade 10 general assessment or an alternate assessment that is concordant with the general assessment; earn a 2.0 GPA; and meet all requirements of the school, district, or state from which he/she is transferring **or** meet Florida's course requirements to earn a Standard Diploma. A transfer student may be considered for the assessment waiver. [[Florida Statute § 1003.433\(1\)](#)]

Beginning with students entering grade 9 in the 2014-15 school year, any waiver of the statewide, standardized assessment requirements by the individual education plan team, pursuant to s. 1008.22(3)(c), must be approved by the parent and is subject to verification for appropriateness by an independent reviewer selected by the parent as provided for in Florida Statute § 1003.572.

### **Course Credit for Standard Diploma**

In accordance with [Florida Statute § 1003.436\(2\)](#), credits are awarded in 0.5 credit increments per quarter upon successful completion of course requirements, with the exception of courses with EOC Assessments that award one credit.

### **Online Learning for Standard Diploma**

Beginning with the 2011-2012 incoming Grade 9 students, the Digital Learning Now Act requires that all high school students graduating with a 24-Credit Standard Diploma (except those enrolled in the ACCEL Option, Special Diploma, International Baccalaureate (IB) Program, or the Advanced International Certificate of Education (AICE) Program) successfully complete at least one online course. The course has to be within the 24 credits required for high school graduation and must be passed. Courses may be

either 0.5 credit or 1.0 credit in value. Online credit recovery or original credit courses may be used to satisfy this requirement. [[Florida Statute § 1003.4282\(4\)](#)] (Students may take these courses online, outside of, or as a part of the school day.)

In accordance with [Florida Statute § 1003.4282\(4\)](#), online high school credit courses successfully completed in Grades 6-8 may be used to fulfill this requirement.

This requirement does not apply to a student who has an IEP, which indicates that an online course would be inappropriate, or a student who is enrolled in a Florida high school and has less than one academic year remaining in high school. [[Florida Statute § 1003.4282\(4\)](#)]

In accordance with [Florida Statute § 1003.4282](#), a student may satisfy this requirement by completing a blended learning course or a course in which the student earns a nationally recognized industry certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to Florida Statute §1008.44 or passing the information technology examination without enrolling in or completing the corresponding course or courses, as applicable.

### **Grade Point Average (GPA) for Standard Diploma**

In middle and high school, GPA is defined as the numerical average represented by the point value of the letter grades earned, divided by the number of semester grades. The point value is based on a standard scale of 4.0 with no weighing factor for different levels of difficulty. The scale is based on 4.0 (A), 3.0 (B), 2.0 (C), 1.0 (D) and 0 for any other grade. [[Florida Statute § 1003.437](#)]

Students must earn a minimum GPA of 2.0 on a 4.0 scale for all credits attempted, except for those replaced according to the Forgiveness Rule. [[Florida Statute § 1003.437](#)]

### **FOUR-YEAR, 24-CREDIT TRADITIONAL OPTION REQUIREMENTS**

The 24 credits may be earned through applied, integrated, and combined courses approved by the Department of Education.

#### **Virtual/Online Course Requirement for Four-Year 24-Credit Option**

Beginning with students entering Grade 9 in the 2011-2012 school year, at least one course within the 24 credits required in this subsection must be completed through online learning. An online high school credit course taken during Grades 6-8 fulfills this requirement. The requirement is met through an online course offered by the Florida Virtual School, a virtual education provider approved by the State Board of Education, a high school, or an online dual enrollment course. [[Florida Statute § 1003.4282\(4\)](#)]

The SouthTech Schools', as applicable, may allow students to satisfy the online course requirement by fulfilling one of the following:

- Completing a blended learning course.
- Completing a course in which the student earns a nationally recognized industry certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to Florida State §1008.44
- Passing the information technology certification examination without enrolling in or completing the corresponding course or courses, as applicable.

### **English Requirements for Four-Year 24-Credit Option**

- Students must earn four English credits (English I, II, III, and IV).

### **Mathematics Requirements for Four-Year 24-Credit Option**

1. Students must earn four high school mathematics credits, which must include Algebra 1 and Geometry. [[Florida Statute § 1003.4282\(3\)\(b\)](#)]
2. Three of the four required mathematics credits must be earned in Grades 9-12. However, students who score a minimum of 550 on the mathematics portion of the Old SAT (prior to March 2016), or a 570 on the mathematics portion of the New SAT (March 2016 and thereafter), or a minimum score of 24 on the mathematics portion of the ACT, may be exempt from the requirement that the three credits be earned in Grades 9-12 and may use all high school mathematics credits earned in middle school toward the four-credit graduation requirement. (Students should be reminded that meeting only the minimum mathematics credit requirement might adversely impact college admission.)
3. The grades earned in high school courses, taken in middle school, will be included on the high school transcript.
4. Students enrolled in Algebra 1 in 2011-2012 and thereafter, must meet satisfactory performance or earn a Level 3 or higher on the Algebra 1 EOC Assessment, in order to fulfill the graduation requirement. [[Florida Statute § 1008.22\(3\)\(b\)1](#)]
5. Beginning with the 2011-2012 school year, all students enrolled in geometry must take the Geometry EOC Assessment. [[Florida Statute § 1008.22\(3\)\(b\)1](#)]
6. Students who enroll in Algebra 1 in the 2013-2014 school year and thereafter, must take the Algebra 1 EOC Assessment and pass the course. Student performance on the Algebra 1 EOC Assessment constitutes 30 percent of the student's final course grade/ Students who do not take the Algebra 1 EO Assessment will receive an "I" in the course. After the student makes up the EOC, the final grade will be recalculated.
7. A student must meet satisfactory performance or earn a Level 3 or higher on the Algebra 1 EOC Assessment to earn a Standard Diploma. A comparative score of 97 on the Postsecondary Education Readiness Test (P.E.R.T.) will satisfy this requirement.



8. Students who enroll in Geometry in the 2013-2014 school year and thereafter, must take the corresponding EOC Assessment and pass the course. Student performance on the EOC Assessment constitutes 30 percent of the student’s final course grade/ Students who do not take the EOC Assessment will receive an “I” in the course. After the student makes up the EOC, the final grade will be recalculated.
9. A student must meet satisfactory performance or earn a Level 3 or higher on the Geometry EOC Assessment to earn a Standard High School Diploma Scholar Designation.
10. Industry certification courses that lead to college credit may substitute for up to two mathematics credits, not including Algebra 1 or Geometry.

### **Algebra 1 End-of-Course (EOC) Assessment Requirement**

All students enrolled in and completing any of the following courses must take the Algebra 1 EOC Assessment:

<b>Course</b>	<b>Course Code</b>
Algebra 1	1200310
Algebra 1 Honors	1200320
Access Algebra 1 or Access Algebra 1B	7912075 7912090
Pre-AICE Mathematics 1	1209810
IB MYP Algebra 1 Honors	1200390

### **Geometry End-of-Course (EOC) Assessment Requirement**

All students enrolled in and completing any of the following courses must take the Geometry EOC Assessment:

<b>Course</b>	<b>Course Code</b>
Geometry	1206310
Geometry Honors	1206320
Access Geometry	7912065
Pre-AICE Mathematics 2	1209820
IB MYP Geometry	1206810

### **Science Requirements for Four-Year 24-Credit Option**

1. Three science credits must be earned during high school (Biology 1, physical science, and an equally rigorous science course). If a student earned a Biology and/or physical science credit in middle school, that course will meet the subject area requirement. However, an additional three science credits must be earned in grades 9-12.
2. Students who enter Grade 9 in the 2012-2013 school year or earlier, must earn three science credits, as follows:
  - 1.0 credit in Biology 1
  - 1.0 credit in a physical science (Earth/Space Science, Chemistry, Astronomy, or Physical Science ); and
  - 1.0 credit in science.

3. Two courses must include a laboratory component. [[Florida Statute § 1003.4282 \(3\)\(c\)](#)]
4. Beginning with the 2011-2012 school year, all students enrolled in Biology 1 must take the Biology 1 EOC Assessment. [[Florida Statute § 1008.22\(3\)\(b\)2](#)]
5. Students who enter Grade 9 and enroll in Biology 1 in the 2013-2014 school year or thereafter, must take the Biology 1 EOC Assessment and pass the course. Student performance on the Biology 1 EOC Assessment constitutes 30 percent of the final course grade. Students who do not take the EOC Assessment will receive an “I” in the course/ After the student makes-up the EOC, the final grade will be recalculated. [[Florida Statute § 1003.4282 \(3\)\(c\)](#)]
6. A student must meet satisfactory performance or earn a Level 3 or higher on the Biology 1 EOC Assessment to earn a Standard High School Diploma Scholar Designation. [[Florida Statute § 1003.4285\(1\)\(a\)](#)]
7. Students who enter Grade 9 in the 2013-2014 school year or thereafter, must earn three science credits, as follows:
  - credit Biology 1;
  - credit in a physical science (must be an equally rigorous course: Earth/Space Chemistry, Physics, Astronomy, or Physical Science courses<sup>18</sup>); and
  - credit in science (must be an equally rigorous course<sup>17</sup>).
8. Students entering Grade 9 in the 2013-2014 school year and thereafter, must earn a credit in Biology 1 and pass two equally rigorous courses as a requirement for graduation. An industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education or an identified computer science course with a related industry certification may substitute for up to one science credit, not including Biology 1. [[Florida Statute §1003.4282\(3\)\(c\)](#)]

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<sup>17</sup> Equally rigorous courses are determined by the State Board of Education. Courses with a physical science designation are determined by STS.

## Biology 1 End-of-Course (EOC) Assessment Requirement

All students enrolled in and completing any of the following courses must take the Biology 1 EOC Assessment:

Course	Course Code
Biology 1	2000310
Biology 1 Honors	2000320

Students enrolled in AP, Biology may take the Biology EOC if desired for the [Scholar Designation](#).

## Social Studies Requirements for Four-Year 24-Credit Option

- Students must earn three social studies course credits for graduation [[Florida Statutes § 1003.4282\(3\)\(d\)](#)], as follows:
  - Grade 10 World History – 1.0 credit
  - Grade 11 United States (U.S.) History – 1.0 credit
    - U.S. History students must take the U.S. History EOC Assessment and pass the course.
    - Student performance on the U.S. History EOC Assessment constitutes 30 percent of the student’s final course grade.
    - Students who do not take the U.S. History EOC Assessment will receive an “I” in the course. After the student makes-up the EOC, the final grade will be recalculated.
    - A student must meet satisfactory performance or earn a Level 3 or higher on the U.S. History EOC Assessment to earn a Standard High School Diploma Scholar Designation.
  - Grade 12 U.S. Government -0.5 credit
  - Grade 12 Economics with Financial Literacy – 0.5 credit

## Social Studies End-of-Course (EOC) Assessment Requirement

All students enrolled in and completing the following courses must take the U.S. History EOC Assessment:

Course	Course Code
United States History	2100310
United States History Honors	2100320

Students enrolled in AP, History may take the U.S. History EOC if desired for the [Scholar Designation](#).

## Physical Education requirements for Four-Year 24-Credit Option

- In accordance with [Florida Statute § 1003.4282\(3\)\(f\)](#), the school may not require that the one credit physical education requirement be taken during the 9<sup>th</sup> grade year.
- This requirement may be met by completing one of three options:
  - **Option 1:** 0.5 credit Personal Fitness/0.5 credit Physical Education Activity Elective; or
  - **Option 2:** 1.0 credit Health Opportunities through Physical Education (HOPE).
  - **Option 3:** Earning one or more of the Physical Education Waivers described below.

## Physical Education High School Waiver Options

Schools Choosing the Personal Fitness/ Physical Education Activity Elective Option	Schools Choosing the Health Opportunities through Physical Education (HOPE) Option
Two seasons of an interscholastic sport at the junior varsity or varsity level <b>waives the 0.5 credit in Personal Fitness AND the 0.5 credit requirement in a physical education activity elective.</b>	Two seasons of an interscholastic sport at the junior varsity or varsity level t waives the full 1.0 credit Physical Education requirement. [ <a href="#">Florida Statute § 1003.4282(3)(f)</a> ]
One semester of marching band with a grade of “C” or better, waives the 0.5 credit requirement of a Physical Education activity elective. <b>NOTE:</b> Another option is to have this waive the performing arts requirement. The student must still take the 0.5 credit Personal Fitness class to complete the requirement.	
One semester of a dance class waives the 0.5 credit requirement of a Physical Education activity elective. <b>NOTE:</b> Another option is to have this waive the performing arts requirement. The student must still take the 0.5 credit Personal Fitness class to complete the requirement.	
Two years in a JROTC* class waives the 0.5 credit Physical Education activity elective <b>AND</b> the full 1.0 credit performing arts requirement (Waiver #1500480). The student must still take the 0.5 credit Personal Fitness class to complete the requirement.	Two years in a JROTC* class satisfies the full 1.0 credit Physical Education requirement <b>AND</b> the full 1.0 credit performing arts requirement. [ <a href="#">Florida Statute § 1003.4282(3)(f)</a> ]

\*Junior Reserve Officers’ Training Corps

## Physical Education Waivers and Descriptions

\*Junior Reserve Officers' Training Corps

Course Code for Waiver	Description of Waiver	Options Applied to:
1500410	INTERSCH SSN 1 – COM (Completion of interscholastic sport season 1)	Personal Fitness/Physical Education activity elective <b>AND</b> HOPE
1500420	INTERSCH SSN 2 – COM (Completion of interscholastic sport season 2)	Personal Fitness/Physical Education activity elective <b>AND</b> HOPE
1500440	MCHG BAND PE WAIVER (Marching Band PE waiver)	Personal Fitness/Physical Education activity elective (Students must still take the Personal Fitness class. This waiver is for the half (½) credit requirement of a Physical Education activity elective).
1500445	DANCE WAIVER (Dance Waiver)	Personal Fitness/Physical Education activity elective (Students must still take the Personal Fitness class. This waiver is for the half (½) credit requirement of a Physical Education activity elective).
1500450	JROTC* PE YR 1 WAIVER (JROTC* Physical Education waiver: completion of year 1)	Personal Fitness/Physical Education activity elective <b>AND</b> HOPE (Students under Personal Fitness/Physical Education activity elective option must still take the Personal Fitness class)
1500460	JROTC* PE YR 2 WAIVER (JROTC Physical Education waiver: completion of year 2)	Personal Fitness/Physical Education activity elective <b>AND</b> HOPE (Students under Personal Fitness/Physical Education activity elective option must still take the Personal Fitness class.)
1500470	JROTC* PE WAIVER-COMP (Completion of JROTC* year 1, JROTC* year 2, and the Personal Fitness course)	Personal Fitness/Physical Education activity elective
1500480	JROTC* PE/PERFORMING ARTS WAIVER	Personal Fitness/Physical Education activity elective <b>AND</b> HOPE (Students under Personal Fitness/Physical Education activity elective option must still take Personal Fitness course.)

### Fine and Performing Arts Requirements for Four-Year 24-Credit Option

Students must earn one credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination. [[Florida Statute §1003.4282\(3\)\(e\)](#)]

Eligible practical arts courses shall be identified through the Florida Department of Education Course Code Directory. [[Florida Statute § 1003.4282\(3\)\(e\)](#)]

The Fine and Performing Arts requirement may also be fulfilled by completing the following:

- two years of JROTC, a significant portion of which is drills; and

- 1.0 credit of JROTC satisfies the performing arts requirement and 1.0 credit of ROTC satisfies the HOPE requirement. [[Florida Statute §1003.4282\(3\)\(f\)](#)]

### **Electives Requirements for Four-Year 24-Credit Option**

1. Elective courses are selected by the student in order to pursue a complete education program and to meet eligibility requirements for scholarships and college admission.
2. Elective credit may be earned for nonpaid voluntary community or school service (not including court ordered service). Voluntary Public Service and Voluntary School/Community Service each provide 0.5 credit for a minimum of 75 hours of service.
3. Elective credit may not be granted toward high school graduation for the following:
  - more than a total of nine elective credits in remedial/compensatory programs;
  - more than one credit in exploratory vocational courses;
  - more than three credits in practical arts, family, and consumer science (home economics) courses; and/or
  - any Level I course unless the student's assessment indicates that a more rigorous course of study would be inappropriate, in which case a written assessment of the need must be included in the student's Individual Education Plan (IEP) or Progress Monitoring Plan (PMP), signed by the principal, the school counselor, and the parent(s) of the student, if the student is not 18 years or older, or by the student, if the student is 18 years of age or older.

### **World Language Options**

The successful completion of two sequential World Language courses is **not** a graduation requirement. However, a student must demonstrate World Language proficiency at a level equal to two years of high school World Language (in the same language) or American Sign Language coursework as a requirement for entry into the State University System (SUS), for a Florida College System Associate in Arts degree, and the Florida Bright Futures Scholarship Program. Students not completing this requirement while in high school must make up the credits at a postsecondary institution prior to graduation from a university.

This requirement can be met in one of the following ways:

1. complete two high school credits in the same language;
2. complete one high school World Language credit at second level (i.e., Spanish 2, French 2, etc.);
3. pass an AP World Language course;
4. complete a second post-secondary course (i.e., Elementary II), as long as the course is 4.0 semester credits; **or**
5. pass a third post-secondary course (i.e., Intermediate I), regardless of credit.

There are two possible ways in which students can obtain a World Language Waiver.

**Option 1:** To qualify for a **World Language Waiver**, a student must earn, at the minimum, the scores indicated in the chart below on a CLEP, AP, SAT-II, or a Departmental Test.

Test	Minimum Score Required for Proficiency
CLEP*	For students entering college 2008-09 and later: French 59; German 60; and Spanish 63
AP*	3
SAT-II	If a college awards credit based on a SAT Subject test, documentation of the credits awarded must be given to the high school counselor.
Departmental Test	If a college awards credit based on their own World Languages Departmental Test, documentation of the credits awarded must be given to the high school counselor.

\*Scores approved by State Board of Education and posted in the Articulation Coordinating Committee's Credit-by-Exam Equivalencies document.

### Option 2:

If a student's proficiency is in a language for which there is no test available to determine proficiency, a transcript documenting formal education equal to two years of high school coursework in that language, or in English in a non-English-speaking country, may be used. For current World Language policies, refer to the *Florida Counseling for Future Education Handbook* at:

<https://dls.flvc.org/documents/210036/217302/Florida+Counseling+for+Future+Education+Handbook.pdf/8e147e5f-857c-490e-be68-f145b084fc12>

Refer to the *2017-2018 Bright Futures Student Handbook* for current policies related to meeting the World Language requirement at:

<http://www.floridastudentfinancialaid.org/SSFAD/PDF/BFHandbookChapter1.pdf>.

**NOTE:** Students must confirm that the World Language Waiver will be recognized by the college or university to which they are applying. Refer to <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078391-acc-cbe.pdf>. If it is determined that a World Language Waiver is appropriate, the counselor will add the World Language waiver (Course Code 0791920) to the student's academic history, including FL as the subject area/ Documentation indicating how the proficiency was met must be kept in the student's cumulative folder. The World Language Waiver options do **not** award students high school credit.

### Community Service Graduation Requirement

Students of the SouthTech Schools are required to obtain a minimum of 20 community service hours to graduate from high school. Community service is also a requirement for many scholarships (i.e., Bright Futures) and college entrance programs. The purpose of community service is for students to engage in activities that help them develop an appreciation for the concept of service to the school or community.

The following guidelines must be followed to participate in activities that are considered acceptable for community service:

- Community service is defined as non-paid volunteer work for a non-profit agency.
- Students may begin accumulating service hours as early as the summer prior to entry of the 9th grade year.
- Service should benefit the community at large. Working solely for an individual will not be acceptable.
- Hours must be documented in writing, either on a common community service log (generated by the school) or on letterhead from the organization being served.
- Parent notification of the community service requirement is necessary. A school generated notice will include the necessity of parental knowledge/supervision while students are engaged in community service activities.
- Student who do not have access to community service opportunities must be provided opportunities on the school campus. It is the student's responsibility to alert the School Counseling Department that he/she is in need of school access to community service.
- Time spent organizing and collecting canned goods, clothing, or book drives for a community in need does qualify as community service.
- Service on behalf of a candidate for public office.

The following are examples that would not count as community service:

- Rehearsal time for participation in a fine arts or performing arts program.
- Practice time for sports and band.
- Club meetings to organize community service activities.
- Donating canned goods or items to gain community service hours.

Parents cannot sign to verify their child's participation in a community service activity/

Schools should have the community service hours entered onto the student's electronic records by two (2) weeks after submittal.

### **Graduation Requirements for Transfer Students**

Per [Florida Statute § 1003.433](#), students who enter a Florida public school in the 11<sup>th</sup> or 12<sup>th</sup> grade from out-of-state or from a foreign country shall not be required to spend additional time in a Florida public school in order to meet the high school course requirements, if the student has met all requirements of the school district, state, or country from which he/she is transferring. However, to receive a Standard High School Diploma, a transfer student must earn a 2.0 GPA and meet satisfactory performance or earn a Level 3 or higher on all required graduation assessments according to [Florida Statute § 1008.22\(3\)](#) or an alternate assessment as described in [Florida Statute § 1008.22\(3\)](#).



1. A student entering high school from another district, state, or country is required to satisfy the graduation requirements of his/her enrolled cohort.
2. The student must take a full schedule of courses to comply as closely as possible with the graduation requirements of the cohort, but shall not be required to spend additional time in school in order to meet these requirements. Unless prescribed by his/her Progress Monitoring Plan (PMP), no junior or senior will be required to take two required courses in the same discipline concurrently. A [Graduation Credit Waiver Request \(PBSD 2461\)](#) must be completed for any credits waived for transfer students.
3. Per [Florida Statute 1003.4282\(4\)](#), a student who is enrolled in a Florida high school and has less than one academic year remaining may waive the on-line course requirement.
4. A [Graduation Credit Waiver Request \(PBSD 2461\)](#) must be completed to waive this requirement.
5. A transfer student may not waive credits required for graduation if he/she will receive a Certificate of Completion.

### **OTHER GRADUATION OPTIONS Early Graduation for Four-Year 24-Credit Option Students**

Per [Florida Statute § 1003.4281](#), a high school student may be provided the option of early graduation. Students who complete the requirements for graduation before their cohort class may elect to:

1. graduate at the time that all requirements have been completed; or
2. with principal's permission, continue enrollment as a full-time student in the STS until the end of the regular school year in which their cohort class graduates. All grades earned by the student will become a part of the student's permanent record and calculated in the student's GPA/HPA.

The principal may deny continued enrollment for a student who has met graduation requirements. Students who graduate early may participate in the end-of-year graduation ceremonies.

### **18-Credit ACCEL Graduation Option**

Per [Florida Statute § 1002.3105\(5\)](#), the 18-Credit ACCEL graduation option is now available for students. All graduation requirements for a Standard Diploma must be met, per [Florida Statute § 1003.4282\(3\)\(a-e\)](#), **except** for the following credits:

- Physical Education credit
- Virtual requirement
- Five elective credits

## **COURSE ACCOMMODATIONS AND MODIFICATIONS**

### **English Language Learners (ELLs) Course Modifications/Accommodations**

An ELL student will be enrolled in English through English Speakers of Other Languages (ESOL) I, II, III and IV, English 1, 2, 3 and 4, or their equivalent, to guarantee the necessary credits needed for graduation. Any exceptions **must** be documented through an ELL Committee meeting.

In addition, an ELL may not be denied placement in honors and accelerated courses because of participation in the ESOL program or lack of English language proficiency, provided he/she meets the other criteria set for enrollment in the course.

### **Active Section 504 Accommodation Plans Course Modifications**

A student is eligible for accommodations under Section 504 of the Rehabilitation Act of 1973 if the student is determined to have a physical or mental impairment that substantially limits one or more major life activities of such student. [[Section 504 of the Rehabilitation Act of 1973, 34 C. F. R. Part 104](#)]

In addition, a student with either a record of impairment, or who is regarded as having impairment, is protected from discrimination under both Section 504 and the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008 (effective January 1, 2009). Congress declared that its purpose in amending the ADA was to reinstate a broad scope of protection, to carry out its objectives of providing "a clear and comprehensive national mandate for the elimination of discrimination," and set forth "clear, strong, consistent, enforceable standards addressing discrimination/"

A student meets the requirement of being regarded as having impairment by establishing that the student has been subjected to a prohibited act because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity/ This provision shall not apply to a student's impairments that are transitory and minor. A transitory impairment has an actual or expected duration of six months or less. A Multi-Disciplinary Team must meet as necessary to determine if an otherwise qualified student's mental and/or physical impairment substantially limits one or more of the student's major life activities.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

In deciding eligibility, the Multi-Disciplinary Team will consider information from a variety of sources, including medical documentation, behavioral observations, checklists, classroom tests, teacher recommendations and/or reports, current grades and trends, academic history, standardized test reports, and other relevant information.

The Multi-Disciplinary Team determines accommodations to be included on the Section 504 Accommodation Plan to ensure an equal opportunity to master the General Education content requirements.

### **GRADUATION OPTIONS FOR STUDENTS WITH DISABILITIES (SWD)**

The Florida Course Descriptions document, Exceptional Student Education (ESE), contains a listing and description of course options available along with suggested course performance objectives and credit requirements.

In accordance with [State Board of Education Rule 6A-1.09961](#), students entering high school must demonstrate mastery of the Language Arts Florida Standards (LAFS), Mathematics Florida Standards (MAFS), and Next Generation Sunshine State Standards (NGSSS) in Science. Each includes Access Points for students with significant disabilities. These Access Points are expectations for students with significant cognitive disabilities to access the General Education curriculum. Access Points reflect the core intent of the standards with reduced levels of complexity.

As all ESE courses are repeatable or multi-credit, the particular course requirements and course performance objectives that a student must master to earn each credit must be specified on an individual basis for each student.

Core Access Academic Courses are repeatable for core credit for a maximum of two credits and then any additional credit in that course shall be counted as an elective credit for the purpose of graduation.

Targeted course requirements, objectives, and a record of individual student mastery must be documented by a school or teacher-developed record of course achievement.

Nothing contained in this document shall be construed to limit or restrict the right of an ESE-eligible student solely to a Special Diploma. [[Florida Statute § 1003.438](#)]

The IEP will include a statement of intent to pursue a Standard High School Diploma and a Scholar or Merit designation, pursuant to [Florida State Statute § 1003.4285](#), as determined by the parent.

Only students beginning Grade 9 prior to 2014-2015 who are working toward a Special Diploma are eligible to continue working toward Special Diploma graduation requirements. The parent(s) shall be notified through the IEP process, of the diploma options available. [[State Board of Education Rule 6A-1.09961\(2\)\(b\)](#)]

Students who have not received a Standard Diploma may continue to receive a Free Appropriate Public Education (FAPE) through the end of the school year in which the student turns 22 years old.

### **Students with Disabilities Entering Grade 9 During the 2014–2015 School Year**

All students with disabilities should be supported through the provision of allowable accommodations and specially designed instruction to work toward a Standard Diploma, as defined in section [Florida Statute § 1003.4285](#). In accordance with [Florida Statute § 1003.4282\(11\)](#), beginning in the 2014-2015

school year, students with disabilities entering 9<sup>th</sup> Grade may also earn a Standard High School Diploma through alternative pathways of study. Nothing contained in this rule shall be construed to limit or restrict the right of a student with a disability solely to the options described in this rule. A certificate of completion will be awarded to students who receive credit for all of the courses listed, but who do not achieve the required GPA or who do not achieve satisfactory performance on required assessments for which they have not been granted a waiver.

## HIGH SCHOOL DIPLOMAS

The STS offers two diploma options:

- 24-Credit Standard Diploma
- 18-Credit ACCEL Option Diploma
- Advanced International Certificate of Education (AICE) Curriculum Diploma
- International Baccalaureate (IB) Diploma

### Diploma Designations

Students may earn one or more designations on their Standard Diploma. Students are not required to obtain a designation and there is no deadline for choosing a designation. The three designations are:

1. **Scholar Designation** -In addition to meeting the Standard Diploma requirements, the following criteria must be met.
  - Students must earn:
    - 1.0 credit in Algebra 2 ;
    - 1.0 credit in statistics (or an equally rigorous mathematics course);
    - 1.0 credit in Chemistry or Physics;
    - 1.0 credit in a course equally rigorous to chemistry or physics; and
    - 2.0 credits in the same world language.
  - Students must meet satisfactory performance or earn a Level 3 or higher on the Geometry, Biology 1, and U.S. History EOC Assessments.
  - Students must earn at least one credit in AP, IB, AICE, or a Dual Enrollment course.
2. **Merit Designation** -In addition to meeting the Standard Diploma requirements, students must attain one or more industry certifications from the list established, per Florida Statute § 1003.492.
3. **Seal of Biliteracy** -The Seal of Biliteracy is an award in recognition of high school graduating students who have attained a high level of competency in listening, speaking, reading and writing in one or more languages in addition to English, which is signified on a high school graduate's diploma and transcript as either a Gold Seal of Biliteracy or a Silver Seal of Biliteracy. The purpose of the Seal of Biliteracy is to encourage students to study languages, certify attainment of biliteracy skills, provide employers with a method of identifying an individual who has language and biliteracy skills, provide a

postsecondary institution with a method of recognizing an applicant with biliteracy skills who is seeking admission to the postsecondary institution, recognize and promote World Language instruction in public schools, strengthen intergroup relationships, affirm the value of diversity, and honor the multiple cultures and languages of a community. [[Florida Statute § 1003.432](#)]

In addition to standard diploma requirements, the Seal of Biliteracy requirements are outlined below:

**Silver Seal of Biliteracy:**

1. Earn four (4) world language course credits in the same world language with a cumulative 3.0 grade point average or higher on a 4.0 scale in those world language courses; or
2. Earn a score or performance level on any of the examinations found on the chart shown below:

Examination	Score or Performance Level
SAT Subject Test	700 or higher
College Level Examination Program (CLEP) Level 2 Language Exam	Spanish 63 or higher French 59 or higher German 60 or higher
International Baccalaureate Language Exam	5 or higher
Advanced Placement Language Exam	4 or higher

**Gold Seal of Biliteracy:**

1. Earn four (4) world language course credits in the same world language with a cumulative 3.0 grade point average or higher on a 4.0 scale in those world language courses; AND Level 4 or higher on the Grade 10 English Language Arts (ELA) Florida Standards Assessment (FSA); OR
2. Earn a score or performance level on any of the examinations found in the chart below:

Examination	Score or Performance Level
SAT Subject Test	600 or higher
College Level Examination Program (CLEP) Level Language Exam	Spanish 50-62 French 50-58 German 50-59
International Baccalaureate Language Exam	4 or higher
Advanced Placement Language Exam	3 or higher
Advanced International Certificate of Education Subject Test	A, B, C, D, or E
American Sign Language Proficiency Interview (ASLPI)	3 or higher

Or, for languages which are not tested on the nationally recognized examinations list, demonstrated language proficiency through maintenance of a portfolio of language performance at the intermediate Mid-level or higher for the Silver Seal of Biliteracy or Advanced Low level or higher for the Gold Seal of Biliteracy, based on the ACTFL Proficiency Guidelines 2012 in the modes of communication appropriate for the language.

A high school student who did not enroll in, or complete, world language courses, shall be awarded four

(4) world language high school course credits, upon attaining at least the minimum score or performance level for the corresponding level (Silver or Gold). No more than four (4) world language course credits in total should be awarded to a student who qualifies per this option, regardless of any other earning of world language credits or awarding of world language credits.

## **CERTIFICATES OF COMPLETION**

In accordance with [State Board of Education Rule 6A-1.0995\(4\)](#), a Certificate of Completion shall be awarded in a form prescribed by the State Board of Education.

### **Standard Certification of Completion**

Standard Certification of Completion is awarded to students who meet all criteria established by the School Board and State law, except for meeting satisfactory performance or earning a Level 3 or higher on the required state assessments and/or the required minimum 2.0 cumulative GPA. [[Florida Statute § 1003.4282\(7\)\(c\)](#)]

Any student who is otherwise entitled to a Certificate of Completion may elect to remain in the high school either as a full-time student or a part-time student for up to one additional year and receive special instruction designed to remedy his/her identified deficiencies, in accordance with [Florida Statute § 1003.4282\(7\)\(c\)](#).

A student who has received a Certificate of Completion who subsequently meets the requirements for a Standard High School Diploma shall be awarded a Standard High School Diploma dated the school year in which the requirements are completed.

Students who receive a Standard Certificate of Completion will have the following options:

1. take the Grade 10 FSA ELA/End-of-Course (EOC) Assessments;
2. take ACT or SAT and earn the scores concordant with the Grade 10 FSA/ELA and/or take the Postsecondary Education Readiness Test (P.E.R.T) and earn the score comparative with the Algebra 1 EOC;
3. return to school for a 13<sup>th</sup> year to remediate the Grade 10 FSA ELA/EOC Assessment and/or GPA;
4. stay in school and enroll in a Performance-Based Exit Option Model;
5. enroll in an Adult GED Program or credit program; or
6. take the Postsecondary Education Readiness Test (P.E.R.T.) and attend Palm Beach State College while continuing to take the Grade 10 FSA ELA/EOC Assessment, if the only graduation deficiency is Grade 10 FSA ELA/EOC Assessments.

## **RECOGNITION OF VALEDICTORIAN/SALUTATORIAN**

To be eligible for valedictorian or salutatorian recognition, a student must have attended SouthTech Academy for three complete years, two of which must be the junior and senior years.

## Valedictorian/Salutatorian Calculation

1. The valedictorian/salutatorian award will be based on grades earned after promotion from 8<sup>th</sup> grade through the first semester of 12<sup>th</sup> grade.
2. The valedictorian will be the student with the highest HPA, carried to the ten-thousandth place.
3. The salutatorian will be the student with the second highest HPA, carried to the ten-thousandth place.
4. In the case of a tie for the highest HPA, co-valedictorians will be named, and the student with the third highest HPA will be designated as salutatorian. In the case of a tie for the second highest HPA, co-salutatorians will be named.

## FLORIDA DEPARTMENT OF EDUCATION SCHOLARSHIPS Florida

### Bright Futures Scholarship Program

Per [Florida Statute § 1009.53](#), the Florida Bright Futures Scholarship Program is created to establish a lottery-funded scholarship program to reward any Florida high school graduate who merits recognition of high academic achievement, and who enrolls in a degree program, certificate program, or applied technology program at an eligible Florida public or private postsecondary education institution within three years of graduation from high school. For information regarding Bright Futures Scholarship recipients attending nonpublic institutions, refer to [Florida Statute §1009.538](#).

Additional information can also be obtained from the Florida Bright Futures Scholarship Program website located at: <http://www.floridastudentfinancialaid.org/SSFAD/bf/>.

The Florida Bright Scholarship Program consists of three awards:

- Florida Academic Scholars Award;
- Florida Medallion Scholars Award;
- Florida Gold Seal Vocational Scholars Award; and
- Florida Gold Seal CAPE Scholars Award.

Each award has its own academic eligibility requirements, award amounts, and funding length. A student may receive funding for only one of the above awards. The highest award earned by the student will be selected. The eligibility requirements are subject to change with each legislative session.

## REMEDIATION AND RETENTION

### IDENTIFICATION OF STUDENTS IN NEED OF REMEDIATION

The following sections identify performance levels as they relate to the Florida Standards Assessment (FSA), Florida Standards Assessment English Language Arts, End-of-Course (EOC) Assessments, School District of Palm Beach County Literacy Assessment System, and additional optional assessments. This permits decision-makers to identify the overall achievement of each child through District and statewide assessments and allows for a more narrow focus on student achievement for the purposes of remediation decisions. Teachers and administrators may examine the student's reading, writing, mathematics, science, and/or social studies performance to determine whether a student is in need of remediation in one or more of these areas.

### MIDDLE SCHOOL (6-8) REMEDIATION REQUIREMENTS

#### Reading Remediation

The goal of reading remediation is to provide students with the skills and strategies necessary to assist them in reading text that is on grade level. In compliance with state guidelines ([House Bill 7069](#)), SouthTech Preparatory Academy uses the following determiners to decide the level of reading support for students. All students scoring a level 1 or 2 on the FY17 FSA ELA assessment must receive reading support as appropriate per the guidance below. Students may also be determined to be in need of reading support based on all available data, such as FY17 Winter Diagnostic results and teacher input. The level of support necessary depends upon school personnel input and the results of the Reading Plus Benchmark Assessment or Reading Running Records (incoming 6<sup>th</sup> graders only).

1. If a student is two or more years below grade level as determined by approved reading assessment(s) listed in the District's State-approved Comprehensive Research-Based Reading Plan (CRRP):
  - a. He/she must take either two periods of intensive reading or one period of intensive reading along with a period of a content area class (other than ELA) taught by a reading endorsed, reading certified teacher, NGCAR-PD certified or Content Literacy Strategies (CLS) designated teacher. School personnel input will determine which path is most appropriate.
  - b. He/she must receive additional assessment (such as the Phonics Inventory) to determine deficiencies related to phonics or decoding. Students who are determined to be in need of support with phonics and/or decoding should receive instruction and materials in his/her intensive reading class(es) that specifically target this support need.
2. If a student is not two or more years below grade level as determined by an approved reading assessment, then he/she must take one period of intensive reading or one period of a content area class (other than ELA) taught by a reading endorsed, reading certified, or NGCAR-PD certified or Content Literacy Strategies (CLS) designated teacher. School personnel input will determine which path is most appropriate.
3. For Students with Disabilities, the IEP Team may recommend appropriate remediation.



## Mathematics Remediation Requirements Based on Standardized Assessments

Students who do not meet satisfactory performance of a Level 3 or higher on the required statewide mathematics assessment will be provided with remedial instruction, which may be incorporated into the student's required mathematics course.

### MIDDLE SCHOOL (6-8) REMEDIAL INSTRUCTION

In accordance with [Florida Statute § 1008.25\(3\)](#), remedial and supplemental instruction resources **must** be allocated to students who fail to meet achievement performance levels required for promotion.

The STS provides remedial instruction in reading, writing, science, and mathematics for those students identified as having substantially deficient skills in reading, writing, mathematics, and/or science as identified by teacher/principal recommendation, norm-referenced tests, Florida Standards Assessment (FSA), and school-selected reading tests (i.e., Reading Plus Benchmark assessment or Reading Running Records). Remedial instruction shall be provided through implementation of a Progress Monitoring Plan (PMP). (Refer to [Progress Monitoring](#) section.)

### Middle School Reading Intervention Courses

In order to facilitate efficient reading and deeper understanding of grade level texts, the intervention course should incorporate the following instructional strategies on a daily basis:

1. whole group explicit instruction;
2. small group differentiated instruction;
3. independent reading practice (utilizing classroom library or other assigned materials, monitored by the teacher);
4. integration of Next Generation Sunshine State Standards (NGSSS) and/or Language Arts Florida Standards (LAFS) specific to the subject area if blocked with the intensive reading course (Biology, World History, etc.);
5. focus on informational text at a ratio matching Florida Standards Assessment (FSA); and
6. opportunities for accelerated achievement.

Additional evaluations, portfolio reviews, and alternative District assessments beyond FSA are considered when placing students into different levels of intensity for reading intervention classes to meet individual instructional needs of students. Schools must determine if students have an instructional need in decoding and phonics through the use of assessments and must identify benchmark criteria for placement of students requiring additional instructional time in reading intervention.

## Middle School Complementary Options for Remedial Instruction

- Before or After School Tutorial
- Saturday School Tutorial
- Contracted Academic Services
- Suspension of Other Curriculum
- Online Coursework
- Other Strategies

**NOTE:** Complementary options for remedial instruction in reading may be offered in addition to, not in place of, required reading interventions as detailed in the District's [6-12 Comprehensive Research-Based Reading Plan](#) and the [Middle School Reading Remediation](#) section of this document. In addition, remedial course offerings (intensive courses in reading or language arts) must be taken **in addition** to language arts courses, not in lieu of these courses.

## Middle School Course Recovery (MSCR)

The MSCR Program provides students with additional academic support and instruction. MSCR utilizes Edgenuity, a competency-based computer curriculum program offered by the STS to recover middle school courses. Middle school students who have failed one of the core course(s) listed below, may enroll and work during school, before school, after school, Saturdays, and complete 50 percent of the course work at home to receive a grade change once the coursework is completed and mastered.

The student may receive the grade he/she earned through the computer-based program to replace the failing course grade.

All MSCR Program teachers must be currently certified as a teacher and be MSCR trained annually in order to qualify as a MSCR Program teacher.

All student grade changes acquired through the computer-based MSCR Program using the criteria above must have a [Grade and/or Course Change Documentation \(PBSD 0797\)](#) completed and filed in the specific student's cumulative folder.

## MSCR Content Areas Offered

- Language Arts
- Mathematics
- Science
- Social Studies

## HIGH SCHOOL (9-12) REMEDIATION REQUIREMENTS

In accordance with [Florida Statute § 1008.25\(3\)](#), remedial and supplemental instruction resources must be allocated first to students who fail to meet achievement performance levels required for promotion. The SouthTech provides remedial instruction for those students with substantial reading, writing, science, and/or mathematics deficiencies as identified by District or State testing.

In accordance with [Florida Statute § 1008.25\(2\)\(a\)](#), high schools shall use all available assessment results to advise high school students of any identified deficiencies and to provide appropriate postsecondary preparatory instruction before high school graduation.

In accordance with [Florida Statute § 1008.25\(4\)\(b\)3](#), remedial instruction shall be provided through implementation of a Progress Monitoring Plan (PMP), a Student Plan for Services for English Language Learners (ELLs), an Individual Educational Plan (IEP), or a student's 504 Accommodation Plan, developed in consultation with a parent. If a student does not meet the minimum performance expectations, remedial instruction will be provided until expectations are met, the student graduates from high school, or the student is not subject to compulsory attendance.

Credits earned in remedial instruction courses must be in addition to, but may not be in lieu of, English and mathematics credits required for graduation. These courses will be considered elective credits. [[Florida Statute § 1003.4282\(5\)](#)]

Students who do not meet satisfactory performance or earn a Level 3 or higher on the required statewide assessments are provided remedial instruction, which may be incorporated into the student's content course. Seniors who have not met satisfactory performance or earned a Level 3 or higher on the required statewide assessments, or who do not have the required minimum 2.0 Grade Point Average (GPA), may elect to attend school for an additional year.

Students who are deficient in credits or in need of grade forgiveness may enroll in the Florida Virtual School other credit programs may be developed by the School District to assist students:

- Summer School (if offered);
- Adult Co-Enrolled Program;
- AEC Adult High School Credit Program and/or AEC Florida Comprehensive Assessment Test (FCAT) 2.0 remediation courses;
- Edgenuity ;
- Palm Beach Virtual Franchise; and
- Florida Virtual School.

### **High School Reading Remediation**

The goal of reading remediation is to provide students with the skills and strategies necessary to assist them in reading text that is on grade level. In compliance with state guidelines ([House Bill 7069](#)), the STS follows the outlined criteria to determine the level of reading support provided for students.

All students in grades 9-10 scoring a level 1 or 2 on the FY17 FSA ELA assessment must receive reading support as appropriate per the guidance below. Students in Grades 9-10 may also be determined to be in need of reading intervention based on all available data, such as FY17 Winter Diagnostic results and teacher input. Students in Grades 11 and 12 who did not meet satisfactory performance on the FY17 FSA ELA must also receive intensive reading support. The level of support necessary for students in Grades 9-12 depends upon school personnel input and the results of the Benchmark Assessment.

1. If a student is two or more years below grade level as determined by approved reading assessment(s) listed in the District's State-approved Comprehensive Research-Based Reading

Plan (CRRP):

- a. He/she must take either two periods of intensive reading or one period of intensive reading along with a period of a content area class (other than ELA) taught by a reading endorsed, reading certified teacher, NGCAR-PD certified or Content Literacy Strategies (CLS) designated teacher. School personnel input will determine which path is most appropriate.
  - b. He/she must receive additional assessment (such as the Phonics Inventory) to determine deficiencies related to phonics or decoding. Students who are determined to be in need of support with phonics and/or decoding should receive instruction and materials in his/her intensive reading class(es) that specifically target this support need.
2. If a student is not two or more years below grade level as determined by an approved reading assessment, then he/she must take one period of intensive reading or one period of a content area class (other than ELA) taught by a reading endorsed, reading certified, or NGCAR-PD certified or Content Literacy Strategies (CLS) designated teacher. School personnel input will determine which path is most appropriate.
  3. For Students with Disabilities, the IEP Team may recommend appropriate remediation.

### **Algebra 1 Remediation**

Scoring at or above achievement Level 3 on the Algebra 1 End-of-Course (EOC) Assessment indicates satisfactory performance and awards the student credit in Algebra 1.

If a student does not meet the minimum score of Achievement Level 3 or above, the student may move on to the next higher mathematics course but must retake the Algebra 1 EOC Assessment or other state approved assessment. [[Florida Statute § 1003.4282\(5\)\(b\)](#)]

In accordance with [Florida Statute § 1003.4282\(5\)\(b\)](#) and general requirements for high school graduation, students scoring a Level 1 or Level 2 on the Algebra 1 EOC Assessment, who need to retake the assessment, must receive remediation. The student must enroll in and complete an intensive remedial course the following year or be placed in a content area course that includes remediation of skills not acquired by the student.

### **High School Complementary Options for Remedial Instruction**

- Before or After School Tutorial
- Saturday School Tutorial
- Contracted Academic Services
- Suspension of Other Curriculum
- Online Coursework
- Other Strategies

**NOTE:** Complementary options for remedial instruction in reading may be offered in addition to, not in place of, required reading interventions as detailed in the District's [6-12Comprehensive Research-Based Reading Plan](#) and the [High School Reading Remediation](#) section of this document. In addition, remedial course offerings (intensive courses in reading or language arts) must be taken **in addition** to language arts courses, not in lieu of these courses.

## **EXTENDED SCHOOL YEAR (ESY) FOR Students with Disabilities**

Extended School Year (ESY) for elementary, middle, and high school services provides specially designed instruction and related services to an ESE student beyond the normal school year of the School District, in accordance with the student's IEP/ ESY services must meet State Educational Standards and are always at no cost to the parent(s). [[State Board of Education Rule 6A-6.03028 \(3\)\(g\)\(11\)](#)]

ESY must be considered for all students receiving ESE services pursuant to the IEP. A student's IEP Team will determine the goals and objectives during the specified ESY period, using the current IEP and documentation of progress.

In accordance with [State Board of Education Rule 6A-6.03028\(3\)\(g\)\(11\)](#), at least annually, an IEP Team for each ESE-eligible student must consider whether ESY services are necessary for the provision of a Free Appropriate Public Education (FAPE) to the student. ESY services must be provided if a student's IEP Team determines, on an individual basis, that the services are necessary for the provision of a FAPE to the student. The IEP Team will determine the goals and objectives using the current IEP and documentation of progress. The STS may not limit ESY to particular categories of disability or unilaterally limit the type, amount, or duration of those services.

Refer to *The STS Summer Program Implementation Manual* for more information about Summer School, located at: <https://www.palmbeachschools.org/ssea/summerschool/>.

## **HOME EDUCATION**

Registered Home Education students may participate in summer school, if it is available, and if they meet the same eligibility requirements as established for all SDPBC students. Home Education correspondence should be emailed, faxed, or mailed to:

School District of Palm Beach County  
Home Education Office  
3308 Forest Hill Boulevard, Suite C-124  
West Palm Beach, FL 33406-5813  
[homeed@palmbeachschools.org](mailto:homeed@palmbeachschools.org)  
Fax: (561) 434-8447

## PROGRESS MONITORING

### GENERAL PROGRESS MONITORING PLAN (PMP) PROCESS

A PMP is intended to provide the STS and the school flexibility in meeting the academic needs of the student. A student who is not meeting the SouthTech or State's requirements for satisfactory performance in reading, writing, mathematics, and/or science must have one of the following plans to target instruction and identify ways to improve his/her academic achievement:

- a federally-required student plan addressing specific needs, such as an Individual Education Plan (IEP);
- a school-wide system of progress monitoring for all students; or
- an individualized PMP.

The PMP process must begin as soon as students are newly identified as needing remediation. All students PMPs must be in place and implemented, including those who transfer into the School District, within forty-five (45) calendar days of being identified as needing remediation.

In accordance with [Florida Statute § 1008.25\(4\)\(b\)](#), all PMPs are to be developed through the collaboration of the receiving teacher(s) and the parent(s) and approved by the principal. In the case of students receiving continued remediation, recommendations of the sending teacher(s) are to be reviewed as a part of the PMP process.

It is the responsibility of the teacher and the principal to ensure that the PMP is substantive and that the outlined instructional and support services are provided. The PMP will assist schools and teachers in the implementation of research-based reading activities.

The PMP should clearly identify the following:

- the specific diagnosed academic needs to be remedied;
- the success-based intervention strategies to be used;
- how, when, how often, by whom, and how long intensive remedial instruction is to be provided; and
- the monitoring and reevaluation activities to be employed.

### ENGLISH LANGUAGE LEARNERS (ELLs) PROGRESS MONITORING

If a student has an ELL Plan, this Plan may include strategies and the student may not need a PMP. However, if the ELL Plan does not include the required strategies to remediate the student's deficiency, a PMP can be written/ An ELL Plan can be amended to include the strategies so that a PMP would not be necessary.

### EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRESS MONITORING

When a student with a disability is determined to be performing below grade level in reading, writing, mathematics, and/or science, the IEP Team shall convene to review the IEP. The student's IEP must address all of the student's educational needs including the student's below grade level performance.

The IEP Team may consider PMP to address the student's educational need in reading, writing, mathematics, and/or science.

### **PROCEDURES FOR IMPLEMENTING THE PROGRESS MONITORING PLAN (PMP)**

Each Plan must outline an intensive remedial program in the area(s) of weakness designed to assist the student in meeting State and/or District expectations for satisfactory performance. Each student who does not meet the levels of performance, as determined by the District/State in reading, writing, mathematics, and science, and for each grade level or who scores below Level 3 on the ELA or Mathematics Florida Standards Assessment, must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, areas of academic need, and strategies for appropriate intervention. [[Florida Statute § 1008.25\(4\)\(a\)](#)]

If the student has been identified as having a deficiency in reading, refer to the 6-12 Comprehensive Reading Plan, which includes instructional and support services to meet the desired levels of performance.

- Data from the additional assessments are to be used to formulate the student's PMP.
- Diagnosis and remediation will occur as soon as possible, after a student has been identified as deficient in reading, writing, mathematics, and/or science or as needing mandatory remediation.

Diagnostic assessments may include:

- a portfolio of student work;
- teacher assessment;
- tests/placement tests; and/or
- diagnostic software results.

At the conclusion of the school year, the teacher(s) of the student who had a PMP determine(s) whether the student is in need of further remediation and makes recommendations regarding the student's educational program for the following year.

### **Additional PMP Requirements for Secondary School Students**

If the student identification occurs during the fourth marking period, the diagnosis will be made at the beginning of the following school year with remediation immediately following.

For each year in which a student scores at Level 1 or Level 2 on the FSA ELA, the student must, the following year, be enrolled in and complete, at a minimum, an intensive reading course or a content area course in which reading strategies are delivered. Placement of Level 1 and Level 2 readers in reading intervention shall be determined by diagnosis of reading needs.

Guidance will be provided regarding appropriate strategies for diagnosing and meeting the varying instructional needs of students reading below grade level. Reading courses shall be designed and offered pursuant to the 6-12 Comprehensive Reading Plan. [[Florida Statute §1003.4156\(2\)](#)]

Middle school students who score a Level 1 or Level 2 on FSA ELA are required to receive reading intervention, either in the form of an intensive reading course or a content area class taught by a reading endorsed, reading certified, NGCAR-PD certified, or Content Literacy Strategies (CLS)

designated teacher, depending on the student's Reading Plus Benchmark Assessment results and school personnel input.

For each year in which a high school student scores at Level 1 or Level 2 on the mathematics and/or science statewide assessments, the student must have a PMP and must have received remediation, which may be incorporated into the student's content course. [[Florida Statute § 1008.25\(4\)\(a\)\(b\)](#)]

### **Middle School Data and Criteria for Progress Monitoring (PMP)**

Schools can use the following data/criteria for making the PMP decisions:

- data from screenings;
- progress monitoring and diagnostic assessments already in use in the District; and/or
- teacher recommendation.

### **MIDDLE SCHOOL (6-8) PROGRESS MONITORING**

#### **Progress Monitoring in Reading**

Schools must progress monitor students scoring at Level 1 and 2 on the FSA ELA a minimum of three times per year as documented in the PMP. This includes a baseline, midyear, and an end of-year assessment. End-of-year assessments should be used to determine specific areas of student reading difficulty and reading intervention placement.

#### **Progress Monitoring in Mathematics**

For each year in which a student scores at Level 1 or Level 2 on Mathematics FSA, the student must receive remediation the following year, which may be integrated into the student's required mathematics course. [[Florida Statute § 1003.4156\(2\)](#)]

#### **Progress Monitoring in Science**

A student who scores a Level 1 or Level 2 on the Statewide Science Assessment must receive remediation the following year, which may be integrated into the student's required science course.

### **HIGH SCHOOL (9-12) PROGRESS MONITORING**

#### **English, Mathematics, and Science Progress Monitoring**

High school students are expected to receive passing grades in the required English, mathematics, and science courses. Those students, who fail to receive passing grades, will be provided interventions and strategies within the PMP.

Teachers and administrators may examine the student's reading, writing, mathematics, and/or science performance to determine whether a student is in need of remediation in one or more of these areas.



## REPORTING STUDENT PROGRESS

[Florida Statute § 1003.33](#) requires that SouthTech Schools' report cards clearly depict and report the following:

- the student's academic performance in each class or course (based upon examinations, as well as written papers and other academic performance criteria), and must include the student's performance or nonperformance at his/her grade level;
- the student's conduct and behavior; and
- the student's attendance, including absences and tardiness.

The student's final report card for a school year shall contain a statement indicating end-of the-year status regarding performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. [[Florida Statute § 1003.33\(2\)](#)]

### EXCEPTIONAL STUDENTS EDUCATION (ESE) STUDENTS

Parent(s) of students with disabilities enrolled in Exceptional Student Education (ESE) must also be informed of their child's progress toward his/her annual Individual Education Plan (IEP) goals at least as often as their non-disabled peers receive progress reports during each marking period. A statement specifying the method and frequency of the progress of a student with a disability is reported and included in the student's IEP.

### PARENT WRITTEN NOTIFICATION REQUIREMENTS

As outlined in [Florida Statute § 1008.25\(8\)\(a\)](#), an annual written report must be provided to the parent of each student on the student's progress toward meeting satisfactory performance. All communication (written and verbal) with parents must be in a language they understand unless clearly not feasible.

1. Parent(s) must be notified in writing of the District's promotion requirements. Parent(s) of English Language Learners (ELLs) must be notified using the appropriate translated version of the District's promotion requirements.
2. All notifications to parent(s) who are not proficient in the English Language shall be in the language or other mode of communication commonly used by the parent(s) unless such communication is clearly not feasible.
3. School personnel will notify parent(s) in writing of student progression and/or promotion/graduation requirements within the first two months of school. The requirements may be included in the parent/student handbook or sent home in some other written form. [[Florida Statute § 1008.25](#)]

4. For students identified as substantially deficient in reading, writing, mathematics, and/or science, remediation instruction will be provided through the implementation of a student's IEP (e.g., PMP, IEP, ELL Plan, and Section 504 Accommodation Plan) developed in consultation with the parent(s). The student's IEP, with the signature of the parent(s), will serve as written notification as required by [Florida Statute § 1008.25](#).

#### **Additional Middle School Requirements for Parent Notification**

1. The parent(s) of a middle school student who is failing two or more courses or not meeting promotion requirements must be notified in writing<sup>27</sup>. The notification will provide the parent(s) with information regarding the Middle School Course Recovery (MSCR) Program. The parent is required to return to the sending school the designated portion of the notification. It is advisable that schools contact those parent(s) who have not responded to the notification by telephone. A telephone log of these calls should be kept to ensure that every identified child has been afforded the opportunity to receive course recovery through the MSCR Program.
2. A report card is issued to each middle school student at the end of each nine-week marking period and serves as a written notification of the student's progress. The student's final report card for the school year will indicate end-of-year status regarding performance or non-performance at grade level, acceptable or unacceptable behavior, and attendance and promotion. (Refer to [Florida Statute § 1003.33\(2\)](#).)

#### **Additional High School Requirements for Parent Notification**

1. Parent(s) of a student who is in danger of failing a course or not meeting promotion requirements must be notified in writing<sup>27</sup> at mid-term or at any time thereafter when a student is in danger of not meeting the course/promotion/graduation requirements.
2. At the end of each semester, parent(s) of students who do not meet promotion/graduation requirements will be notified in writing of the requirements for remediation and/or credit accrual programs.
3. A report card is issued to each student at the end of each four and a half week marking period and serves as a written notification of the student's progress. The report card issued at the end of each quarter indicates if the student will receive credit for each course and reflects the student's attendance as required by [Florida Statutes §§ 1002.20\(14\)](#), [1003.02\(1\)](#), and [1003.33](#)/ The student's final report card for the school year will indicate end-of-the year status regarding performance or non-performance at grade level, acceptable or unacceptable behavior, and attendance and promotion. [[Florida Statute § 1003.33\(2\)](#)]
4. At the end of each semester, notification must be made to the parent(s) of each student who has a cumulative GPA of less than 0.5 above the cumulative GPA required for graduation. This notification shall include an explanation of the policies the SouthTech has put in place to assist the student in meeting the GPA (e.g., homework hot-line, forgiveness rule, summer session, counseling, tutoring, DOP programs, and study skills courses).

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<sup>27</sup> All communication (written and verbal) with parents/guardians must be in a language they understand unless clearly not feasible.

## FREQUENCY OF GRADE REPORTS

Middle and high schools in the STS report grades to parents on a nine-week schedule, based on [\*Student Progress and Grade Report \(PBSD 0638\)\*](#).

All report card forms are located at: <https://www.palmbeachschools.org/forms/formsearch/> and are available in English, Creole, Portuguese, and Spanish. In addition, all notification to parents who are not proficient in the English language shall be in the language or other mode of communication commonly used by the parent unless such communication is clearly not feasible.

## GENERAL GRADING RULES FOR MIDDLE AND HIGH SCHOOL STUDENTS

1. Grades are based on the quality of student performance relative to expected levels of achievement of the Next Generation Sunshine State Standards (NGSSS), Florida Standards (FS), as applicable, the course frameworks, and/or course syllabus approved by the principal/designee.
2. Quality of work will be assessed by multiple measures including, but not limited to, the following:
  - teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, laboratory practicals, and demonstrations);
  - classroom assignments (paper and pencil assignments; reports, term or research papers, models, projects, exhibits, posters, and computer programs);
  - homework [[School Board Policy 8.16](#)];
  - examinations (paper and pencil tests including: essay, multiple choice and completion, oral tests, and skill tests requiring demonstration; and/or
  - alternative methods (portfolios and performance assessments) and services. [[Florida Statute § 1003.33\(1\)\(a\)](#)]
3. A sufficient number of grades will be recorded to justify the marking-period grade. A marking-period grade is not based solely on a single project.
4. A recorded grade (with the exception of “I” for *Incomplete* and “N” for *No Credit*)<sup>22</sup> may **not** be changed after report cards are printed, except for one of the following situations:
  - The change is initiated by the teacher and approved by the principal. **Signatures of both the teacher and the principal are required;** or
  - The change is initiated by the principal and approved by the Superintendent. **Signatures of both the principal and the Superintendent are required.** The teacher will be consulted prior to the initiation of grade change by the principal, if the teacher is on duty. If the grade change is initiated when the teacher is not on duty, the teacher will be notified in writing upon his/her return. Only in justified cases may a principal change a marking code without teacher consent and then only with the approval of the Superintendent.
  - The grade change is a result of the student successfully completing the school’s MSCR Program. Signatures by the MSCR instructor or MSCR Program Coordinator, and the principal are required.
5. Academic performance and behavior must be evaluated independently (see [Reporting Student Conduct](#))/ Homework and behavior are important to a student’s academic progress, and a portion of a student’s grade should be based on completion of homework assignments. [[School Board Policy 8.16](#)]

<sup>22</sup> The grades “I” and “N” are to be used for report card purposes **only** and do not appear on the final student transcripts. Unless changed, a grade of “I” or “N” will cause the semester average to be computed as an “F” on the student transcript.

6. Students may not be exempt from academic performance requirements based on practices or policies designed to encourage student attendance. A student’s attendance record may not be used in whole or in part to provide an exemption from any academic performance requirements. [[Florida Statute § 1003.33\(2\)](#)]
7. School districts must keep a record of courses taken and a record of achievement, such as grades. Student records cannot be altered at any time unless it has been determined that the information is inaccurate, misleading, or in violation of the privacy or other rights of the student. All courses and grades must be included on the student’s transcript/ [[State Board of Education Rule 6A-1.0955\(3\)](#), [School Board Policy 5.50](#), and Title 34, Code of Federal Regulations (CFR) Section, 99.21]

### EXCEPTIONAL STUDENT EDUCATION (ESE) GRADING RULES

Students enrolled in ESE program(s) must have the opportunity to earn grades that are equivalent to the grades earned by General Education students. No student may be denied the opportunity to earn above-average grades because of placement in an ESE program or due to the accommodations that are to have been deemed appropriate for use with his/her instructional setting(s). Students with disabilities must be graded on the basis of their performance.

### ENGLISH LANGUAGE LEARNER (ELL) GRADING RULES

No English Language Learner (ELL) may be denied the opportunity to earn above average grades because of placement in the English for Speakers of Other Languages (ESOL) Program or due to the accommodations prescribed in the student’s ELL Plan or the lack of English language proficiency.

### DESCRIPTION AND DEFINITION OF MIDDLE AND HIGH SCHOOL GRADES

The grading system and interpretation of letter grades for all middle and high schools must comply with the grade scale identified in [Florida Statute § 1003.437](#). These grades are used to measure student success in courses Grades 6-12.

<b>A</b>	<b>(90-100)</b>	Outstanding Progress	Indicates thorough mastery of the subject
<b>B</b>	<b>(80-89)</b>	Above Average Progress	Indicates above average mastery of the subject
<b>C</b>	<b>(70-79)</b>	Average Progress	Indicates average mastery of the subject
<b>D</b>	<b>(60-69)</b>	Lowest Acceptable Progress	Indicates below average mastery of the subject
<b>F</b>	<b>(Below 60)</b>	Failure	Indicates lack of mastery of the subject
<b>I</b>		Incomplete	Indicates a problem that causes the student’s work to be incomplete. For example: ☐ Student has not been enrolled in a class long enough to determine a grade. ☐ Transfer student’s grades from previous school have not been received. ☐ Student’s Dual Enrollment grade is delayed/ ☐ Student has not received an EOC grade for a required EOC course. <b>All effort should be made to allow a student ample opportunity to make up work and/or exams in order to change the grade of “I”.</b>

Grade averages are calculated to two decimal places (with no rounding). When assigning letter grades, an average with 0.50 or higher **must** be rounded up (i.e., 79.50 is a “B”, and 79.49 is a “C”).

#### Grade of “N”: No Credit (Attendance Problem)

Grade of “N”. Grade of “N” is applicable only to students enrolled in high school credit courses and indicates the student has exceeded the absence limits and has not met course mastery requirements.

- For courses that do not require an End-of-Course (EOC) Assessment, an “N” (no credit) is recorded as the semester exam grade when the student has not been in attendance for at least 90 percent of the semester per course and has not demonstrated mastery, by passing at least one nine-week marking period and the semester exam.
- For courses that require an EOC Assessment, an “N” (no credit) is recorded as the fourth nine-weeks grade when the student has not been in attendance for at least 90 percent of the school year per course and has not demonstrated mastery, by passing the fourth nine-week marking period or

**NOTE:** The letter grades (“N”, “M”, “W”, and “E”) are used for report card purposes only. Unless changed, a grade of “N” or “I” will cause the semester average to be computed as an “F” on the student transcript.

by earning a Level 3, 4, or 5 on the corresponding EOC. If the student earns a Level 3 or higher on the EOC Assessment, course credit may be awarded with a grade of “T”. However, the final grade of “F” will remain on the student’s transcript and will be calculated in the cumulative GPA/HPA.

- For the purpose of grade calculation, a grade of “N” will result in a semester grade of “F” for non-EOC courses and final year-long grade of “F” for EOC courses.

#### Grade of “M”. Valid Missing Work

High School: Grades are not required for a student who enters a class within the last three weeks of the second or fourth marking period, but enrollment during this time should not preclude a student from earning semester grades if appropriate. With the principal’s permission, a grade of “M”<sup>23</sup> may be recorded on the report card for a student who has not been enrolled a sufficient number of days to be evaluated. All effort should be made to allow the student to complete a sufficient number of assignments in order to earn a grade for each course in which he/she is enrolled. Prior enrollment in school should be taken into consideration when recording a grade of “M” for the semester. The Principal/designee can make an exception and award grades of “M” for a student who enrolls prior to the last 3 weeks of the semester.

Middle School: A grade of “M” may be recorded for students who transfer in without grades. All effort should be made to obtain the grades from the previous school. A grade of “M” should **not** be used for schedule changes. When a grade of “M” is used, the final grade calculation is based on the remaining marking period grades.

#### Grade of “I”. Incomplete

An “I” (Incomplete) in any marking period, unless changed, remains on the report card and the final semester average will compute to an “F”. All effort should be made to allow the student to complete assignments in order to earn a grade for each course in which he/she is enrolled.

#### Grade of “P”: Pass

The grade of “P” (Pass) is used when validating/granting transfer credit for coursework when an

official transcript or grades that equate to those used in Palm Beach County cannot be obtained. It is also used when “P” is specified on an official transcript. A grade of “P” is a transcripts grade only, not a report card grade. It results in credit for coursework, but does not affect the GPA. A grade of “P” is also awarded for middle school courses to show course recovery status was awarded by passing the corresponding statewide standardized assessment.

<sup>23</sup> The “M” is for report card purposes only and does not appear on the final student transcripts/ “M” does not compute as an “F” and does not provide credit.

#### Grade of “T”: Passed Exam

The Grade of “T” is used when a student earns course credit through the Credit Acceleration Program. This grade is used exclusively for AP, EOC, and CLEP. A grade of “T” is a transcript grade only, not a report card grade. It results in credit, but does not affect the GPA.

#### Grade of “W”: Withdrawn

Indicates withdrawal from a course. A grade of “W” should be used in special situations where it is necessary that the record of the student in the course remain on the report card with a final average of “W”. A Dual Enrollment course that results in a grade of “W” will be entered on the student’s high school transcript, as required by [Florida Statute § 1007.271\(20\)](#).

#### Grade of “E”: Examination Exemption (High School Only)

Indicates the student is exempt from the semester examination.

### **REPORTING STUDENT CONDUCT**

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools:

- 4 Student's behavior very constructive to learning
- 3 Student's behavior generally supportive of learning
- 2 Student's behavior detrimental to own learning
- 1 Student's behavior detrimental to own learning and/or the learning of others

Student conduct indicators are separate from the academic grade earned for the grading period. These conduct indicators reflect the student’s overall conduct in all class activities and cannot be cause for lowering an academic grade.

### **REPORTING ATTENDANCE**

Attendance and academic performance shall be reported separately on student report cards. Students cannot be exempted from academic performance requirements based on policies or practices designed to encourage student attendance. [Florida Statute § 1003.33]

## CALCULATION OF FINAL GRADES IN MIDDLE SCHOOL

A final grade for a yearlong middle school course is calculated by averaging the grades from each of the four nine-week marking periods. The final grade is calculated on a 4.0 system and converted to a letter grade. The grade point value is based on quality points as follows:

4.0 .....	A
3.0 .....	B
2.0 .....	C
1.0 .....	D
0 .....	for any other grade

When a student has attained a final average of 4.0, 3.0, 2.0, or 1.0, the final grade is determined by rounding to the nearest whole number and converting to the “A”, “B”, “C”, or “D” as appropriate.

A student’s performance on the statewide Civics EOC constitutes 30 percent of the student’s final course grade in civics. Therefore, the final average for civics will be calculated by the average of the four marking periods counting as 70 percent and the Civics EOC counting as 30 percent. Students who do not take the Civics EOC will receive an “I” in the course. After the student makes-up the EOC, the final grade will be recalculated.

A student will receive a final grade of “F” if that student has attained a final average of less than 1.0.

Students enrolled in a high school credit course may meet the promotion requirement for that course by earning one of the following:

- first and second semester grades of at least “D”;
- final year-long grade of at least “D” for EOC courses
- meeting satisfactory performance or earning a Level 3 or higher on the statewide EOC Assessment, if applicable; or
- an average of one quality point when adding the grades for each quarter and dividing by the number of quarters.

School wide quarterly assessments of the standards are optional for all middle school courses. Students who are absent more than 10 percent of class time may earn a passing grade by demonstrating mastery. Quarterly assessments may also be used to determine mastery of the content.

Mastery for students who are absent more than 10 percent is defined as follows:

- earning a minimum passing grade of “D” for the quarter; and
- passing the quarterly assessment with a minimum grade of “D”.

**NOTE:** Students who do not earn a minimum grade of “D” for the quarter may demonstrate mastery by passing the quarterly assessment with a minimum grade of 70% as referenced in the [Course Recovery Options for Middle School Students](#) section. The high school attendance policy applies when a middle school student is enrolled in a high school credit course.



Semester assessments are not required in middle schools except for high school credit courses.

### **CALCULATION OF GRADES FOR HIGH SCHOOL COURSES**

The semester grade is calculated on a 4.0 system and converted to a letter grade. The following grade point minimum values are used to calculate letter grades:

3.5 – Above .....	<b>A</b>
2.5 -3.49 .....	<b>B</b>
1.5 -2.49 .....	<b>C</b>
0.5 -1.49 .....	<b>D</b>
Below 0.5 .....	<b>F</b>

High school course grades are reported on student transcripts as semester grades with the exception of courses with EOC Assessments. Each marking period grade counts 40 percent of the semester grade. Semester examinations at the high school level count 20 percent of the final semester grade. High school students are required to take a semester examination for each course excluding the exemptions noted below. Semester grades for each course are calculated electronically.

To receive a passing grade for the semester, the student must earn passing grades in two of the three grades used to calculate the semester average. [\[Florida Statute § 1003.436\(2\)\]](#)

### **Grading Procedures for Courses with an End-of-Course (EOC) Assessment**

A student’s performance on the statewide EOC Assessment constitutes 30 percent of the student’s final course grade. All high school courses with statewide EOC Assessments will be recorded as yearlong courses. The coursework portion of the grade will be comprised of each of the four quarter grades counting as 22% and the mid-term exam counting as 12%. Exceptions. If a student earns an “F” in all four quarters, he/she will receive an “F” in the course, unless a satisfactory score or higher (Level 3-5) is earned on the EOC. Students who do not take the required EOC will receive an “I” in the course. After the student makes-up the EOC, the final grade will be recalculated. If a student is absent more than 10 percent of the **entire school year** in an EOC Assessment course, the student **must** earn a passing grade in the fourth nine-weeks or earn a Level 3, 4, or 5 on the corresponding EOC, in order to pass the course.

### **Honors Level Points**

1. The SouthTech uses a weighted system to calculate the student's Honor Point Average (HPA). The standard scale is based on 4/0 “A”, 3/0 “C”, 2/0 “D”, 1.0 “D” and 0 for any other grade. The grade received in a course is weighted and awarded according to the Florida Course Code Directory or as determined by the STS.
2. Regular-level courses use the standard scale.
3. Honors-level and gifted-level courses are weighted at 1.125 times the standard scale.
4. Advanced Placement (AP) courses, International Baccalaureate (IB) courses, and Advanced International Certification of Education (AICE) courses are weighted at 1.50 times the standard scale.

In order to obtain the 1.50 weighting, a student must take the standardized AP, IB, or AICE examination; including students taking AP courses through Florida Virtual. **Students who do not take the AP, IB, or AICE examination will not receive AP/AICE weighting for the course(s).** The course code will remain the same; however, the weighting will be changed to honors level 1.125.

All Dual Enrollment classes must be weighted the same as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certification of Education (AICE) courses (1.50 times the standard scale). [\[Florida Statute § 1007.271\(16\)\]](#)

### Senior Exemptions from Semester Examinations

A graduating senior who has received passing grades in each of the last two marking periods of each semester and who has been in attendance for at least 90 percent of the semesters, may, at his/her option, be exempt from the final examination. However, seniors are **not** exempt from any EOC Assessments. Should the graduating senior choose not to take the final examination, the semester grade will be determined by the average of the last two marking period's grades.

Students may not be exempt from academic performance requirements based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement. [\[Florida Statute § 1003.33\(2\)\]](#)

### FORGIVENESS RULE High School Courses Taken in Middle School

In accordance with [Florida Statute § 1003.4282\(6\)](#), the Forgiveness Rule applies to a middle school student who has earned either a grade of "C", "D", or "F" in a high school credit course taken during middle school. All other high school grade forgiveness rules in the subsequent section apply.

### High School Courses Taken in High School

1. In accordance with [Florida Statute § 1003.4282\(5\)](#), the following section addresses when courses can be forgiven: Students may repeat a course taken in Grades 9-12 for forgiveness if a grade of "F" or "D" ("D" on a space-available basis) is earned in a course.
2. A course may be forgiven only if a student receives a grade of "C" **or higher** on a subsequent attempt. However, a subsequent transfer grade of "P" (passing) may be used to forgive a "D" or "F" earned previously in the same course. Grade forgiveness cannot be done for a "T" earned through the credit Acceleration Program (CAP).
3. A required course may be forgiven by the same or a comparable course taken subsequently. A regular level course may be used to forgive the same course at the honors, AP/IB/AICE, or dual enrollment level. A lower level of the same course is considered comparable because the benchmarks and/or course objectives are similar.
4. A required course may be forgiven by a Dual Enrollment course of the same subject area and topic. This is considered a comparable course.
5. A non-specific course requirement may be forgiven by another course within the same subject area. For example, Physics may be forgiven by Ecology.
6. An elective course may be forgiven by another course taken subsequently. Any course that is not

being used to fulfill a subject area requirement is considered an elective for forgiveness purposes. When using a different course to forgive an elective, that *course* does **not** have to be taken during the same semester. Examples:

- A second semester “F” in World Languages may be forgiven by a subsequent first semester “C” in Art.
  - An “F” in law studies (semester long course) taken first semester may be forgiven by a “C” in weight training (semester long course) taken second semester.
  - An “F” second semester in intensive reading (a yearlong course) may be forgiven by a “C” in law studies (a semester course) taken either semester.
7. Students earning a grade of “D” on the repeat effort earn credit for that course-however, the initial failing grade is not forgiven. Students may again choose to repeat the same course, and upon earning a grade of “C” **or higher**, all earlier grades will be forgiven.
  8. In all cases of grade forgiveness, only the new grade, of “D” or higher, shall be used in the calculation of the student's grade point average. Any course grade not replaced, according to a district school board forgiveness policy, shall be included in the calculation of the cumulative Grade Point Average (GPA) required for graduation.
  9. In all cases where courses are forgiven under the provisions above, the initial “F” or “D” grade(s) will remain as part of the academic history. Students should be advised that many universities calculate GPAs based on all courses attempted.

If taking a credit recovery version of the course or retaking the entire course through a virtual program, results in a final course average of “C” or above, then this grade will replace the “D” or “F”. If it does not result in a “C” or above, then the original course average stands and is not replaced. Only one credit is allowed per course, so only one grade per course should be included as part of the student’s GPA. Any course not replaced according to a school district board forgiveness policy shall be included in the calculation of the cumulative GPA required for graduation.” [\[Florida State Statute § 1003.4282\(6\)\]](#)

## **ASSESSMENTS**

### **MIDDLE, AND HIGH SCHOOL ASSESSMENT PROGRAM**

Each student’s progression from one grade to another is determined, in part, upon proficiency in English Language Arts (ELA), mathematics, social studies and/or science. Information in the Student Progression Plan facilitates recognizing such proficiency. In accordance with [Florida Statute § 1008.25\(1\)](#), each student and his/her parent will be informed of the student’s progress.

### **Florida Standards Assessments (FSA)/Next Generation Sunshine State Standards (NGSSS) Assessments**

The Florida Standards Assessment (FSA) is the current statewide assessment designed to measure student achievement of the Florida Standards in ELA (Grades 6-10), Writing (Grades 6-10), and Mathematics (Grades 6-8). The Statewide Science Assessment measures student achievement of the Next Generation Sunshine State Standards (NGSSS) in Science (Grades 8).

## **End-of-Course (EOC) Assessments**

The Florida Next Generation Sunshine State Standards (NGSSS) EOC Assessments and the Florida Standards (FS) EOC Assessments are designed to measure student achievement of the NGSSS and the FS for specific courses that include Algebra 1, Geometry, Biology 1, Civics, and U.S. History, as outlined in the course descriptions. Any students enrolled in any of the courses that require an EOC Assessment shall participate in the EOC Assessment administration that is specific to that course. Students who do not take the required EOC Assessment will receive an “I” in the course. After the student makes-up the EOC, the final grade will be recalculated.

## **Statewide Assessment Program Schedule**

For more information on statewide assessments refer to the *Florida Statewide Assessment Program 2016-2017 Schedule* located at: <http://www.fldoe.org/asp/schedule.asp>.

## **Assessing Comprehension & Communication in English State-to-State for English Language Learners 2.0 (ACCESS for ELLs 2.0) & Alternate ACCESS (Grades 6-12)**

Florida uses the ACCESS for ELLs 2.0 & Alternate ACCESS tests as a tool to measure the progress of English Language Learners (ELLs) proficiency in English; thus, ensuring the skills needed in school to achieve at high levels, academically.

## **Postsecondary Education Readiness Test (P.E.R.T.)**

P.E.R.T. is Florida's customized common placement test. The purpose of the P.E.R.T. is to determine accurate course placement based on the student's skills and abilities. The P.E.R.T. is aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework. The P.E.R.T. assessment system includes placement and diagnostic tests in mathematics, reading and writing. In addition, the may be used to meet the Algebra 1 EOC graduation requirement.

## **National and International Education Comparisons**

Pursuant to [Florida Statute § 1008.22 \(2\)](#), Florida school districts shall participate in the administration of the National Assessment of Educational Progress, or similar national or international assessments, both for the national sample and for any state-by-state comparison programs that may be initiated, as directed by the Commissioner. The administration of such assessments shall be in addition to, and separate from, the administration of the statewide, assessments.

## **ADDITIONAL 6-12 ASSESSMENTS**

### **Grade 6 through Grade 12 Assessments**

- Reading Plus Interim Benchmark (Grades 6-12)
- Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
- Advanced Placement (AP) Exams
- Industry Certification Exams

- School, District-adopted/developed mathematics, science, social studies, and language arts (reading, writing, language, speaking and listening) program assessments

## **STATEWIDE STANDARDIZED ASSESSMENTS**

Pursuant to Florida Statute § 1008.22(3) and State Board of Education Rule 6A-1.09422(2)&(3), all eligible students in Grades 3 and above must participate in all State and District assessments for accountability purposes, except as prescribed by the Commissioner of Education or waived for medical reasons. The table below provides an overview of the Florida Standards Assessment (FSA), Statewide Science Assessment, and the End-of-Course (EOC) Assessments and the grade levels in which they are administered.

**2017-2018 Statewide Assessments**

Assessment	Grades Assessed									
	3	4	5	6	7	8	9	10	11	12
Florida Standards Assessment in ELA Reading Component Florida Standards Alternate Assessment in ELA	X	X	X	X	X	X	X	X		
Florida Standards Assessment in ELA Writing Component		X	X	X	X	X	X	X		
Florida Standards Assessment in Mathematics Florida Standards Alternate Assessment in Mathematics	X	X	X	X	X	X				
Statewide Science Assessment			X			X				
Algebra 1 FSA/FSAA EOC Assessment	Administered to students who complete specific course work									
Geometry FSA/FSAA EOC Assessment										
Biology 1 NGSSS EOC Assessment/Access Biology 1 EOC										
U.S. History NGSSS EOC Assessment/Access U.S. History EOC										
Civics NGSSS EOC Assessment/Access Civics EOC										



## STUDENTS ENTERING GRADE NINE IN THE 2014-2015 SCHOOL YEAR AND FORWARD

### Academic Advisement Flyer—What Students and Parents Need to Know



#### What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit option
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option
- Advanced International Certificate of Education (AICE) curriculum
- International Baccalaureate (IB) Diploma curriculum

#### What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts or a concordant score
- Algebra I end-of-course (EOC); the results constitute 30 percent of the final course grade\* or a comparative score. Refer to [Graduation Requirements for Florida's Statewide Assessments](#) for concordant and comparative scores.

Students must participate in the EOC assessments; the results constitute 30 percent of the final course grade\*.

These assessments are in the following subjects:

- Biology I
- U.S. History
- Geometry

\*Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC.

#### What is the credit acceleration program (CAP)?

This program allows a student to earn high school credit if the student passes an Advanced Placement (AP) examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include the following subjects:

- Biology I
- U.S. History
- Geometry
- Algebra I

#### What are the graduation requirements for students with disabilities?

Two options are available only to students with disabilities. Both require the 24 credits listed in the table, and both allow students to substitute a career and technical education (CTE) course with related content for one credit in ELA IV, mathematics, science and social studies (excluding Algebra I, Geometry, Biology I and U.S. History).

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least 0.5 credit via paid employment.

#### What are the requirements for the 24-credit standard diploma?

<b>4 Credits English Language Arts (ELA)</b>
<ul style="list-style-type: none"> <li>• ELA I, II, III, IV</li> <li>• ELA honors, AP, AICE, IB and dual enrollment courses may satisfy this requirement.</li> </ul>
<b>4 Credits Mathematics</b>
<ul style="list-style-type: none"> <li>• One of which must be Algebra I and one of which must be Geometry.</li> <li>• Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry).</li> </ul>
<b>3 Credits Science</b>
<ul style="list-style-type: none"> <li>• One of which must be Biology I, two of which must be equally rigorous science courses, one of which must be a physical science course.</li> <li>• Two of the three required credits must have a laboratory component.</li> <li>• An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I).</li> <li>• An identified rigorous computer science course with a related industry certification substitutes for up to one science credit (except for Biology I).</li> </ul>
<b>3 Credits Social Studies</b>
<ul style="list-style-type: none"> <li>• 1 credit in World History</li> <li>• 1 credit in U.S. History</li> <li>• 0.5 credit in U.S. Government</li> <li>• 0.5 credit in Economics with Financial Literacy</li> </ul>
<b>1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts†</b>
<b>1 Credit Physical Education†</b>
<ul style="list-style-type: none"> <li>• To include the integration of health</li> </ul> <p>† Special note: Eligible courses and eligible course substitutions are specified in the <a href="#">Florida Course Code Directory</a>.</p>
<b>8 Elective Credits</b>
<b>1 Online Course Within the 24 Credits</b>
<ul style="list-style-type: none"> <li>• Students must meet the state assessment requirements (see left column).</li> <li>• Students must earn a 2.0 grade point average on a 4.0 scale.</li> <li>• Students must complete 20 hours of community service</li> </ul>

## What are the requirements for standard diploma designations?

### Diploma Designations

**Scholar Diploma Designation** In addition to meeting the 24-credit standard high school diploma requirements, a student must meet the following requirements:

- Earn 1 credit in Algebra II;
- Pass the Geometry EOC;
- Earn 1 credit in statistics or an equally rigorous mathematics course;
- Pass the Biology I EOC;
- Earn 1 credit in chemistry or physics;
- Earn 1 credit in a course equally rigorous to chemistry or physics;
- Pass the U.S. History EOC;
- Earn 2 credits in the same world language; and
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.

A student is exempt from the Biology I or U.S. History assessment if the student is enrolled in an AP, IB or AICE Biology I or U.S. History course and the student

- Takes the respective AP, IB or AICE assessment; and
- Earns the minimum score to earn college credit.

### Merit Diploma Designation

- Meet the standard high school diploma requirements

## Can a student who selects the 24-credit program graduate early?

Yes, a student who completes all of the 24-credit program requirements for a standard diploma may graduate in fewer than eight semesters.

## What is the distinction between the 18-credit ACCEL option and the 24-credit option?

- elective credits instead of 8
- Physical Education is not required
- Online course is not required

All other graduation requirements for a 24-credit standard diploma must be met (per s. 1003.4282(3)(a)-(e), F.S.).

## Where is information on Bright Futures Scholarships located?

The Florida Bright Futures Scholarship Program rewards students for their academic achievements during high school by providing funding to attend a postsecondary institution in Florida. For more information, visit

[Florida Bright Futures Scholarship Program.](#)

## What are the public postsecondary options?

### State University System (SUS)

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous curriculum in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements (credit earned by industry certification does not count for SUS admission):

- High school graduation with a standard diploma
- Admission test scores
- 16 Credits of approved college preparatory academic courses
  - 4 English (3 with substantial writing)
  - 4 Mathematics (Algebra I level and above)
  - 3 Natural Science (2 with substantial lab)
  - 3 Social Science
  - 2 World Language (sequential, in the same language)
- 2 Approved electives

[State University System of Florida](#)

### The Florida College System

The 28-member Florida College System offers career-related certificates and Associate in Science degrees that prepare students to go directly into the workforce, as well as Associate of Arts degrees that prepare students to transfer to a bachelor's degree program. Many also offer baccalaureate degrees in high-demand fields. The Florida College System has an open-door policy enabling students who have earned a standard high school diploma, high school equivalency diploma or have demonstrated success in postsecondary coursework to be admitted to an associate degree program.

[Division of Florida Colleges](#)

### Career and Technical Centers

Florida also offers students 48 accredited career and technical centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.

[Secondary Career and Technical Education Directors](#)

## Where is information on financial aid located?

The Florida Department of Education Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships. To learn more, visit [Office of Student Financial Assistance.](#)



**Board Meeting  
April 12, 2018**

**Governing Board of Directors  
South Tech Charter Academy, Inc.**

**Agenda Item  
B-1**

**Motion:**

I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Summary Information:**

Attached is a list of current employees who are being reappointed. These employees have demonstrated at a minimum, satisfactory performance and are being offered contracts for employment during the 2018-2019 school year.

The President is not included on this list, nor is his salary included in the financial impact. He is evaluated by the Governing Board for the renewal of his contract.

Attachment: List of reappointed employees

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The annual financial impact of full time staff contracts including salary, employment taxes and related benefits is approximately \$6,492,710.00.

**SOUTH TECH ACADEMY  
FY 19  
FACULTY & STAFF  
REAPPOINTMENT**

<b>EMPLOYEE NAME</b>	<b>TEACHING CERTIFICATION</b>	<b>DUTY DAYS</b>
Gyorgy Ari	Social Studies	196
Linda Berkheimer	Information Technology	196
Jonelle Breault	Mathematics	196
Neil Breault	Testing Coordinator	210
Michelle Brown	Vet Technician	196
Timothy Brown	Vocational Auto	196
Mary Carstarphen	Cosmetology Teacher	196
Samatha Coon	Language Arts	196
Gary Coy	Marine Engines	PT
Chris D'Ambrosio	Physical Education	196
Michelle Deschenes	Mathematics	196
Robert DiVerde	Permanent Substitute	196
Teresa Edgar	Vocational Health Occupations	196
Jessica Ehring	Science	196
Carolee Ellison	Vet Technician	196
Jennifer Franco	Language Arts	196
Katarina Franjic-Emilcar	Music	196
Leeann Gallagher	ESE/Supported Employment	210
Julius Guerra	Information Technology	196
Sandra Beau-Hagood	Music Instructor	196
Jacqueline Hess	Mathematics	196
Crystal Hyett	Cosmetology	196
Ryan Jackola	Earth Space Science	196
Stephanie Jean-Philippe	Mathematics	196
Nicole Julien	Math Coach	196
Jean Claude Kiehl	ESE	196
Shawna Kingsley-Scott	ESE Specialist	220
Nancy Kip	ESE	196
Janice Konigsberg	Language Arts	196
Steven Kozak	CTE Coordinator	210
Robert Knight	Language Arts	196
Julie Mandel	Language Arts	196
Kristein Markevich	Mathematics	196
Matthew Martin	Permanent Substitute	196
Eddy Martinez	Vocational Auto	196
Nicole Mendenhall	Language Arts	196
Christina Merrigan	Certified School Counselor	213
Nancy J. Moore	Vocational Health Occupations	196
Lynn Moran	Vocational Business Ed/Marketing	196

Earl Murray	Auto Body	196
Suzanne O'Neil	Culinary Arts	196
Aparecida Pace	Reading	196
Jon Palardis	Recording Arts	196
Robert Pancione	ESE/Supported Employment	210
Joanne Penn	Certified School Counselor	213
Nicholas Pontz	Permanent Substitute/Social Studies	196
Jan Pray	Vocational Health Occupations	196
Ricky Reddings	Clinical Instructor	196
Kareen Reid	Mathematics	196
Emma Ricon	Spanish	196
Jennifer Gerena Royce	Biology	196
Roman Salas	Dean of Students	202
Donna Sanders	Social Studies	196
Meghan Shamdasani	Science	196
David Sikorski	Reading	196
Sean Simon	Social Studies	196
Jacqueline Sonara	Language Arts	196
Kiersten Spindler	Language Arts	196
Catherine Sweeney	Vocational Health Occupations	196
Beverly Sylvia	Vocational Health Occupations	196
Walter Tanner	Culinary Arts	196
William Terry	Motorcycle Academy	196
Tayna Thaw	Vocational Health Occupations	196
Teresa Trumble-Thomas	ESE	196
Luz V. Torres-Blanco	Spanish/French	196
Edward Walters	Social Studies	196
Christopher White	Graphic Arts	196
Monica Wolfe	Language Arts	196
Mary Yearwood	ESE Coordinator	210

### **ADMINISTRATORS**

John Anthony Bogges	Deputy Superintendent	220
James Kidd	Superintendent	220
Erin Kurtz	Assistant Principal	220
Eric Messmer	Assistant Director of Professional Programs	220
Eileen Turenne	Principal	220
Julie Williams	Federal Grants & Support Administrator	220

### **INSTRUCTIONAL SUPPORT**

Claudia E. Escobar	Career Specialist/Language Facilitator,ELL	218
Darnley FanFan	Secretary/ Language Facilitator	190
Maria Fernandez	Student Services/Textbook Manager	220
Taylor McInnis	Student Behavioral Assistant	190
Rick Ross	Student Behavioral Assistant	190
Donald Steinberg	Student Behavioral Assistant	190

**NON-INSTRUNCTIONAL**

William Armitage	School Plant Technician	220
Bernice Bridgett	Adult Ed Secretary	220
Debra Buchholz	Operation Manager	220
Gail S. Dolson	Operations Secretary	220
Barbara Fraga	Executive Secretary & Board Clerk	220
Carol Gubana	Data Processor	220
Diana Jimenez	Technology Specialist	220
Kathryn S. McInerney	Business and Operations Director	220
Jennifer R. Melillo	Human Resource Manager	220
Ruthy Pelaez	Administrative Assistant	220
Marilyn Ruiz	Instructional Technology Specialist	220
Tonya Thompson	Accounting Clerk	220
Charles Williams	Custodian	220

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
C-1**

**Motion:**

I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.

**Summary Information:**

The Charter school is required to submit to the Sponsor district several financial documents on an ongoing basis. Monthly bank reconciliations are one such requirement.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding provided while maintaining liquidity to meet day-to-day operations. Review of these accounts takes place on a daily basis by the Charter business staff. Monthly reconciliations are performed as good accounting practice and published here to fulfill Sponsor requirements.

Attachments: Reconciliation Spreadsheets and Bank Statements

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact related to this item.

1:19 PM

03/13/18

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
**1111 - South Tech Operating 2973, Period Ending 02/28/2018**

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	<b>625,795.18</b>
<b>Cleared Transactions</b>	
Checks and Payments - 115 Items	-1,064,011.11
Deposits and Credits - 27 Items	812,544.98
<b>Total Cleared Transactions</b>	<u>-251,466.13</u>
<b>Cleared Balance</b>	<b>374,329.05</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 25 Items	-97,054.96
Deposits and Credits - 1 Item	320.00
<b>Total Uncleared Transactions</b>	<u>-96,734.96</u>
<b>Register Balance as of 02/28/2018</b>	<b>277,594.09</b>
<b>New Transactions</b>	
Checks and Payments - 54 Items	-206,101.95
Deposits and Credits - 2 Items	975.00
<b>Total New Transactions</b>	<u>-205,126.95</u>
<b>Ending Balance</b>	<b>72,467.14</b>

## South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						625,795.18
<b>Cleared Transactions</b>						
<b>Checks and Payments - 115 Items</b>						
Bill Pmt -Check	01/12/2018	5185	Dovel Lewis Animal ...	X	-499.00	-499.00
Bill Pmt -Check	01/12/2018	5192	J & R Printing & Gra...	X	-89.95	-588.95
Bill Pmt -Check	01/25/2018	5208	A & S Transportation	X	-55,512.29	-66,101.24
Bill Pmt -Check	01/25/2018	5216	Capital Contractors	X	-12,390.00	-78,491.24
Bill Pmt -Check	01/25/2018	5224	Palm Tran	X	-2,750.00	-81,241.24
Bill Pmt -Check	01/25/2018	5210	All Metro Health Care	X	-1,740.00	-82,981.24
Bill Pmt -Check	01/25/2018	5222	Jason H. Klein, CPA	X	-1,400.00	-84,381.24
Bill Pmt -Check	01/25/2018	5227	Safety-Kleen Syste...	X	-1,391.81	-85,773.05
Bill Pmt -Check	01/25/2018	5211	Amerigas	X	-651.98	-86,425.03
Bill Pmt -Check	01/25/2018	5233	Valentine, Jennifer	X	-500.00	-86,925.03
Bill Pmt -Check	01/25/2018	5230	Tomco, Inc	X	-375.00	-87,300.03
Bill Pmt -Check	01/25/2018	5217	Celestin, Luckencia	X	-320.00	-87,620.03
Bill Pmt -Check	01/25/2018	5213	AT&T	X	-263.37	-87,883.40
Bill Pmt -Check	01/25/2018	5218	Embroid Me	X	-135.00	-88,018.40
Bill Pmt -Check	01/25/2018	5215	Buchholz, Debbie	X	-44.05	-88,062.45
General Journal	01/31/2018	1352	Florida Retirement S...	X	-60,448.65	-148,511.10
General Journal	01/31/2018	1354	Valic	X	-1,755.00	-150,266.10
General Journal	01/31/2018	1355	Valic	X	-1,755.00	-152,021.10
General Journal	01/31/2018	1353		X	-25.25	-152,046.35
Bill Pmt -Check	02/02/2018	5241	GIS Benefits	X	-5,170.10	-157,216.45
Bill Pmt -Check	02/02/2018	5248	Spectrum Public Rel...	X	-1,350.00	-158,566.45
Bill Pmt -Check	02/02/2018	5239	F. Mandley & Assoc...	X	-1,093.75	-159,660.20
Bill Pmt -Check	02/02/2018	5236	All Metro Health Care	X	-1,015.00	-160,675.20
Bill Pmt -Check	02/02/2018	5237	Charter School Servi...	X	-783.73	-161,458.93
Bill Pmt -Check	02/02/2018	5243	Hardnett, Ashley	X	-485.00	-161,943.93
Bill Pmt -Check	02/02/2018	5253	Valdez, Miguel	X	-450.00	-162,393.93
Bill Pmt -Check	02/02/2018	5238	Clean Supply	X	-363.30	-162,757.23
Bill Pmt -Check	02/02/2018	5244	Jimenez, Diana	X	-305.14	-163,062.37
Bill Pmt -Check	02/02/2018	5246	Rosler, Wilda	X	-300.00	-163,362.37
Bill Pmt -Check	02/02/2018	5251	Tanner, Walter	X	-270.00	-163,632.37
Bill Pmt -Check	02/02/2018	5250	Sunshine Golf Car	X	-213.27	-163,845.64
Bill Pmt -Check	02/02/2018	5242	Gonzalez, Brenda	X	-155.00	-164,000.64
Bill Pmt -Check	02/02/2018	5245	National Notary Ass...	X	-125.00	-164,125.64
Bill Pmt -Check	02/02/2018	5249	Stericycle	X	-116.80	-164,242.44
Bill Pmt -Check	02/02/2018	5255	Wolters Kluwer Health	X	-49.83	-164,292.27
Check	02/02/2018	Debit	Authnet Gateway	X	-37.70	-164,329.97
Bill Pmt -Check	02/02/2018	5240	Fernandez, Maria	X	-32.78	-164,362.73
Bill Pmt -Check	02/02/2018	5254	Williams, Julie	X	-4.86	-164,367.59
Check	02/03/2018	Debit	FDGL	X	-35.28	-164,402.87
Check	02/05/2018	Debit	Merchant Service Fee	X	-618.49	-165,021.36
General Journal	02/05/2018	1289		X	-165.00	-165,186.36
General Journal	02/05/2018	1288		X	-95.78	-165,282.14
Bill Pmt -Check	02/09/2018	5257	A & S Transportation	X	-66,608.34	-221,890.48
Bill Pmt -Check	02/09/2018	5260	Blue Cross Blue Shi...	X	-57,307.87	-279,198.35
Bill Pmt -Check	02/09/2018	5269	FPL	X	-16,866.76	-296,065.11
Bill Pmt -Check	02/09/2018	5277	Palm Beach County ...	X	-12,451.95	-308,517.06
Bill Pmt -Check	02/09/2018	5282	SHI International Corp	X	-8,258.55	-316,775.61
Bill Pmt -Check	02/09/2018	5271	GIS Benefits	X	-5,170.10	-321,945.71
Bill Pmt -Check	02/09/2018	5292	Voya	X	-2,550.00	-324,495.71
Bill Pmt -Check	02/09/2018	5296	Life Insurance Com...	X	-2,150.00	-326,645.71
Bill Pmt -Check	02/09/2018	5263	Clean Supply	X	-2,017.95	-328,663.72
Bill Pmt -Check	02/09/2018	5298	American Express ...	X	-2,003.00	-330,666.72
Bill Pmt -Check	02/09/2018	5261	Certification Partner...	X	-1,750.00	-332,416.72
Bill Pmt -Check	02/09/2018	5262	City of Boynton Bea...	X	-1,708.83	-334,125.55
Bill Pmt -Check	02/09/2018	5265	Dex Imaging	X	-1,498.65	-335,625.20
Bill Pmt -Check	02/09/2018	5275	Met Life	X	-1,329.28	-336,954.48
Bill Pmt -Check	02/09/2018	5267	FJ Vodolo & Associ...	X	-998.52	-337,953.00
Bill Pmt -Check	02/09/2018	5258	All Metro Health Care	X	-812.00	-338,765.00
Bill Pmt -Check	02/09/2018	5291	Verizon Wireless	X	-802.44	-339,567.44
Bill Pmt -Check	02/09/2018	5300	Kingsley - Scott, Sh...	X	-756.24	-340,323.68
Bill Pmt -Check	02/09/2018	5279	Powell Landscaping ...	X	-600.00	-340,923.68
Bill Pmt -Check	02/09/2018	5278	PHEAA	X	-597.21	-341,520.89
Bill Pmt -Check	02/09/2018	5259	American Express ...	X	-560.00	-342,080.89
Bill Pmt -Check	02/09/2018	5268	FI Consortium of Pu...	X	-500.00	-342,580.89
Bill Pmt -Check	02/09/2018	5274	Managed Care Conc...	X	-445.50	-343,026.39

## South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 02/28/2018

Type	Date	Num	Name	Ctr	Amount	Balance
Bill Pmt -Check	02/09/2018	5266	Fidelity Investments	X	-400.00	-343,426.39
Bill Pmt -Check	02/09/2018	5288	TMobile	X	-268.80	-343,695.19
Bill Pmt -Check	02/09/2018	5286	Teachers Discovery	X	-262.52	-343,957.71
Bill Pmt -Check	02/09/2018	5264	College Entrance Ex...	X	-224.00	-344,181.71
Bill Pmt -Check	02/09/2018	5293	Wards Science	X	-167.95	-344,349.66
Bill Pmt -Check	02/09/2018	5297	American Express - ...	X	-154.00	-344,503.66
Bill Pmt -Check	02/09/2018	5281	Sam's Club Direct	X	-150.72	-344,654.38
Bill Pmt -Check	02/09/2018	5276	NexAir, LLC	X	-150.27	-344,804.65
Bill Pmt -Check	02/09/2018	5280	Safety-Kleen Syste...	X	-150.00	-344,954.65
Bill Pmt -Check	02/09/2018	5285	Sun Sentinel	X	-111.40	-345,066.05
Bill Pmt -Check	02/09/2018	5287	The Wag Group	X	-90.00	-345,156.05
Bill Pmt -Check	02/09/2018	5289	Total Compliance N...	X	-90.00	-345,246.05
Bill Pmt -Check	02/09/2018	5256	A-1 Industrial Supply	X	-74.00	-345,320.05
Bill Pmt -Check	02/09/2018	5284	State Of Florida Dis...	X	-70.70	-345,390.75
Bill Pmt -Check	02/09/2018	5290	United Art & Educatl...	X	-63.90	-345,454.65
Bill Pmt -Check	02/09/2018	5272	J & R Printing & Gra...	X	-55.00	-345,509.65
Bill Pmt -Check	02/09/2018	5270	Fraga, Barbara	X	-52.84	-345,562.49
Bill Pmt -Check	02/09/2018	5294	Williams, Julie	X	-30.00	-345,592.49
General Journal	02/14/2018	1361	Payroll	X	-188,410.99	-534,003.48
General Journal	02/14/2018	1361	Payroll	X	-59,294.95	-593,298.43
General Journal	02/14/2018	1361	Payroll	X	-745.07	-594,043.50
General Journal	02/14/2018	1361	Payroll	X	-275.25	-594,318.75
Bill Pmt -Check	02/15/2018	5306	Capital Contractors	X	-12,390.00	-606,708.75
Bill Pmt -Check	02/15/2018	5313	Speech Rehab Servi...	X	-6,804.00	-613,512.75
Bill Pmt -Check	02/15/2018	5317	Valentine, Jennifer	X	-2,100.00	-615,612.75
Bill Pmt -Check	02/15/2018	5307	Clean Supply	X	-2,037.50	-617,650.25
Bill Pmt -Check	02/15/2018	5302	All Metro Health Care	X	-2,030.00	-619,680.25
Bill Pmt -Check	02/15/2018	5308	GovConnection, Inc	X	-1,947.00	-621,627.25
Bill Pmt -Check	02/15/2018	5312	Palm Tran	X	-1,750.00	-623,377.25
Bill Pmt -Check	02/15/2018	5314	Staples Advantage	X	-1,331.34	-624,708.59
Bill Pmt -Check	02/15/2018	5309	Great American Fin...	X	-1,297.98	-626,006.57
Bill Pmt -Check	02/15/2018	5304	Bogges, Dr. John	X	-875.95	-626,882.52
Bill Pmt -Check	02/15/2018	5301	A & S Transportation	X	-550.00	-627,432.52
Bill Pmt -Check	02/15/2018	5311	Neofunds by Neopost	X	-489.85	-627,922.37
Bill Pmt -Check	02/15/2018	5316	Tomco, Inc	X	-475.00	-628,397.37
Bill Pmt -Check	02/15/2018	5303	Ambassador Printin...	X	-279.80	-628,677.17
Bill Pmt -Check	02/15/2018	5315	The Wag Group	X	-180.00	-628,857.17
Bill Pmt -Check	02/15/2018	5310	Messmer, Eric	X	-64.40	-628,921.57
Bill Pmt -Check	02/15/2018	5305	Breauff, Neil	X	-54.38	-628,975.95
Check	02/20/2018	Debit	Telecheck	X	-15.67	-628,991.62
Bill Pmt -Check	02/23/2018	5325	Embroid Me	X	-1,187.00	-630,178.62
Bill Pmt -Check	02/23/2018	5335	Williams, Julie	X	-161.97	-630,330.59
Bill Pmt -Check	02/23/2018	5326	Hagood, Sandl	X	-79.99	-630,410.58
Bill Pmt -Check	02/23/2018	5330	Messmer, Eric	X	-71.58	-630,482.16
Transfer	02/26/2018			X	-200,000.00	-830,482.16
General Journal	02/28/2018	1364	Payroll	X	-177,273.68	-1,007,755.84
General Journal	02/28/2018	1364	Payroll	X	-55,306.05	-1,063,061.89
General Journal	02/28/2018	1364	Payroll	X	-665.22	-1,063,727.11
General Journal	02/28/2018	1364	Payroll	X	-277.20	-1,064,004.31
Check	02/28/2018			X	-6.80	-1,064,011.11
<b>Total Checks and Payments</b>					<b>-1,064,011.11</b>	<b>-1,064,011.11</b>
<b>Deposits and Credits - 27 Items</b>						
Deposit	01/29/2018			X		0.00
Deposit	01/29/2018			X	165.00	165.00
Deposit	01/30/2018			X	670.00	835.00
Deposit	01/31/2018			X	95.78	930.78
Deposit	01/31/2018			X	930.00	1,860.78
Deposit	02/01/2018			X	510.00	2,370.78
Deposit	02/02/2018			X	930.00	3,300.78
Deposit	02/02/2018			X	3,191.22	6,492.00
Deposit	02/02/2018			X	5,787.86	12,279.86
Deposit	02/02/2018			X	25,870.92	38,150.78
Deposit	02/05/2018			X	140.00	38,290.78
Deposit	02/08/2018			X	30.00	38,320.78
Deposit	02/08/2018			X	995.00	39,315.78
Deposit	02/08/2018			X	325.00	39,640.78
Deposit	02/09/2018			X	90.00	39,730.78



1:19 PM  
03/13/18

**South Tech Charter Academy, Inc**  
**Reconciliation Detail**  
**1111 - South Tech Operating 2973, Period Ending 02/28/2018**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	02/09/2018			X	663,648.08	703,378.86
Deposit	02/12/2018			X	120.00	703,498.86
Deposit	02/13/2018			X	150.00	703,648.86
Deposit	02/13/2018			X	265.00	703,913.86
Deposit	02/14/2018			X	330.00	704,243.86
Deposit	02/19/2018			X	165.00	704,408.86
Deposit	02/20/2018			X	248.00	704,656.86
Deposit	02/21/2018			X	165.00	704,821.86
Deposit	02/21/2018			X	780.00	705,601.86
Deposit	02/22/2018			X	40,880.49	746,482.35
Deposit	02/28/2018			X	91.77	746,574.12
Deposit	02/28/2018			X	65,970.86	812,544.98
<b>Total Deposits and Credits</b>					<b>812,544.98</b>	<b>812,544.98</b>
<b>Total Cleared Transactions</b>					<b>-251,466.13</b>	<b>-251,466.13</b>
<b>Cleared Balance</b>					<b>-251,466.13</b>	<b>374,329.05</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 25 Items</b>						
Bill Pmt -Check	10/06/2017	4931	Pollack & Rosen, P.A.		-100.00	-100.00
Check	12/19/2017	Debit	Telecheck		-3.62	-103.62
Bill Pmt -Check	12/20/2017	5171	PSAT/NMSQT		-224.00	-327.62
Bill Pmt -Check	01/12/2018	5195	National Notary Ass...		-125.00	-452.62
Bill Pmt -Check	01/25/2018	5228	Scholastic Achieve...		-840.00	-1,292.62
Bill Pmt -Check	02/02/2018	5247	Ruiz, Marilyn		-107.50	-1,400.12
Bill Pmt -Check	02/02/2018	5252	Terry, William		-32.76	-1,432.88
Bill Pmt -Check	02/09/2018	5283	Social Studies Scho...		-208.89	-1,641.77
Bill Pmt -Check	02/23/2018	5324	Dell Marketing L.P.		-10,483.20	-12,124.97
Bill Pmt -Check	02/23/2018	5333	Pemco & Co, LLC		-6,781.20	-18,906.17
Bill Pmt -Check	02/23/2018	5328	Imagine Learning, Inc.		-4,000.00	-22,906.17
Bill Pmt -Check	02/23/2018	5318	Alann Corporation		-3,000.00	-25,906.17
Bill Pmt -Check	02/23/2018	5319	All Metro Health Care		-1,015.00	-26,921.17
Bill Pmt -Check	02/23/2018	5322	Bumax Company, Inc		-621.53	-27,542.70
Bill Pmt -Check	02/23/2018	5323	Coy, Gary		-484.72	-28,027.42
Bill Pmt -Check	02/23/2018	5327	Hess-Shamdasani, ...		-344.72	-28,372.14
Bill Pmt -Check	02/23/2018	5334	Staples Advantage		-328.39	-28,700.53
Bill Pmt -Check	02/23/2018	5320	AT&T		-260.69	-28,961.22
Bill Pmt -Check	02/23/2018	5329	Julien, Nicole		-142.09	-29,103.31
Bill Pmt -Check	02/23/2018	5321	Bogges, John-Anth...		-103.14	-29,206.45
Bill Pmt -Check	02/23/2018	5332	Office Depot		-53.47	-29,259.92
Bill Pmt -Check	02/23/2018	5331	National Notary Ass...		-23.00	-29,282.92
General Journal	02/28/2018	1283	Florida Retirement S...		-63,862.04	-93,244.96
General Journal	02/28/2018	1278	Valic		-1,905.00	-95,149.96
General Journal	02/28/2018	1277	Valic		-1,905.00	-97,054.96
<b>Total Checks and Payments</b>					<b>-97,054.96</b>	<b>-97,054.96</b>
<b>Deposits and Credits - 1 Item</b>						
Deposit	02/09/2018				320.00	320.00
<b>Total Deposits and Credits</b>					<b>320.00</b>	<b>320.00</b>
<b>Total Uncleared Transactions</b>					<b>-96,734.96</b>	<b>-96,734.96</b>
<b>Register Balance as of 02/28/2018</b>					<b>-348,201.09</b>	<b>277,594.09</b>

**South Tech Charter Academy, Inc**  
**Reconciliation Detail**  
**1111 - South Tech Operating 2973, Period Ending 02/28/2018**

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 64 Items</b>						
Bill Pmt -Check	03/01/2018	5339	Blue Cross Blue Shi...		-57,160.07	-57,160.07
Bill Pmt -Check	03/01/2018	5345	Palm Beach County ...		-12,451.95	-69,612.02
Bill Pmt -Check	03/01/2018	5344	Jason H. Klein, CPA		-1,400.00	-71,012.02
Bill Pmt -Check	03/01/2018	5347	Spectrum Public Rel...		-1,000.00	-72,012.02
Bill Pmt -Check	03/01/2018	5337	All Metro Health Care		-812.00	-72,824.02
Bill Pmt -Check	03/01/2018	5343	Informa Software		-760.83	-73,584.85
Bill Pmt -Check	03/01/2018	5336	A & S Transportation		-275.00	-73,859.85
Bill Pmt -Check	03/01/2018	5346	Pitsco, Education		-258.50	-74,118.35
Bill Pmt -Check	03/01/2018	5342	Crespo, Luis		-205.65	-74,324.00
Bill Pmt -Check	03/01/2018	5338	Banyan Printing		-138.02	-74,462.02
Bill Pmt -Check	03/01/2018	5349	Stericycle		-116.80	-74,578.82
Bill Pmt -Check	03/01/2018	5340	Carolina Biological S...		-99.23	-74,678.05
Bill Pmt -Check	03/01/2018	5341	Charter School Servi...		-75.00	-74,753.05
Bill Pmt -Check	03/01/2018	5350	Thompson, Tonya		-36.72	-74,789.77
Bill Pmt -Check	03/01/2018	5348	Staples Advantage		-17.98	-74,807.75
Bill Pmt -Check	03/09/2018	5351	A & S Transportation		-55,759.79	-130,567.54
Bill Pmt -Check	03/09/2018	5365	FPL		-19,557.44	-150,124.98
Bill Pmt -Check	03/09/2018	5356	Capital Contractors		-12,390.00	-162,514.98
Bill Pmt -Check	03/09/2018	5380	Speech Rehab Servi...		-7,686.00	-170,200.98
Bill Pmt -Check	03/09/2018	5367	GIS Benefits		-5,332.94	-175,533.92
Bill Pmt -Check	03/09/2018	5355	BookSmart		-4,478.40	-180,012.32
Bill Pmt -Check	03/09/2018	5358	City of Boynton Bea...		-2,922.10	-182,934.42
Bill Pmt -Check	03/09/2018	5370	Life Insurance Com...		-2,716.64	-185,651.06
Bill Pmt -Check	03/09/2018	5388	Voya		-2,550.00	-188,201.06
Bill Pmt -Check	03/09/2018	5359	Dex Imaging		-2,402.91	-190,603.97
Bill Pmt -Check	03/09/2018	5368	GovConnection, Inc		-1,798.75	-192,402.72
Bill Pmt -Check	03/09/2018	5373	Met Life		-1,329.28	-193,732.00
Bill Pmt -Check	03/09/2018	5385	Sweetwater		-1,223.84	-194,955.84
Bill Pmt -Check	03/09/2018	5377	Quill		-1,021.46	-195,977.30
Bill Pmt -Check	03/09/2018	5376	Powell Landscaping ...		-800.00	-196,877.30
Bill Pmt -Check	03/09/2018	5382	Staples Advantage		-899.70	-197,777.00
Bill Pmt -Check	03/09/2018	5374	Office Depot		-839.70	-198,616.70
Bill Pmt -Check	03/09/2018	5387	Verizon Wireless		-802.77	-199,419.47
Bill Pmt -Check	03/09/2018	5354	Boggess, Dr. John		-751.58	-200,171.03
Bill Pmt -Check	03/09/2018	5352	All Metro Health Care		-609.00	-200,780.03
Bill Pmt -Check	03/09/2018	5375	PHEAA		-607.72	-201,387.75
Bill Pmt -Check	03/09/2018	5364	FI Consortium of Pu...		-500.00	-201,887.75
Bill Pmt -Check	03/09/2018	5361	F. Mandley & Assoc...		-500.00	-202,387.75
Bill Pmt -Check	03/09/2018	5371	Managed Care Conc...		-445.50	-202,833.25
Bill Pmt -Check	03/09/2018	5363	Fidelity Investments		-400.00	-203,233.25
Bill Pmt -Check	03/09/2018	5381	Stantay Steemer		-340.00	-203,573.25
Bill Pmt -Check	03/09/2018	5379	Sonara, Jacqueline		-319.44	-203,892.69
Bill Pmt -Check	03/09/2018	5360	Escobar, Claudia		-282.40	-204,175.09
Bill Pmt -Check	03/09/2018	5378	Salas, Roman		-279.32	-204,454.41
Bill Pmt -Check	03/09/2018	5386	TMobile		-268.80	-204,723.21
Bill Pmt -Check	03/09/2018	5357	Carolina Biological S...		-253.55	-204,976.76
Bill Pmt -Check	03/09/2018	5366	Garage Equipment		-175.00	-205,151.76
Bill Pmt -Check	03/09/2018	5353	Avis Rent A Car Sys...		-112.77	-205,264.53
Bill Pmt -Check	03/09/2018	5383	State Of Florida Dis...		-70.70	-205,335.23
Bill Pmt -Check	03/09/2018	5384	Sun Sentinel		-55.70	-205,390.93
Bill Pmt -Check	03/09/2018	5362	Fernandez, Maria		-51.95	-205,442.88
Bill Pmt -Check	03/09/2018	5372	McInerney, Kathryn		-32.97	-205,475.85
Bill Pmt -Check	03/09/2018	5369	Integrity Mechant So...		-22.87	-205,498.72
General Journal	03/12/2018	1287			-603.23	-206,101.95
<b>Total Checks and Payments</b>					<b>-206,101.95</b>	<b>-206,101.95</b>
<b>Deposits and Credits - 2 Items</b>						
Deposit	03/06/2018				800.00	800.00
Deposit	03/09/2018				175.00	975.00
<b>Total Deposits and Credits</b>					<b>975.00</b>	<b>975.00</b>
<b>Total New Transactions</b>					<b>-205,126.95</b>	<b>-205,126.95</b>
<b>Ending Balance</b>					<b>-653,328.04</b>	<b>72,467.14</b>

>000600 8487591 0001 008229 30Z  
 SOUTH TECH CHARTER ACADEMY INC  
 OPERATING ACCOUNT  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018



**Statement Date: February 28, 2018**  
 Account Number: \*\*\*\*\*2973

**Customer Service Information**

 Client Care: 877-779-BANK (2265)  
 Web Site: www.bankunited.com  
 Bank Address: BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599



**Customer Message Center**

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**PUBLIC FUNDS INTEREST CHECKING Account \*\*\*\*\*2973**

**Account Summary**

Statement Balance as of 01/31/2018			\$625,795.18
Plus	23	Deposits and Other Credits	\$812,192.43
Less	118	Withdrawals, Checks, and Other Debits	\$1,063,743.53
Less		Service Charge	\$6.80
Plus		Interest Paid	\$91.77
Statement Balance as of 02/28/2018			\$374,329.05

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$91.77
Interest Paid Year to Date	\$187.55
Interest Paid Prior Year 2017	\$881.89
Interest Withheld Prior Year 2017	\$0.00

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2973

## Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
02/01/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$670.00	\$626,465.18
02/01/2018	CHECK #5210	\$1,740.00		\$624,725.18
02/01/2018	CHECK #5213	\$263.37		\$624,461.81
02/01/2018	CHECK #5222	\$1,400.00		\$623,061.81
02/01/2018	CHECK #5227	\$1,391.81		\$621,670.00
02/01/2018	FDGL LEASE PYMT SOUTH TECHNICAL CHART	\$35.28		\$621,634.72
02/02/2018	STATE OF FLORIDA PAYMENTS 193881980417663 SOUTH TECH CHART		\$25,870.92	\$647,505.64
02/02/2018	STATE OF FLORIDA PAYMENTS 193881980417788 SOUTH TECH CHART		\$3,191.22	\$650,696.86
02/02/2018	STATE OF FLORIDA PAYMENTS 193881980417789 SOUTH TECH CHART		\$5,787.86	\$656,484.72
02/02/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$930.00	\$657,414.72
02/02/2018	CHECK #5185	\$499.00		\$656,915.72
02/02/2018	CHECK #5211	\$651.98		\$656,263.74
02/02/2018	CHECK #5216	\$12,390.00		\$643,873.74
02/02/2018	CHECK #5230	\$375.00		\$643,498.74
02/02/2018	AUTHNET GATEWAY BILLING 100183891 SOUTH TECH ACADEMY	\$27.70		\$643,471.04
02/02/2018	AUTHNET GATEWAY BILLING 100373714 SOUTH TECH ACADEMY	\$10.00		\$643,461.04
02/05/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$510.00	\$643,971.04
02/05/2018	MERCHANT BANKCD DEPOSIT		\$930.00	\$644,901.04



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: February 28, 2018  
Account Number: \*\*\*\*\*2973

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
	498242150882 SOUTH TECH CHARTER ACA			
02/05/2018	CHECK #5192	\$89.95		\$644,811.09
02/05/2018	CHECK #5208	\$55,512.29		\$589,298.80
02/05/2018	CHECK #5233	\$500.00		\$588,798.80
02/05/2018	MERCHANT BANKCD INTERCHNG 498232636882 SOUTH TECH CHARTER ACA	\$303.92		\$588,494.88
02/05/2018	MERCHANT BANKCD INTERCHNG 498242150882 SOUTH TECH CHARTER ACA	\$112.97		\$588,381.91
02/05/2018	MERCHANT BANKCD DISCOUNT 498232636882 SOUTH TECH CHARTER ACA	\$88.03		\$588,293.88
02/05/2018	MERCHANT BANKCD DISCOUNT 498242150882 SOUTH TECH CHARTER ACA	\$24.51		\$588,269.37
02/05/2018	MERCHANT BANKCD FEE 498232636882 SOUTH TECH CHARTER ACA	\$54.96		\$588,214.41
02/05/2018	MERCHANT BANKCD FEE 498242150882 SOUTH TECH CHARTER ACA	\$34.10		\$588,180.31
02/06/2018	Customer Deposit		\$995.00	\$589,175.31
02/06/2018	PRIORITY CHECK #5254	\$4.86		\$589,170.45
02/06/2018	CHECK #5218	\$135.00		\$589,035.45
02/06/2018	CHECK #5224	\$2,750.00		\$586,285.45
02/06/2018	FLA DEPT REVENUE CRC 46160677 SOUTH TECH CHARTER ACA	\$60,448.65		\$525,836.80
02/07/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$140.00	\$525,976.80
02/07/2018	CHECK #5242	\$155.00		\$525,821.80
02/08/2018	STATE OF FLORIDA PAYMENTS		\$325.00	\$526,146.80

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2973

## Activity By Date

Date	Description	Withdrawals	Deposits	Balance
	193881980428364 SOUTH TECH CHART			
02/08/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$30.00	\$526,176.80
02/08/2018	CHECK #5251	\$270.00		\$525,906.80
02/08/2018	VALIC EREMIT PRM 66804 TSA	\$1,755.00		\$524,151.80
02/08/2018	VALIC EREMIT PRM 66804 TSA	\$1,755.00		\$522,396.80
02/09/2018	PalmBeachSchools DIRECT PAY SOUTH TECH CHARTER ACA		\$663,648.08	\$1,186,044.88
02/09/2018	CHECK #5243	\$485.00		\$1,185,559.88
02/12/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$90.00	\$1,185,649.88
02/12/2018	FLA DEPT REVENUE C01 46413355 SOUTH TECH CHAR	\$25.25		\$1,185,624.63
02/12/2018	CHECK #5236	\$1,015.00		\$1,184,609.63
02/12/2018	CHECK #5238	\$363.30		\$1,184,246.33
02/12/2018	CHECK #5240	\$32.76		\$1,184,213.57
02/12/2018	CHECK #5244	\$305.14		\$1,183,908.43
02/12/2018	CHECK #5249	\$116.80		\$1,183,791.63
02/12/2018	CHECK #5250	\$213.27		\$1,183,578.36
02/12/2018	CHECK #5253	\$450.00		\$1,183,128.36
02/13/2018	Customer Deposit		\$150.00	\$1,183,278.36
02/13/2018	PRIORITY CHECK #5294	\$30.00		\$1,183,248.36
02/13/2018	CHECK #5239	\$1,093.75		\$1,182,154.61
02/13/2018	CHECK #5246	\$300.00		\$1,181,854.61
02/13/2018	CHECK #5248	\$1,350.00		\$1,180,504.61
02/14/2018	MERCHANT BANKCD DEPOSIT 498232636882		\$120.00	\$1,180,624.61

P.O. Box 521599 Miami, FL 33152-1599

**Statement Date: February 28, 2018**  
 Account Number: \*\*\*\*\*2973



Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
5302	02/26	\$2,030.00	5309	02/21	\$1,297.98	5316	02/26	\$475.00
5303	02/21	\$279.80	5310	02/20	\$64.40	5317	02/23	\$2,100.00
5304	02/26	\$875.95	5311	02/26	\$489.85	5325*	02/28	\$1,187.00
5305	02/22	\$54.38	5312	02/23	\$1,750.00	5326	02/28	\$79.99
5306	02/22	\$12,390.00	5313	02/22	\$6,804.00	5330*	02/28	\$71.58
5307	02/21	\$2,037.50	5314	02/20	\$1,331.34	5335*	02/26	\$151.97
5308	02/21	\$1,947.00	5315	02/21	\$180.00			

Items denoted with an "\*" indicate processed checks out of sequence.

**Rates by Date**

Date	Rate
01/31	0.15%

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
01/31	\$625,795.18	02/07	\$525,821.80	02/14	\$930,189.33	02/22	\$828,505.25
02/01	\$621,634.72	02/08	\$522,396.80	02/15	\$913,917.57	02/23	\$814,315.05
02/02	\$643,461.04	02/09	\$1,185,559.88	02/16	\$896,698.02	02/26	\$543,133.94
02/05	\$588,180.31	02/12	\$1,183,128.36	02/20	\$921,735.18	02/27	\$309,611.79
02/06	\$525,836.80	02/13	\$1,180,504.61	02/21	\$847,588.63	02/28	\$374,329.05

**Other Balances**

Minimum Balance this Statement Period \$309,611.79



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Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2973

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**If your account does not balance please check the following carefully:**

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

Have you carried the correct balance forward when starting a new page in your checkbook register?

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:  
PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error  
7815 NW 148th ST, Miami Lakes, FL 33016

**For Consumer Customers Only**

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.
3. Tell us the dollar amount of the suspected error.

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

**For Electronic Funds Transfers**, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

**For Substitute Checks**, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.





10:21 AM

03/12/18

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
**1112 · South Tech Internal 2965, Period Ending 02/28/2018**

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	<b>215,774.83</b>
<b>Cleared Transactions</b>	
Checks and Payments - 38 Items	-15,602.65
Deposits and Credits - 22 Items	18,077.35
	<u>2,474.70</u>
<b>Total Cleared Transactions</b>	<b>2,474.70</b>
<b>Cleared Balance</b>	<b>218,249.53</b>
	<u>218,249.53</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 13 Items	-4,189.40
Deposits and Credits - 2 Items	772.23
	<u>-3,417.17</u>
<b>Total Uncleared Transactions</b>	<b>-3,417.17</b>
<b>Register Balance as of 02/28/2018</b>	<b>214,832.36</b>
	<u>214,832.36</u>
<b>New Transactions</b>	
Checks and Payments - 21 Items	-23,316.01
Deposits and Credits - 2 Items	10,129.00
	<u>-13,187.01</u>
<b>Total New Transactions</b>	<b>-13,187.01</b>
<b>Ending Balance</b>	<b>201,645.35</b>
	<u>201,645.35</u>

10:21 AM

03/12/18

## South Tech Charter Academy, Inc Reconciliation Detail

1112 - South Tech Internal 2965, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						215,774.83
<b>Cleared Transactions</b>						
<b>Checks and Payments - 38 Items</b>						
Bill Pmt -Check	01/12/2018	2206	GFS Gordon Food S...	X	-49.61	-49.61
Bill Pmt -Check	01/25/2018	2222	Dade Paper & Bag ...	X	-507.14	-556.75
Bill Pmt -Check	01/25/2018	2224	GFS Gordon Food S...	X	-274.92	-831.67
Bill Pmt -Check	01/25/2018	2219	Bronner Brothers	X	-150.00	-981.67
Bill Pmt -Check	01/25/2018	2225	National Coating & ...	X	-21.46	-1,003.13
Bill Pmt -Check	02/02/2018	2233	Moran, Lynn	X	-2,446.70	-3,449.83
Bill Pmt -Check	02/02/2018	2238	Sysco SouthEast Fl...	X	-833.94	-4,283.77
Bill Pmt -Check	02/02/2018	2232	GFS Gordon Food S...	X	-209.60	-4,493.37
Bill Pmt -Check	02/02/2018	2235	Paramount Refresh...	X	-131.23	-4,624.60
Bill Pmt -Check	02/02/2018	2234	National Coating & ...	X	-118.83	-4,743.43
Bill Pmt -Check	02/02/2018	2230	Charleston, Charles	X	-65.00	-4,808.43
Bill Pmt -Check	02/02/2018	2231	Fernandez, Maria	X	-32.76	-4,841.19
Bill Pmt -Check	02/02/2018	2236	Salas, Roman	X	-29.47	-4,870.66
Bill Pmt -Check	02/02/2018	2237	Sonara, Jacqueline	X	-24.57	-4,895.23
Check	02/05/2018	Debit	Merchant Service Fee	X	-74.04	-4,969.27
Bill Pmt -Check	02/09/2018	2240	ATI	X	-1,634.75	-6,604.02
Bill Pmt -Check	02/09/2018	2242	Burmax Company, Inc	X	-773.90	-7,377.92
Bill Pmt -Check	02/09/2018	2239	American Express -...	X	-744.69	-8,122.61
Bill Pmt -Check	02/09/2018	2243	Dade Paper & Bag ...	X	-371.57	-8,494.18
Bill Pmt -Check	02/09/2018	2248	National Coating & ...	X	-344.88	-8,839.06
Bill Pmt -Check	02/09/2018	2249	Palardis, Jon	X	-289.13	-9,128.19
Bill Pmt -Check	02/09/2018	2252	Sam's Club Direct	X	-270.11	-9,398.30
Bill Pmt -Check	02/09/2018	2244	Fraga, Barbara	X	-269.32	-9,667.62
Bill Pmt -Check	02/09/2018	2241	Bennett Auto Supply	X	-97.95	-9,765.57
Bill Pmt -Check	02/09/2018	2246	Hagood, Sandi	X	-98.68	-9,862.25
Bill Pmt -Check	02/09/2018	2245	GFS Gordon Food S...	X	-80.26	-9,942.51
Bill Pmt -Check	02/09/2018	2247	Hyett, Crystal	X	-64.72	-10,007.23
Bill Pmt -Check	02/09/2018	2250	Publix Super Market...	X	-39.80	-10,047.03
Bill Pmt -Check	02/09/2018	2251	Salas, Roman	X	-32.76	-10,079.79
Bill Pmt -Check	02/15/2018	2262	Travel Ventures of B...	X	-2,791.00	-12,870.79
Bill Pmt -Check	02/15/2018	2257	Moran, Lynn	X	-864.92	-13,735.71
Bill Pmt -Check	02/15/2018	2256	GFS Gordon Food S...	X	-323.39	-14,059.10
Bill Pmt -Check	02/15/2018	2259	Palardis, Jon	X	-297.73	-14,356.83
Bill Pmt -Check	02/15/2018	2260	Paramount Refresh...	X	-246.76	-14,603.59
Bill Pmt -Check	02/15/2018	2258	National Coating & ...	X	-216.50	-14,820.09
Bill Pmt -Check	02/15/2018	2261	Sally Beauty Supply	X	-50.46	-14,870.55
Bill Pmt -Check	02/23/2018	2265	Embroid Me	X	-729.55	-15,600.10
Check	02/28/2018			X	-2.55	-15,602.65
<b>Total Checks and Payments</b>					<b>-15,602.65</b>	<b>-15,602.65</b>
<b>Deposits and Credits - 22 Items</b>						
Deposit	01/31/2018			X	190.00	190.00
Deposit	02/01/2018			X	65.00	255.00
Deposit	02/02/2018			X	66.00	321.00
Deposit	02/05/2018			X	125.00	446.00
Deposit	02/05/2018			X	390.00	836.00
Deposit	02/08/2018			X	3,030.15	3,866.15
Deposit	02/08/2018			X	0.00	3,866.15
Deposit	02/08/2018			X	65.00	3,931.15
Deposit	02/09/2018			X	260.00	4,191.15
Deposit	02/12/2018			X	80.00	4,271.15
Deposit	02/13/2018			X	35.00	4,306.15
Deposit	02/13/2018			X	95.00	4,401.15
Deposit	02/13/2018			X	2,258.30	6,659.45
Deposit	02/15/2018			X	65.00	6,724.45
Deposit	02/20/2018			X	6,885.70	13,610.15
Deposit	02/21/2018			X	135.00	13,745.15
Deposit	02/21/2018			X	195.00	13,940.15
Deposit	02/23/2018			X	410.00	14,350.15
Deposit	02/26/2018			X	165.00	14,505.15
Deposit	02/27/2018			X	65.00	14,570.15

10:21 AM

03/12/18

## South Tech Charter Academy, Inc Reconciliation Detail

1112 - South Tech Internal 2965, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	02/28/2018			X	24.84	14,594.99
Deposit	02/28/2018			X	3,482.36	18,077.35
<b>Total Deposits and Credits</b>					<b>18,077.35</b>	<b>18,077.35</b>
<b>Total Cleared Transactions</b>					<b>2,474.70</b>	<b>2,474.70</b>
<b>Cleared Balance</b>					<b>2,474.70</b>	<b>218,249.53</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 13 Items</b>						
Bill Pmt -Check	11/02/2017	2134	Jones, Austin		-10.00	-10.00
Bill Pmt -Check	11/16/2017	2151	Argueta, Andy		-27.00	-37.00
Bill Pmt -Check	12/20/2017	2199	Salas, Roman		-29.47	-66.47
Bill Pmt -Check	01/25/2018	2220	Bush, Shakira		-12.00	-78.47
Bill Pmt -Check	02/15/2018	2255	Florida Deca		-900.00	-978.47
Bill Pmt -Check	02/15/2018	2253	Bronner Brothers		-450.00	-1,428.47
Bill Pmt -Check	02/15/2018	2254	Fernandez, Maria		-64.50	-1,492.97
Bill Pmt -Check	02/23/2018	2263	ATI		-1,760.50	-3,253.47
Bill Pmt -Check	02/23/2018	2269	Sysco SouthEast Fl...		-592.43	-3,845.90
Bill Pmt -Check	02/23/2018	2266	GFS Gordon Food S...		-181.33	-4,027.23
Bill Pmt -Check	02/23/2018	2267	National Coating & ...		-116.17	-4,143.40
Bill Pmt -Check	02/23/2018	2264	Buffaloe, Mitzl		-30.00	-4,173.40
Bill Pmt -Check	02/23/2018	2268	Skills USA		-16.00	-4,189.40
<b>Total Checks and Payments</b>					<b>-4,189.40</b>	<b>-4,189.40</b>
<b>Deposits and Credits - 2 items</b>						
Deposit	02/09/2018				603.23	603.23
Deposit	02/28/2018				169.00	772.23
<b>Total Deposits and Credits</b>					<b>772.23</b>	<b>772.23</b>
<b>Total Uncleared Transactions</b>					<b>-3,417.17</b>	<b>-3,417.17</b>
<b>Register Balance as of 02/28/2018</b>					<b>-942.47</b>	<b>214,832.36</b>
<b>New Transactions</b>						
<b>Checks and Payments - 21 Items</b>						
Bill Pmt -Check	03/01/2018	2277	Universal Orlando		-13,873.50	-13,873.50
Bill Pmt -Check	03/01/2018	2271	Florida Region 5 Skills		-2,210.00	-16,083.50
Bill Pmt -Check	03/01/2018	2274	National Coating & ...		-1,210.01	-17,293.51
Bill Pmt -Check	03/01/2018	2273	Juvenile Diabetes R...		-500.00	-17,793.51
Bill Pmt -Check	03/01/2018	2276	Paramount Refresh...		-140.15	-17,933.66
Bill Pmt -Check	03/01/2018	2272	GFS Gordon Food S...		-118.44	-18,052.10
Bill Pmt -Check	03/01/2018	2270	Americanails		-83.95	-18,136.05
Bill Pmt -Check	03/01/2018	2275	Palardis, Jon		-77.98	-18,214.03
Bill Pmt -Check	03/09/2018	2282	Culinary Solutions Inc.		-2,337.00	-20,551.03
Bill Pmt -Check	03/09/2018	2284	NAPA Auto Parts		-648.63	-21,199.66
Bill Pmt -Check	03/09/2018	2278	Bennett Auto Supply		-475.66	-21,675.32
Bill Pmt -Check	03/09/2018	2289	Sysco SouthEast Fl...		-314.23	-21,989.55
Bill Pmt -Check	03/09/2018	2285	National Coating & ...		-300.14	-22,289.69
Bill Pmt -Check	03/09/2018	2290	Tanner, Walter		-229.29	-22,518.98
Bill Pmt -Check	03/09/2018	2281	Carstarphen, Mary		-215.00	-22,733.98
Bill Pmt -Check	03/09/2018	2280	Brilliant Supply		-189.95	-22,923.93
Bill Pmt -Check	03/09/2018	2286	Paramount Refresh...		-130.45	-23,054.38
Bill Pmt -Check	03/09/2018	2279	Blondie's Beauty Su...		-105.33	-23,159.71
Bill Pmt -Check	03/09/2018	2283	Hyett, Crystal		-91.49	-23,251.20
Bill Pmt -Check	03/09/2018	2287	Publix Super Market...		-48.81	-23,300.01
Bill Pmt -Check	03/09/2018	2288	Skills USA		-16.00	-23,316.01
<b>Total Checks and Payments</b>					<b>-23,316.01</b>	<b>-23,316.01</b>

10:21 AM  
03/12/18

**South Tech Charter Academy, Inc**  
**Reconciliation Detail**  
**1112 - South Tech Internal 2965, Period Ending 02/28/2018**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Deposits and Credits - 2 Items</b>						
Deposit	03/08/2018				3,420.00	3,420.00
Deposit	03/09/2018				6,709.00	10,129.00
<b>Total Deposits and Credits</b>					<b>10,129.00</b>	<b>10,129.00</b>
<b>Total New Transactions</b>					<b>-13,187.01</b>	<b>-13,187.01</b>
<b>Ending Balance</b>					<b>-14,129.48</b>	<b>201,645.35</b>

**Statement Date: February 28, 2018**
**Account Number: \*\*\*\*\*2965**


>004482 8487585 0001 008229 20Z  
 SOUTH TECH CHARTER ACADEMY INC  
 INTERNAL ACCOUNT  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018

**Customer Service Information**

 **Client Care:** 877-779-BANK (2265)

 **Web Site:** [www.bankunited.com](http://www.bankunited.com)

 **Bank Address:** BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599


**Customer Message Center**

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**PUBLIC FUNDS INTEREST CHECKING Account \*\*\*\*\*2965**
**Account Summary**

Statement Balance as of 01/31/2018			\$215,774.83
Plus	17	Deposits and Other Credits	\$18,052.51
Less	39	Withdrawals, Checks, and Other Debits	\$15,600.10
Less		Service Charge	\$2.55
Plus		Interest Paid	\$24.84
Statement Balance as of 02/28/2018			\$218,249.53

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$24.84
Interest Paid Year to Date	\$51.44
Interest Paid Prior Year 2017	\$298.51
Interest Withheld Prior Year 2017	\$0.00



Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2965

## Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
02/01/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$190.00	\$215,964.83
02/01/2018	CHECK #2224	\$274.92		\$215,689.91
02/02/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$65.00	\$215,754.91
02/05/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$66.00	\$215,820.91
02/05/2018	CHECK #2225	\$21.46		\$215,799.45
02/05/2018	MERCHANT BANKCD INTERCHNG 498232637880 SOUTH TECH CHRTR ACAD	\$15.42		\$215,784.03
02/05/2018	MERCHANT BANKCD DISCOUNT 498232637880 SOUTH TECH CHRTR ACAD	\$6.32		\$215,777.71
02/05/2018	MERCHANT BANKCD FEE 498232637880 SOUTH TECH CHRTR ACAD	\$52.30		\$215,725.41
02/06/2018	Customer Deposit		\$3,030.15	\$218,755.56
02/06/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		310 210 } \$515.00	\$219,270.56
02/06/2018	CHECK #2222	\$507.14		\$218,763.42
02/08/2018	CHECK #2233	\$2,446.70		\$216,316.72
02/08/2018	CHECK #2236	\$29.47		\$216,287.25
02/09/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$65.00	\$216,352.25
02/09/2018	CHECK #2230	\$65.00		\$216,287.25
02/12/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$260.00	\$216,547.25
02/12/2018	CHECK #2231	\$32.76		\$216,514.49

Statement Date: February 28, 2018  
 Account Number: \*\*\*\*\*2965

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
02/12/2018	CHECK #2237	\$24.57		\$216,489.92
02/12/2018	CHECK #2249	\$289.13		\$216,200.79
02/13/2018	Customer Deposit		\$2,258.30	\$218,459.09
02/13/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$80.00	\$218,539.09
02/13/2018	CHECK #2235	\$131.23		\$218,407.86
02/13/2018	CHECK #2238	\$833.94		\$217,573.92
02/13/2018	CHECK #2246	\$96.68		\$217,477.24
02/14/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		95- / 35- / \$130.00	\$217,607.24
02/14/2018	CHECK #2232	\$209.60		\$217,397.64
02/14/2018	CHECK #2247	\$64.72		\$217,332.92
02/16/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$65.00	\$217,397.92
02/16/2018	CHECK #2240	\$1,634.75		\$215,763.17
02/16/2018	CHECK #2241	\$97.95		\$215,665.22
02/16/2018	CHECK #2243	\$371.57		\$215,293.65
02/16/2018	CHECK #2257	\$864.92		\$214,428.73
02/16/2018	CHECK #2259	\$297.73		\$214,131.00
02/20/2018	Customer Deposit		\$6,885.70	\$221,016.70
02/20/2018	CHECK #2234	\$118.83		\$220,897.87
02/20/2018	CHECK #2239	\$744.69		\$220,153.18
02/20/2018	CHECK #2242	\$773.90		\$219,379.28
02/20/2018	CHECK #2244	\$269.32		\$219,109.96
02/20/2018	CHECK #2245	\$80.26		\$219,029.70
02/20/2018	CHECK #2248	\$344.88		\$218,684.82
02/20/2018	CHECK #2250	\$39.80		\$218,645.02
02/20/2018	CHECK #2251	\$32.76		\$218,612.26
02/20/2018	CHECK #2252	\$270.11		\$218,342.15
02/21/2018	CHECK #2260	\$246.76		\$218,095.39
02/21/2018	CHECK #2261	\$50.46		\$218,044.93
02/22/2018	MERCHANT BANKCD DEPOSIT		195- / 135- / \$330.00	\$218,374.93

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2965

**Activity By Date**

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
	498232637880 SOUTH TECH CHRTR ACAD			
02/22/2018	CHECK #2219	\$150.00		\$218,224.93
02/22/2018	CHECK #2262	\$2,791.00		\$215,433.93
02/23/2018	CHECK #2206	\$49.61		\$215,384.32
02/23/2018	CHECK #2256	\$323.39		\$215,060.93
02/26/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$410.00	\$215,470.93
02/27/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$155.00	\$215,625.93
02/28/2018	Customer Deposit		\$3,482.36	\$219,108.29
02/28/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$65.00	\$219,173.29
02/28/2018	CHECK #2258	\$216.50		\$218,956.79
02/28/2018	CHECK #2265	\$729.55		\$218,227.24
02/28/2018	Interest Paid		\$24.84	\$218,252.08
02/28/2018	Service Charge	\$2.55		\$218,249.53

**Check Transactions**

<i>Check #</i>	<i>Date</i>	<i>Amount</i>	<i>Check #</i>	<i>Date</i>	<i>Amount</i>	<i>Check #</i>	<i>Date</i>	<i>Amount</i>
2206	02/23	\$49.61	2236	02/08	\$29.47	2247	02/14	\$64.72
2219*	02/22	\$150.00	2237	02/12	\$24.57	2248	02/20	\$344.88
2222*	02/06	\$507.14	2238	02/13	\$833.94	2249	02/12	\$289.13
2224*	02/01	\$274.92	2239	02/20	\$744.69	2250	02/20	\$39.80
2225	02/05	\$21.46	2240	02/16	\$1,634.75	2251	02/20	\$32.76
2230*	02/09	\$65.00	2241	02/16	\$97.95	2252	02/20	\$270.11
2231	02/12	\$32.76	2242	02/20	\$773.90	2256*	02/23	\$323.39
2232	02/14	\$209.60	2243	02/16	\$371.57	2257	02/16	\$864.92
2233	02/08	\$2,446.70	2244	02/20	\$269.32	2258	02/28	\$216.50
2234	02/20	\$118.83	2245	02/20	\$80.26	2259	02/16	\$297.73
2235	02/13	\$131.23	2246	02/13	\$96.68	2260	02/21	\$246.76



**Statement Date: February 28, 2018**

Account Number: \*\*\*\*\*2965

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
2261	02/21	\$50.46	2262	02/22	\$2,791.00	2265*	02/28	\$729.55

Items denoted with an "\*" indicate processed checks out of sequence.

**Rates by Date**

Date	Rate
01/31	0.15%

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
01/31	\$215,774.83	02/08	\$216,287.25	02/20	\$218,342.15	02/27	\$215,625.93
02/01	\$215,689.91	02/12	\$216,200.79	02/21	\$218,044.93	02/28	\$218,249.53
02/02	\$215,754.91	02/13	\$217,477.24	02/22	\$215,433.93		
02/05	\$215,725.41	02/14	\$217,332.92	02/23	\$215,060.93		
02/06	\$218,763.42	02/16	\$214,131.00	02/26	\$215,470.93		

**Other Balances**

Minimum Balance this Statement Period

\$214,131.00



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Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2965

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**If your account does not balance please check the following carefully:**

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

Have you carried the correct balance forward when starting a new page in your checkbook register?

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:  
PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error  
7815 NW 148th ST, Miami Lakes, FL 33016

**For Consumer Customers Only**

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.
3. Tell us the dollar amount of the suspected error.

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

**For Electronic Funds Transfers**, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

**For Substitute Checks**, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.



Member  
**FDIC**

BankUnited, N.A.

9:30 AM

03/12/18

**South Tech Charter Academy, Inc**  
**Reconciliation Detail**  
**1113 · Money Market Account 2981, Period Ending 02/28/2018**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						<b>1,066,736.95</b>
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 Items</b>						
Transfer	02/28/2018			X	200,000.00	200,000.00
Deposit	02/28/2018			X	333.07	200,333.07
<b>Total Deposits and Credits</b>					<b>200,333.07</b>	<b>200,333.07</b>
<b>Total Cleared Transactions</b>					<b>200,333.07</b>	<b>200,333.07</b>
<b>Cleared Balance</b>					<b>200,333.07</b>	<b>1,267,070.02</b>
<b>Register Balance as of 02/28/2018</b>					<b>200,333.07</b>	<b>1,267,070.02</b>
<b>Ending Balance</b>					<b>200,333.07</b>	<b>1,267,070.02</b>

9:29 AM

03/12/18

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
**1113 · Money Market Account 2981, Period Ending 02/28/2018**

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	1,066,736.95
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 2 items</b>	<u>200,333.07</u>
<b>Total Cleared Transactions</b>	<u>200,333.07</u>
<b>Cleared Balance</b>	<u><u>1,267,070.02</u></u>
<b>Register Balance as of 02/28/2018</b>	1,267,070.02
<b>Ending Balance</b>	1,267,070.02




P.O. Box 521599 Miami, FL 33152-1599



>0111192 8483437 0001 008229 10Z  
 SOUTH TECH CHARTER ACADEMY INC  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018

**Statement Date: February 28, 2018**  
**Account Number: \*\*\*\*\*2981**

**Customer Service Information**

 Client Care: 877-779-BANK (2265)  
 Web Site: [www.bankunited.com](http://www.bankunited.com)  
 Bank Address: BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599



**Customer Message Center**

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**PUBLIC FUNDS MONEY MARKET Account \*\*\*\*\*2981**

**Account Summary**

Statement Balance as of 01/31/2018		\$1,066,736.95
Plus	1 Deposits and Other Credits	\$200,000.00
Less	0 Withdrawals, Checks, and Other Debits	\$0.00
Less	Service Charge	\$0.00
Plus	Interest Paid	\$333.07
Statement Balance as of 02/28/2018		\$1,267,070.02

**Interest Summary**

Beginning Interest Rate	0.40%
Interest Period Days	28
Interest Annual Percentage Yield Earned this Statement Period (APYE)	0.40%
Interest Paid this Statement Period	\$333.07
Interest Paid Year to Date	\$694.44
Interest Paid Prior Year 2017	\$4,245.66
Interest Withheld Prior Year 2017	\$0.00

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*2981

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
02/26/2018	WEB TFR FR 000119002973 072810000572 WEB RF#072810000572		\$200,000.00	\$1,266,736.95
02/28/2018	Interest Paid		\$333.07	\$1,267,070.02

Rates By Date

Date	Rate
01/31	0.40%

Balances by Date

Date	Balance	Date	Balance	Date	Balance
01/31	\$1,066,736.95	02/26	\$1,266,736.95	02/28	\$1,267,070.02

Other Balances

Minimum Balance this Statement Period \$1,066,736.95



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**Statement Date: February 28, 2018**

Account Number: \*\*\*\*\*2981

If your account does not balance please check the following carefully:

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

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Have you carried the correct balance forward when starting a new page in your checkbook register?

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1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.
3. Tell us the dollar amount of the suspected error.

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

**For Electronic Funds Transfers**, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

**For Substitute Checks**, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.

**Member  
FDIC**





**Board Meeting  
April 12, 2018**

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

**Agenda Item  
C-2**

**Motion:**

I recommend that the Board approve and ratify the Charter school monthly Disbursement Reports for the month ending February 28, 2018 as required by the Sponsor.

**Summary Information:**

The Charter school is required to provide several financial documents on an ongoing basis. Monthly records of disbursements are a requirement that must be provided by the President to the Board.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding. Each school account is listed separately along with a disbursement record of activity. Disbursements are made by warrant, wire transfer, account transfer and use of direct debit card. Processing of disbursements takes place on a daily basis by the Charter business staff. All disbursements are reviewed and approved by the President. All warrants have two signatories.

Attachments: Disbursement Report

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact related to this item.

**South Tech Charter Academy, Inc**  
**Account QuickReport**  
**As of February 28, 2018**

Date	Num	Name	Amount
<b>1111 - South Tech Operating 2973</b>			
02/26/2018			-200,000.00
02/14/2018	1361	Payroll	-188,410.99
02/28/2018	1364	Payroll	-177,273.68
02/09/2018	5257	A & S Transportation	-66,608.34
02/28/2018	1283	Florida Retirement System	-63,962.04
02/14/2018	1361	Payroll	-59,294.95
02/09/2018	5260	Blue Cross Blue Shield	-57,307.87
02/28/2018	1364	Payroll	-55,306.05
02/09/2018	5269	FPL	-16,866.76
02/09/2018	5277	Palm Beach County School Distr...	-12,451.95
02/15/2018	5306	Capital Contractors	-12,390.00
02/23/2018	5324	Dell Marketing L.P.	-10,483.20
02/09/2018	5282	SHI International Corp	-8,258.55
02/15/2018	5313	Speech Rehab Services, LLC	-6,804.00
02/23/2018	5333	Pemco & Co, LLC	-6,781.20
02/02/2018	5241	GIS Benefits	-5,170.10
02/09/2018	5271	GIS Benefits	-5,170.10
02/23/2018	5328	Imagine Learning, Inc.	-4,000.00
02/23/2018	5318	Alann Corporation	-3,000.00
02/09/2018	5292	Voya	-2,550.00
02/09/2018	5296	Life Insurance Company of the ...	-2,150.06
02/15/2018	5317	Valentine, Jennifer	-2,100.00
02/15/2018	5307	Clean Supply	-2,037.50
02/15/2018	5302	All Metro Health Care	-2,030.00
02/09/2018	5263	Clean Supply	-2,017.95
02/09/2018	5298	American Express #21007	-2,003.00
02/15/2018	5308	GovConnection, Inc	-1,947.00
02/28/2018	1277	Valic	-1,905.00
02/28/2018	1278	Valic	-1,905.00
02/09/2018	5261	Certification Partners, LLC	-1,750.00
02/15/2018	5312	Palm Tran	-1,750.00
02/09/2018	5262	City of Boynton Beach Utilities D...	-1,708.83
02/09/2018	5265	Dex Imaging	-1,499.65
02/02/2018	5248	Spectrum Public Relations	-1,350.00
02/15/2018	5314	Staples Advantage	-1,331.34
02/09/2018	5275	Met Life	-1,329.28
02/15/2018	5309	Great American Financial Service	-1,297.98
02/23/2018	5325	Embroid Me	-1,187.00
02/02/2018	5239	F. Mandley & Associates	-1,093.75
02/02/2018	5236	All Metro Health Care	-1,015.00
02/23/2018	5319	All Metro Health Care	-1,015.00
02/09/2018	5267	FJ Vodolo & Associates, LLC	-998.52
02/15/2018	5304	Boggess, Dr. John	-875.95
02/09/2018	5258	All Metro Health Care	-812.00
02/09/2018	5291	Verizon Wireless	-802.44
02/02/2018	5237	Charter School Services Corp	-783.73
02/09/2018	5300	Kingsley - Scott, Shawna	-756.24
02/14/2018	1361	Payroll	-745.07
02/28/2018	1364	Payroll	-665.22
02/23/2018	5322	Burmax Company, Inc	-621.53
02/05/2018	Debit	Merchant Service Fee	-618.49
02/09/2018	5279	Powell Landscaping & Design	-600.00
02/09/2018	5278	PHEAA	-597.21
02/09/2018	5259	American Express 11003	-560.00
02/15/2018	5301	A & S Transportation	-550.00
02/09/2018	5268	FI Consortium of Public Charter ...	-500.00
02/15/2018	5311	Neofunds by Neopost	-489.85
02/02/2018	5243	Hardnett, Ashley	-485.00
02/23/2018	5323	Coy, Gary	-484.72
02/15/2018	5316	Tomco, Inc	-475.00
02/02/2018	5253	Valdez, Miguel	-450.00
02/09/2018	5274	Managed Care Concepts	-445.50
02/09/2018	5266	Fidelity Investments	-400.00
02/02/2018	5238	Clean Supply	-363.30
02/23/2018	5327	Hess-Shamdasani, Meghan	-344.72
02/23/2018	5334	Staples Advantage	-328.39
02/02/2018	5244	Jimenez, Diana	-305.14

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03/13/18

Accrual Basis

**South Tech Charter Academy, Inc**  
**Account QuickReport**  
**As of February 28, 2018**

Date	Num	Name	Amount
02/02/2018	5246	Rosier, Wilda	-300.00
02/15/2018	5303	Ambassador Printing Company	-279.80
02/28/2018	1364	Payroll	-277.20
02/14/2018	1361	Payroll	-275.25
02/02/2018	5251	Tanner, Walter	-270.00
02/09/2018	5288	TMobile	-268.80
02/09/2018	5286	Teachers Discovery	-262.52
02/23/2018	5320	AT&T	-260.69
02/09/2018	5264	College Entrance Examination B...	-224.00
02/02/2018	5250	Sunshine Golf Car	-213.27
02/09/2018	5283	Social Studies School Service	-208.89
02/15/2018	5315	The Wag Group	-180.00
02/09/2018	5293	Wards Science	-167.95
02/05/2018	1289		-165.00
02/02/2018	5242	Gonzalez, Brenda	-155.00
02/09/2018	5297	American Express - 21008	-154.00
02/23/2018	5335	Williams, Julie	-151.97
02/09/2018	5281	Sam's Club Direct	-150.72
02/09/2018	5276	NexAir, LLC	-150.27
02/09/2018	5280	Safety-Kleen Systems Inc	-150.00
02/23/2018	5329	Julien, Nicole	-142.09
02/02/2018	5245	National Notary Association	-125.00
02/02/2018	5249	Stericycle	-116.80
02/09/2018	5285	Sun Sentinel	-111.40
02/02/2018	5247	Ruiz, Marilyn	-107.50
02/23/2018	5321	Bogges, John-Anthony	-103.14
02/05/2018	1288		-95.78
02/09/2018	5287	The Wag Group	-90.00
02/09/2018	5289	Total Compliance Network Inc	-90.00
02/23/2018	5326	Hagood, Sandi	-79.99
02/09/2018	5256	A-1 Industrial Supply	-74.00
02/23/2018	5330	Messmer, Eric	-71.58
02/09/2018	5284	State Of Florida Disbursement Unit	-70.70
02/15/2018	5310	Messmer, Eric	-64.40
02/09/2018	5290	United Art & Education	-63.90
02/09/2018	5272	J & R Printing & Graphics	-55.00
02/15/2018	5305	Breault, Neil	-54.38
02/23/2018	5332	Office Depot	-53.47
02/09/2018	5270	Fraga, Barbara	-52.84
02/02/2018	5255	Wolters Hluwer Health	-49.83
02/02/2018	Debit	Authnet Gateway	-37.70
02/03/2018	Debit	FDGL	-35.28
02/02/2018	5240	Fernandez, Maria	-32.76
02/02/2018	5252	Terry, William	-32.76
02/09/2018	5294	Williams, Julie	-30.00
02/23/2018	5331	National Notary Association	-23.00
02/20/2018	Debit	Telecheck	-15.67
02/28/2018			-6.80
02/02/2018	5254	Williams, Julie	-4.86
Total 1111 · South Tech Operating 2973			-1,017,727.10
<b>1112 · South Tech Internal 2965</b>			
02/15/2018	2262	Travel Ventures of Bay Co, Inc	-2,791.00
02/02/2018	2233	Moran, Lynn	-2,446.70
02/23/2018	2263	ATI	-1,760.50
02/09/2018	2240	ATI	-1,634.75
02/15/2018	2255	Florida Deca	-900.00
02/15/2018	2257	Moran, Lynn	-864.92
02/02/2018	2238	Sysco SouthEast Florida	-833.94
02/09/2018	2242	Burmax Company, Inc	-773.90
02/09/2018	2239	American Express -21007	-744.69
02/23/2018	2265	Embroid Me	-729.55
02/23/2018	2269	Sysco SouthEast Florida	-592.43
02/15/2018	2253	Bronner Brothers	-450.00
02/09/2018	2243	Dade Paper & Bag Co.	-371.57
02/09/2018	2248	National Coating & Supplies	-344.88
02/15/2018	2256	GFS Gordon Food Services Miami	-323.39
02/15/2018	2259	Palardis, Jon	-297.73

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03/13/18

Accrual Basis

**South Tech Charter Academy, Inc**  
**Account QuickReport**  
**As of February 28, 2018**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/09/2018	2249	Palardis, Jon	-289.13
02/09/2018	2252	Sam's Club Direct	-270.11
02/09/2018	2244	Fraga, Barbara	-269.32
02/15/2018	2260	Paramount Refreshment Solutio...	-246.76
02/15/2018	2258	National Coating & Supplies	-216.50
02/02/2018	2232	GFS Gordon Food Services Miami	-209.60
02/23/2018	2266	GFS Gordon Food Services Miami	-181.33
02/02/2018	2235	Paramount Refreshment Solutio...	-131.23
02/02/2018	2234	National Coating & Supplies	-118.83
02/23/2018	2267	National Coating & Supplies	-116.17
02/09/2018	2241	Bennett Auto Supply	-97.95
02/09/2018	2246	Hagood, Sandi	-96.68
02/09/2018	2245	GFS Gordon Food Services Miami	-80.26
02/05/2018	Debit	Merchant Service Fee	-74.04
02/02/2018	2230	Charleston, Charles	-65.00
02/09/2018	2247	Hyett, Crystal	-64.72
02/15/2018	2254	Fernandez, Maria	-64.50
02/15/2018	2261	Sally Beauty Supply	-50.46
02/09/2018	2250	Publix Super Markets, Inc	-39.80
02/02/2018	2231	Fernandez, Maria	-32.76
02/09/2018	2251	Salas, Roman	-32.76
02/23/2018	2264	Buffaloe, Mitzi	-30.00
02/02/2018	2236	Salas, Roman	-29.47
02/02/2018	2237	Sonara, Jacqueline	-24.57
02/23/2018	2268	Skills USA	-16.00
02/28/2018			-2.55
02/08/2018			0.00
Total 1112 · South Tech Internal 2965			-18,710.45
<b>TOTAL</b>			<b>-1,036,437.55</b>

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
C-3**

**Motion:**

I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 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:**

Jim Kidd, Superintendent

**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 February 28, 2018 and For the Year Ending June 30, 2018**  
**February 28, 2018**

1105

	<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>
<b>ASSETS</b>						
Cash and cash equivalents	1110	\$ 1,759,366	\$ -	\$ -	\$ -	\$ 1,759,366
Investments	1160	-				-
Grant receivables	1130					-
Other current assets	12XX	33,827				33,827
Deposits	1210					-
Due from other funds	1140	130,152				130,152
Other long-term assets	1400	113,242				113,242
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Assets		<u>\$ 2,036,587</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,036,587</u>
<b>LIABILITIES AND FUND BALANCE</b>						
Liabilities						
Accounts payable	2120	\$ 97,848	\$ -	\$ -	\$ -	\$ 97,848
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	387,256				387,256
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	99,943				99,943
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Liabilities		<u>585,047</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>585,047</u>
Fund Balance						
Nonspendable	2710	163,979				163,979
Restricted	2720					-
Committed	2730					-
Assigned	2740	190,252				190,252
Unassigned	2750	1,097,309				1,097,309
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Fund Balance</b>		<u>1,451,540</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,451,540</u>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u>\$ 2,036,587</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,036,587</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 February 28, 2018 and For the Year Ending June 30, 2018**

	FTE Projected									
	FTE Actual									
	1,130									
1,105		98% Percent of Projected								
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
<b>Revenues</b>										
FEDERAL SOURCES										
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	-	%
Federal through state and local	3200					52,977	330,478	720,578		46%
STATE SOURCES										
FEFP	3310	529,760	4,277,698	6,428,285	67%					
Capital outlay	3397	28,149	188,951	303,525	62%					
Class size reduction	3355	89,429	707,555	1,063,252	67%					
School recognition	3361									
Other state revenue	33XX	46,887	507,760	994,136	51%					
LOCAL SOURCES										
Interest	3430	354	3,737	4,600	81%					
Local capital improvement tax	3413									
Other local revenue	34XX	18,060	168,780	225,000	75%					
<b>Total Revenues</b>		<b>712,639</b>	<b>5,854,481</b>	<b>9,018,798</b>	<b>65%</b>	<b>52,977</b>	<b>330,478</b>	<b>720,578</b>		<b>46%</b>
<b>Expenditures</b>										
Current Expenditures										
Instruction	5000	431,284	3,245,974	5,014,516	65%	28,991	235,936	549,465		43%
Instructional support services	6000	60,550	482,531	856,476	56%	5,339	120,156	171,113		70%
Board	7100	3,012	93,222	137,954	68%					
General administration	7200	13,796	166,126	258,665	64%					
School administration	7300	43,271	420,969	568,816	74%					
Facilities and acquisition	7400									
Fiscal services	7500	7,652	92,637	168,523	55%					
Food services	7600									
Central services	7700	8,135	92,077	165,220	56%					
Pupil transportation services	7800	66,196	399,196	630,000	63%					
Operation of plant	7900	65,235	470,377	737,278	64%					
Maintenance of plant	8100	4,647	34,140	53,808	63%					
Administrative technology services	8200	10,414	87,427	128,413	68%					
Community services	9100	36,910	170,465	225,000	76%					
Debt service	9200	-	-							
<b>Total Expenditures</b>		<b>751,102</b>	<b>5,755,141</b>	<b>8,944,669</b>	<b>64%</b>	<b>34,330</b>	<b>356,092</b>	<b>720,578</b>		<b>49%</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		<b>(38,463)</b>	<b>99,340</b>	<b>74,129</b>	<b>134%</b>	<b>18,647</b>	<b>(25,614)</b>	<b>-</b>		
<b>Other Financing Sources (Uses)</b>										
Transfers in	3600	18,647	-					25,614		
Transfers out	9700	-	(25,614)			(18,647)	-			
<b>Total Other Financing Sources (Uses)</b>		<b>18,647</b>	<b>(25,614)</b>	<b>-</b>		<b>(18,647)</b>	<b>25,614</b>	<b>-</b>		
<b>Net Change in Fund Balances</b>		<b>(19,816)</b>	<b>73,726</b>	<b>74,129</b>	<b>99%</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Fund balances, beginning		1,487,066	1,377,814	1,377,814	100%					
Adjustments to beginning fund balance		(15,710)								
<b>Fund Balances, Beginning as Restated</b>		<b>1,471,356</b>	<b>1,377,814</b>	<b>1,377,814</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Fund Balances, Ending</b>		<b>\$ 1,451,540</b>	<b>\$ 1,451,540</b>	<b>\$ 1,451,943</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>		<b>%</b>

Debt Service				Capital Outlay				Total Governmental Funds			
Month/ Quarter			% of YTD	Month/ Quarter			% of YTD	Month/			% of YTD
Actual	YTD Actual	Annual Budget	Actual to Annual Budget	Actual	YTD Actual	Annual Budget	Actual to Annual Budget	Quarter Actual	YTD Actual	Annual Budget	Actual to Annual Budget
\$	-	\$	-	\$	-	\$	-				%
								-	-	-	%
								52,977	330,478	720,578	46%
								529,760	4,277,698	6,428,285	67%
								28,149	188,951	303,525	62%
								89,429	707,555	1,063,252	67%
								-	-	-	
								46,887	507,760	994,136	51%
								354	3,737	4,600	81%
								-	-	-	
								18,060	168,780	225,000	75%
								765,616	6,184,959	9,739,376	64%
								460,275	3,481,910	5,563,981	63%
								65,889	602,687	1,027,589	59%
								3,012	93,222	137,954	68%
								13,796	166,126	258,665	64%
								43,271	420,969	568,816	74%
								-	-	-	
								7,652	92,637	168,523	55%
								-	-	-	
								8,135	92,077	165,220	56%
								66,196	399,196	630,000	63%
								65,235	470,377	737,278	64%
								4,647	34,140	53,808	63%
								10,414	87,427	128,413	68%
								36,910	170,465	225,000	76%
								-	-	-	
								785,432	6,111,233	9,665,247	63%
								(19,816)	73,726	74,129	99%
								18,647	25,614	-	
								(18,647)	(25,614)	-	
								-	-	-	
								(19,816)	73,726	74,129	99%
								1,487,066	1,377,814	1,377,814	100%
								(15,710)	-	-	
								1,471,356	1,377,814	1,377,814	100%
\$	-	\$	-	\$	-	\$	-	1,451,540	1,451,540	1,451,943	100%



**Board Meeting  
April 12, 2018**

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

**Agenda Item  
C-4**

**Motion:**

I recommend that the Board approve the Food Services Agreement for FY19 with the Sponsor and authorize the President to sign all related documents.

**Summary Information:**

This is a continuation of ongoing operations with the Sponsor. The contract is renewed on an annual basis.

Attachments: Charter School Food Service Agreement

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item for the school, as operating revenues offset expenses.



**Food Service Annual Agreement  
CHARTER SCHOOL  
FOOD SERVICE ANNUAL AGREEMENT**

**THIS AGREEMENT** is made and entered as of this April 12, 2018, by and between the School Board of Palm Beach County, a Florida public body corporate (School Board), and SouthTech Charter Academy, Inc., a Florida nonprofit, d/b/a/ SouthTech Academy, a charter school pursuant to Section 1001.33, Florida Statutes (Charter School).

**WHEREAS**, the School Board and the Charter School entered a Charter School Contract on April 12, 2017 (Contract); and

**WHEREAS**, the above Contract provided that separate agreements may be entered into for the provision of school food services in accordance with federal and state laws and regulations, including but not limited to §1002.33, Florida Statutes; and

**WHEREAS**, the Charter School desires for the School Board, and the School Board desires through its Department of School Food Services, to provide meal services for breakfast, lunch, and/or the after school snack program, and

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- I. **RECITALS.** The above recitations of facts set forth in the preceding "whereas" clauses are expressly incorporated herein and form a part of the terms of this Agreement.
  
- II. **TERM OF AGREEMENT.** The term of this Agreement shall be for a school year, commencing on August 1, 2018 and terminating on June 30, 2019, unless otherwise terminated earlier as provided herein. Meal service will commence 30 days after approval of the Contract by School Board.
  
- III. **SCOPE OF SERVICES.**
  - A. The School Board's School Food Service Department shall operate the meal programs on behalf of the Charter School, which may include the following:

1. School Breakfast Program, as authorized by 7 CFR Part 220
  2. National School Lunch Program, as authorized by 7 CFR Part 210
  3. Afterschool Snack Program, as authorized by 7 CFR 210 Subpart C.
  4. Child and Adult Care Feeding Program (CACFP), Afterschool Meal Program, under the direction of Department of Health.
  5. Community Eligibility Program – permits eligible schools to provide meal service to all students at no charge, regardless of economic status, authorized by the Healthy Hunger-Free Act of 2010.
- B.** The School Food Service Department of the School Board (hereinafter referred to as SFSD) will provide the Charter School with meals that meet the minimum meal pattern requirements for the National School Lunch Program and School Breakfast Program as to components and portion sizes specified by United States Department of Agriculture (USDA) guidelines.
- C.** SFSD shall plan, prepare, and organize meals for the Charter School through an assigned base kitchen (i.e., the kitchen designated by the Director of SFSD to prepare the meals for the Charter School).
- D.** Meals will be delivered by SFSD if the sustained daily lunch participation is maintained at 75 meals or greater for a period of thirty (30) consecutive school days, at any given time during the school year. If the daily lunch participation is less than 75 meals per day, the Charter School is responsible for picking up the meals from the assigned base kitchen.

**IV. CONDITIONS PRECEDENT TO OPERATION OF FOOD SERVICE PROGRAM.**

- A.** In order for the Charter School to provide a school food service program through SFSD, the following condition(s) shall be met prior to the commencement of the services provided in Article 3 above.
1. The Charter School is responsible for obtaining a limited food service operating permit issued by the Palm Beach County Health Department (DOH).
  2. The Charter School must acquire and maintain any required certification or permit for the duration of this Agreement as required by 7 CFR § 210.16 (c).
  3. The Charter School must post all certifications, inspections, or permits as required by federal, state, and/or local law, or this Agreement.
  4. The Charter School must furnish to SFSD a copy of any certificates, inspections, or permits, required by this section within five (5) days of receipt. Such certificates, inspections or permits, and any renewals or amendments thereto, shall become automatically incorporated and included with this Agreement.
- B.** The Charter School and SFSD shall agree to the meal times at least thirty (30) days before beginning the program. Changes to the meal service times must be submitted

and approved by SFSD.

- C. The Charter School will notify the SFSD 30 days prior to a change in location of the charter school. This will allow ample time to relocate the base kitchen, if necessary.
- D. The DOH requires plan submittal and prior inspection of facility before meals service may be instituted. SFSD must be provided with a copy of the Operating Permit.

V. **COLLECTION OF THE MEAL PRICE** SFSD shall provide an employee to accurately collect cash, and record meal counts and categories during the meal service if meals are delivered to the site by SFSD. If meals are not delivered by the SFSD, the Charter School shall provide an employee to accurately collect cash, and record meal counts and categories during the meal service. Any Charter School student being provided a paid or reduced price meal and any adult shall be charged daily, consistent with this Agreement.

VI. **SCHOOL FOOD SERVICES DEPARTMENT CONTROL OF THE CHILD NUTRITION PROGRAM.** SFSD will maintain its responsibilities for administration of the food service program, in accordance with regulations and policies for USDA School Nutrition Programs. Specifically, SFSD will:

- A. Retain control of the quality, extent, and general nature of the food service, including counting and claiming meals, and ordering and accounting for USDA commodities.
- B. Ensure that the Child Nutrition Program conforms to the School Board's Agreement with the Florida Department of Agriculture and Consumer Services to participate in federally-funded Child Nutrition Programs.
- C. Retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit Child Nutrition Program.
- D. Retain signature authority for the annual School Nutrition Programs State application and monthly claims by electronically submitting required information to the Florida Department of Agriculture and Consumer Services.
- E. Retain control of the establishment of all prices, including price adjustments, for meals served under the nonprofit Child Nutrition Program account, e.g., pricing for reimbursable meals, a la carte service, and adult meals.
- F. Retain title to USDA donated foods, ensuring that all USDA donated foods made available to the SFSD accrue only to the benefit of SFSD's nonprofit Child Nutrition Program.
- G. Provide on-line Free and Reduced-Priced Meal application as determined by the SFSD, processing web site, and where applicable, provide free and reduced-price applications to the Charter School administration prior to the beginning of each school year. In the event of the Charter school participating in the Community Eligibility Provision Program, no Free and Reduced- Priced Meal application may be accepted or processed.
- H. Retain responsibility for the review, approve or deny, certify and verify applications for free and reduced-price school meals in accordance with 7 CFR § 245. Provide hearings related to eligibility determinations in accordance with 7 CFR § 245.7. Provide hearings related to adverse actions resulting from verification in accordance with 7 CFR § 245.6(e).

- I. Consolidate and file claims for reimbursement for meals served, and other responsibilities as required or assigned.
- J. Maintain all applicable health certifications and assure that all state and local health regulations are being met for the preparation of foods in the base school.
- K. Comply with Federal regulations for accommodating students with special dietary needs and provide specific meal preparation instructions to the Charter School to ensure reimbursable meals are prepared that meet the child's specific dietary restrictions.
- L. Maintain full and accurate records to include daily, weekly, and monthly reports to comply with program requirements.
- M. Assign a base school food service manager to provide oversight and manage the food service program for the Charter School, including monitoring to ensure compliance and the provision of technical assistance
- N. Assign a food service employee to be responsible for the overall food service satellite operation at the Charter School, if meals are delivered by SFSD. .
- O. Assign a food service employee to monitor the Charter School food service program through periodic visits to ensure compliance with applicable federal and state laws and regulations, and local policies and procedures.

VII. **CHARTER SCHOOL RESPONSIBILITIES**

- A. Certification of Charter School Staff Person in ServSafe Prior to the commencement of the food services under this Agreement, the Charter School shall, at its own expense, have one or more of its employees certified in ServSafe for its food service program. When available, Charter Schools may attend classes provided by the SFSD which may reduce the cost of the certification.
- B. Support During the Provision of Meals.
  - 1. If the sustained daily lunch participation is maintained at seventy-five (75) meals or greater for a period of thirty (30) consecutive school days, the Charter School shall:
    - a. Upon request from SFSD, provide one (1) or more employees/volunteers paid by the charter school, hours to be determined by participation, to assist the SFS employee with unloading, loading food items from vehicle, serving meals and cleaning of food service area. The employees assigned to assist SFS must attend the annual mandatory trainings at the SFS office.
    - b. Provide adult supervision during the meal service period(s) to ensure that its' students, staff, and guests participating in the meal program engage in appropriate conduct in the food service area.
  - 2. If the sustained daily lunch participation is maintained at less than seventy- five (75) meals for a period of thirty (30) consecutive school days, meals will be picked up by the Charter, the Charter School shall:

- a. Provide an appropriate vehicle that can accept and transport food in commercial hot and/or cold-holding equipment to ensure food safety.
  - b. Provide one (1) or more employees/volunteers paid by the charter school to accurately record meal distribution to maintain required accountability documentation. Such employees of the charter school must attend the annual mandatory trainings.
- C. Meals will be served only on school days approved by the School Board, consistent with the approved District calendar, except where a variance is approved by SFSD.**
- D. The provision of food for Field Trips must be approved 30 days in advance by SFSD.**
- E. *Adequate Facilities and Space.*** The Charter School will make available, without any cost or charge to the School Board, area(s) of the premises agreeable to both parties in which SFSD shall render its services. The Charter School will make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations. School must make parking areas available that are easily accessible for food delivery.
- F. *Network Requirements.*** For POS connectivity, SFSD requires a hard wired Ethernet connection in the immediate vicinity of the POS registers. Wireless connection is not acceptable. Internet Service Provider must be broadband or greater capability; DSL is not sufficient. A firewall change may be necessary to allow access for SFSD systems to communicate.
- G. *Provision of Equipment.*** The Charter School will be responsible for providing and maintaining all necessary food service equipment needed to operate a kitchen to serve and heat meals as outlined in **Exhibit "A"**, attached and incorporated hereto. The Charter School will install any equipment needed to comply with federal, state, or local laws, ordinances, rules, and regulations. If equipment is not operating properly, meals will be adjusted to ensure food safety.
- H. *Potable Water for Food Service Area.*** The Charter School shall have available potable water, at no charge, for students in the meal service area. The Charter School may implement this requirement by offering water pitchers and paper cups on lunch tables, a water fountain in the food service area, or a water fountain that allows students to fill their own bottles or cups with drinking water. In accordance with law, whatever solution is chosen by the Charter School, the water must be made available without restriction in the food service area.
- I. *Required Posting in Food Service Area.*** Annually the Charter School shall post *Justice for All* posters in all areas where food and snacks are served as required by USDA. Posters will be provided by the School Food Service Department to the Charter School at no cost.
- J. *Free and Reduced Price Meals Applications.*** A small supply of Free and Reduced Price

Meal Applications will be provided by SFSD base school manager if needed; however, the preferred method for completing the applications is through the online application process. The Charter School shall return completed Free and Reduced Price Meal Applications to the SFSD on the day the charter school receives them.

- K. Confidentiality.** As stated in the School Food Service Management Policy 6.185 Section (7), student lunch status may only be shared with individuals outside of those responsible for the operation of the National School Lunch Program in limited situations. In order for SFS to share information there must be a legitimate "need to know" to provide a service or carry out an activity and the activity must be educational in nature. Only the person signing the form (PBSD 2528) may have access to the lunch status data and that person may not share the information with others. Teachers, guidance counselors, principals, etc. who are not providing such assistance may not have access. School Food Service (SFS) must secure a Confidentiality Agreement for Disclosure of Student Lunch Status Information (PBSD 2528) form, signed by the staff member responsible for the specific activity, prior to situations where the need for information is ongoing in nature. The Confidentiality Agreement shall be valid for the current school year in which the agreement is submitted to SFS. In the case of ESE testing for gifted services, the staff member responsible for determining who will need to complete the form for plan B (scoring for ESE Services), will need to sign the Confidentiality Agreement.
- L. Meal Pricing.** The Charter School shall follow the same meal pricing system established for all schools operated by the School Board. The School Board adopts the meal pricing for all meals.
- M. Notifications/Communications to SFSD.** The Charter School is responsible for communicating with the base school food service manager on a daily basis or as needed concerning: daily counts, status of student payments, Free and Reduced-Priced Meal applications, type(s) of meal service required, special needs, etc. The Charter School shall communicate the number of meals needed via email, fax or by emailing the scanned Meal Order form to the school food service manager at a time agreed upon by both parties.
- N. Meal Accountability.** The Charter School shall follow procedures for assuring accuracy at the point of meal service (determined by the SFSD) and will comply with all federal, state, and local rules and ordinances pertaining to the administration of the program, including but not limited to, reporting any known student food allergies.
- O. Compliance with Laws and Regulations.** The Charter School will comply with all applicable federal, state, and/or local laws, regulations, rules, procedures and guidelines, as now or hereafter amended, pertaining to the administration of the programs provided by SFSD.
- P. Competitive Foods Regulations.** The sale of foods and beverages on school grounds shall be limited to those provided by SFSD and shall comply with USDA Smart Snacks in School guidelines as stated in Section 5, Sale of Competitive Food and Beverages, in School Board Policy **6.185** (School Food Service Management Policy), as now or hereafter amended. Failure of the Charter School to comply with



the School Board's policy governing competitive food sales jeopardizes funding through the National School Lunch Program, and may result in immediate termination of this Agreement.

- Q. *Pick-up of Meals, Required if Less Than 75 Meals.*** If the Charter School is required to pick up its meals from SFSD base school, due to the number of participants as provided herein, SFSD shall identify the base school kitchen for the pick-up of the meals. The Charter School shall transport the meals in approved commercial hot and/or cold-holding equipment, provided by the SFSD.
- R. *Maintenance of Reports.*** The Charter School will maintain the records necessary for the SFSD to complete any required monitoring, inspecting, or auditing activities under this Agreement.
- S. *Annual Training of Staff.*** The Charter School shall annually, at its own expense, provide designated employee(s) to attend and participate in an annual mandatory training administered by SFSD to ensure the Charter School is up-to-date on all regulations and procedures. This training will cover accountability, safety and sanitation, the free and reduced application process, civil rights, and meal service requirements. This meeting is will be held during the summer months prior to the beginning of each new school year.
- T. *Wellness Promotion Policy.*** All Charter Schools must comply with the *District's Wellness Promotion Policy (2.035)* and the *Wellness Promotion Goals and Objectives*. Charters Schools are required to assess school compliance with this Policy. Each Charter School Principal shall designate an Assistant Principal and Wellness Champion at each school as the Wellness Promotion designees, to ensure that the Charter School complies with this Policy. Additionally, a Healthy School Team must be developed as stated in Section 5A vii, *School Board Policy 6.185 (School Food Service Management Policy)*. The above Wellness Promotion designees may also serve as the people who oversee the Healthy School Team.

## VIII. HEALTH AND SANITATION.

- A. *Health Inspection Requirements.*** SFSD and the Charter School agree that federal, state, and local health and sanitation requirements will be met at all times. The Charter School will obtain and maintain all federal, state, and local health certifications and regulations that apply to its school eating facilities and any other facilities in which meals are prepared and/or served. SFSD will maintain applicable health certifications for any base school in which meals are prepared. All food at the base schools will be properly stored, prepared, packaged, and transported free of contamination and at appropriate temperatures.
- B. *Safekeeping of Food.*** All food that is delivered by the SFSD base school will arrive at the school site at the required temperatures for safe consumption. All food temperatures shall be verified and documented by the SFSD or charter employee, as required on the Satellite Delivery Report. All food will arrive free of contamination and

in sanitary, temperature-controlled containers. Food items that have been delivered by the SFSD base school must be transferred to hot and/or cold-holding equipment that maintain proper temperatures. The Charter School shall provide the hot and/or cold-holding equipment. If the Charter School is required to pick-up its' meals as provided by this contract, all food temperatures shall be verified and documented before the items leave the SFSD base school. Once the food leaves the SFS base school, it becomes the responsibility of the charter school.

- C. Inspection - The School Food Service Department, the Florida Department of Agriculture and Consumer Services, and the US Department of Agriculture reserve the right to inspect the Charter School's kitchen and dining facilities without notice, at any time.

**IX. RECORDKEEPING.**

The Charter School agrees that all records pertaining to the operation of meal service are the property of the SFSD.

**X. TERMINATION/SUSPENSION.**

- D. This Agreement may be terminated before expiration of its term upon any of the following conditions:

1. *Automatic Termination.* This Agreement shall automatically terminate upon the School Board's termination of the District's Charter School Agreement with the Charter School.
2. *By the Parties.* Both parties may agree in writing to the termination of this Agreement; or, any time by a party, upon the giving of a thirty (30) day written notice (delivered by certified mail, return receipt requested) to the other party.
3. *For Cause.* This Agreement may be terminated in whole or in part by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement; provided that no such termination may be implemented unless and until the other party is given 1) at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and 2) an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) working days to rectify the defects in products or performance, prior to termination. For purposes of this subparagraph, substantial failure will include, but is not limited to the Charter School or SFSD's failure to adhere to, or violation of, any of the provisions of this Agreement.

- E. This Agreement shall be suspended upon direction of the Department of Health, meals may be suspended for an undetermined period of time if the facility is found to be out of compliance with health and safety regulations. The Charter School shall pay the SFSD for any outstanding monies collected within 15 days of termination or suspension.

**IX. LEGAL STATUS UPON TERMINATION.**

Upon termination or revocation of this Agreement, all legal associations between the School Board, its SFSD, and the Charter School with regard to the services identified herein shall be severed.

**X. INDEMNITY.**

The Charter School shall indemnify and hold harmless the School Board from and against all liabilities, claims, demands, suits, causes of action, loss, and expenses including attorney's fees, of any and every kind and nature arising from the negligent or intentional act of agents or employees of the Charter School in connection with the provision of breakfasts, lunches, and after school snacks under this Agreement. Nothing herein shall be deemed to constitute a waiver of sovereign immunity on the part of the School Board or to reduce any protection from suit or judgment afforded to the School Board under Florida law. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives, and assigns, and cannot be waived or varied.

**XI. ACCOUNTABILITY REQUIREMENTS.**

- A. *On-Site Inspections/ Reviews.*** Authorized representatives of the SFSD, the State of Florida, and USDA shall have the right to conduct on-site administrative inspections/reviews of the food service operation without prior notification.
- B. *Review of Invoices, Bills, and Pertinent Records.*** SFSD shall oversee all provisions of the Agreement, including but not limited to, Federal rules and regulations, crediting for and use of USDA Commodities, as applicable.
- C. *Recordkeeping.*** The Charter School shall maintain such records as SFSD will need to support its claim for reimbursement under the National School Lunch Act and Child Nutrition Act including accurate records of student attendance. Attendance must be documented daily in the district's student information system.
- D. *Inspections and Audits.*** The School District is subject to various audits that may require on-site inspections by representatives of the School Board, SFSD, Florida Department of Agriculture and Consumer Services, USDA, the United States Comptroller General, or the United States General Accounting Office.
- E. Charter School agrees and understands that the School Board's Office of Inspector General, or any other duly authorized representative of the School Board, shall have unrestricted access to all papers, books, records, documents and information, personnel and processes, data, computer hard drives, emails, instant messages, facilities, or other assets owned or used by Charter School with regards to this Agreement.**
  - 1. The Inspector General, or any other duly authorized representative of the School Board, Florida Department of Agriculture and Consumer Services or USDA, shall be entitled to audit the books and records of Charter School to the extent that such books, documents, papers, and records relate to any payment or the performance of this Agreement.

2. In the event Charter School maintains its records or Agreement information in electronic format, upon request of the School Board's Inspector General or auditors, Charter School will provide a download of its records or Agreement information in an electronic format allowing readership acceptable by the School Board's auditors

**XII. NONDISCRIMINATION.**

Both the Charter School and SFSD agree that no child who participates in the food service program will be discriminated against on the basis of race, color, national origin, sex, age or disability, and shall comply with the USDA Food Nutrition Services Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.

**XIII. MISCELLANEOUS.**

- A. Headings.** The headings contained herein are for convenience in reference and are not intended to define, limit, extend, or describe the scope of any provisions of this Agreement.
- B. Successors and Assigns.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective officers, employees, successors, and assigns. Notwithstanding the foregoing, the rights and obligations of either party to this Agreement may not be subcontracted, transferred, conveyed, assigned or otherwise disposed of without the prior written consent of the other party hereto, which consent shall not be unreasonably withheld.
- C. Compliance with All Laws.** Charter School shall comply with all applicable federal, state, and local ordinances pertaining to the Services under this Agreement.
- D. Severability.** If any section, sentence, clause, phrase, provision, or other portion of this Agreement is, for any reason, held invalid or unconstitutional by a court or other body of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of the Agreement.
- E. Amendments.** No amendment to this Agreement shall be binding on either party hereto unless such amendment is in writing and executed by both parties with the same formality as this Agreement.
- F. Applicable Law and Venue.** This Agreement will be construed in accordance with the laws of the State of Florida. Venue for any actions brought pursuant to this Agreement will be in Palm Beach County, Florida, or in the U.S. District Court for the Southern District of Florida.
- G. Singular/Plural.** Whenever used, the singular will include the plural, the plural the singular, and the use of any gender will include both genders.
- H. No Waiver of Rights.** No failure or successive failures on the part of either party to enforce any covenant or agreement, and no waiver or successive waivers of any condition of this Agreement, shall operate as a discharge of such covenant, agreement, or condition, or render the same invalid, or impair the right of either party to enforce the same in the event of any subsequent breach or breaches. No failure on the part of either party to this Agreement to exercise, and no delay in exercising, any right, power, or remedy under this Agreement shall operate as a waiver thereof, nor shall any single

or partial exercise of any right under this Agreement preclude any other or further exercise thereof or the exercise of any other right.

- I. *Counterparts.*** This Agreement may be executed in one or more counterparts and each counterpart shall, for all purposes, be deemed as original, but all such counterparts shall together constitute but one and the same instrument.
- J. *Entire Agreement.*** This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.
- K. *Public Records Law.*** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Failure by either party to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the party not in violation.
- L. *Charter School Authority to Enter Into Contract.*** The Charter School expressly affirms that the signatories on its behalf who sign below have the authority to enter into this Agreement on behalf of the Charter School and that the Board of Directors of the Charter School has duly approved this contract.

This Agreement Template has been approved by the following School District of Palm Beach County officials.

SCHOOL BOARD OF  
PALM BEACH COUNTY, FLORIDA

By: [Signature]  
Chuck Shaw, Chairman

ATTEST: [Signature]  
Robert M. Avossa, Ed.D., Superintendent  
of Schools

Date: 12/18/15

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

[Signature] 11-20-15  
Hollie N. Hawn, Board Attorney



IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective as of the date and year first written above.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, SCHOOL FOOD SERVICE DEPARTMENT

By: [Signature]

Print Name: CAROL KELLER BASS

Title: Clerk of the School Board.

CHARTER SCHOOL SouthTech Charter Academy, Inc. a Florida nonprofit  
corporation, d/b/a SouthTech Academy

By: \_\_\_\_\_

Print Name: James R. Kidd

Title: Superintendent

## Equipment List for Charter Schools

	Equipment	1 to 74 Meals	75 to 200 Meals	More than 200 Meals	(Suggested) Mfgr /Model #
1.	Refrigerator (lock included)	1	1	2	Victory / RS-1D-S7-EW
2.	Warmer (Must be Electric)	1	1	2	Food Warming Equipment/ UHS-12 Cambro/ CMBP
3.	Milk Box (lock included)		1	2	
4.	Hot Serving Counter 2-3 wells (Must have a sneeze guard)		1	1	
5.	Cold Serving Counter 2-3 wells		1	1	Shelly/Deifield
6.	Service Table	1	1	1	
7.	Convection Oven			1	Blodgett/ Mark V (Full Service Kitchen Only)
8.	Steamer and/or Combi Oven			1	(Full Service Kitchen Only)
9.	Freezer (lock included)			1	(Full Service Kitchen Only)
10.	3 Compartment Sink			1	
11.	Ice Machine		1	1	
12.	Hand Sink	1	1	1	
13.	Locking Storage Cabinet (lock included)		1	1	
14.	Cashier Stand		1-2	1-2	
15.	Tray Slide		1	1	

Three sets of keys must be provided to School Food Service Department for equipment that is required to provide locks.

Commercial grade equipment is required.

All equipment will need to be approved by the School Food Service Department prior to signing the Agreement.

All hot and/or cold-holding equipment needed for transport will still be supplied by School Food Service Department.

## Equipment List for Charter Schools

	Equipment	1 to 74 Meals	75 to 200 Meals	More than 200 Meals	(Suggested) Mfgr /Model #
1.	Refrigerator (lock included)	1	2	2-3	Victory / RS-1D-S7-EW
2.	Warmer (Must be Electric)	1	2	2-3	Food Warming Equipment/ UHS-12 Cambro/ CMBP
3.	Milk Box (lock included)		1	2	
4.	Hot Serving Counter 2-3 wells (Must have a sneeze guard)		1	1-2	
5.	Cold Serving Counter 2-3 wells		1	1-2	Shelly/Delfield
6.	Service Table	1	1-2	2-3	
7.	Convection Oven		TBD	1-2	Blodgett/ Mark V (Full Service Kitchen Only)
8.	Steamer and/or Combi Oven		TBD	1	(Full Service Kitchen Only)
9.	Freezer (lock included)		TBD	2-3	(Full Service Kitchen Only)
10.	3 Compartment Sink			1	
11.	Ice Machine	1	1	1	
12.	Hand Sink	1	1	1-2	
13.	Locking Storage Cabinet (lock included)	1	1	1 or store room	
14.	Cashier Stand	1	1-2	1-2	
15.	Tray Slide	1	1	1-2	

Three sets of keys must be provided to School Food Service Department for equipment that is required to provide locks.

Commercial grade equipment is required.      Equipment must be TBD upon signing Charter Agreement.      Full Service Kitchens (TBD by SFS)

All equipment will need to be approved by the School Food Service Department prior to signing the Agreement.

All hot and/or cold-holding equipment needed for transport will still be supplied by School Food Service Department.

2018



SOUTHTECH PREPARATORY ACADEMY  
CONSENT AGENDA

**SOUTHTECH PREPARATORY ACADEMY, INC.**  
**CONSENT AGENDA**  
**April 12, 2018**

**Old Business**

**None.**

**Administrative Items**

**PA-1** I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Personnel Items**

**PB-1** I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Financial Items**

**PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.

**PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending February 28, 2018 as required by the Sponsor.

**PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 as required by the Sponsor.

**PC-4** I recommend that the Board approve the Food Services Agreement for FY19 with the Sponsor and authorize the president to sign all related documents.

**PC-5** I recommend that the Board approve the SouthTech Preparatory Academy Amended Budget for SY18.

**Emergency Items**

**None.**

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PA-1**

**Motion:**

I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019.

**Summary Information:**

The Student Progression Plan requires an annual review after Florida statutes and State Board of Education rules are finalized. The SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan reflects statutory and rule revisions.

Attachments: SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2018-2019

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact associated with this item.

**Board Meeting  
April 12, 2018**

**Governing Board of Directors  
South Tech Preparatory Academy, Inc.**

**Agenda Item  
PB-1**

**Motion:**

I recommend that the Board approve the staff reappointments for school year 2018-2019.

**Summary Information:**

Attached is a list of current employees who are being reappointed. These employees have demonstrated at a minimum, satisfactory performance and are being offered contracts for employment during the 2018-2019 school year.

The President is not included on this list, nor is his salary included in the financial impact. He is evaluated by the Governing Board for the renewal of his contract.

Attachment: List of reappointed employees

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The annual financial impact of full time staff contracts including salary, employment taxes and related benefits is approximately \$2,471,800.00.

**SOUTH TECH PREPARATORY ACADEMY  
FY 19 FACULTY & STAFF  
REAPPOINTMENT  
(Includes P/T)**

**TEACHERS**

<b>EMPLOYEE NAME</b>	<b>TEACHING CERTIFICATION</b>	<b>DUTY DAY</b>
Betty Anselowitz	Language Arts	197
Chemere Brown	Reading Coach	220
Nicole Brown	Career Cluster	197
Cassandra Cemoin	Mathematics	197
Rachel Charson	Medical	197
Scott Cotto	Language Arts	197
Rhonda Epstein	Mathematics	197
Donna Gill	Career Cluster	197
Zanquisha Jones	Reading	197
Lakilya Johnson	Dean of Student	220
Cynthia Kesten	ESE Support	197
Robert Newman	Testing Coordinator	197
Alba Marzo	Standards Lab	197
Nafeesa Shahid	Reading	197
Alexandra Solomon	Mathematics	197
Branden Stair	Music	197
Everett Thomas	Social Studies	197
Kristie Vullo	ESE	220
Melissa Williams	Art/ STEAM	197
Victoria Young	Social Studies	197
Rentata Zarro	Language Arts	197

**ADMINISTRATORS**

Nicole Handy	Principal	220
Kevin Hardy	Assistant Principal	220

**NON-INSTRUCTIONAL**

Samuel Clark	Dean's Assistant	191
Georgianna Dziaba	Data Processor/Secretary	220
Freddy Ponton	Parent Liaison/ Graduation Coach	220
Carol Pope	Permanent Substitute	PT
Girthma Remy	Information Technology	220
Teresa Sodupe	Data Processor	PT210
Nathalie Strickland	Confidential Secretary	220



**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PC-1**

**Motion:**

I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending February 28, 2018 as required by the Sponsor.

**Summary Information:**

The Charter school is required to submit to the Sponsor district several financial documents on an ongoing basis. Monthly bank reconciliations are one such requirement.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding provided while maintaining liquidity to meet day-to-day operations. Review of these accounts takes place on a daily basis by the Charter business staff. Monthly reconciliations are performed as good accounting practice and published here to fulfill Sponsor requirements.

Attachments: Reconciliation Spreadsheets and Bank Statements

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact related to this item.

9:28 AM  
03/12/18

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
1111 · South Tech Prep 9852918542, Period Ending 02/28/2018

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	<b>268,583.42</b>
<b>Cleared Transactions</b>	
Checks and Payments - 44 items	-434,500.01
Deposits and Credits - 4 items	585,742.01
<b>Total Cleared Transactions</b>	<u>151,242.00</u>
<b>Cleared Balance</b>	<u><u>419,825.42</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 items	-52,520.60
<b>Total Uncleared Transactions</b>	<u>-52,520.60</u>
<b>Register Balance as of 02/28/2018</b>	<u><u>367,304.82</u></u>
<b>New Transactions</b>	
Checks and Payments - 26 items	-80,521.15
Deposits and Credits - 1 item	6,547.00
<b>Total New Transactions</b>	<u>-73,974.15</u>
<b>Ending Balance</b>	<u><u>293,330.67</u></u>



9:28 AM

03/12/18

## SouthTech Preparatory Academy Reconciliation Detail

1111 · South Tech Prep 9852918542, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						268,583.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 44 Items</b>						
Bill Pmt -Check	01/12/2018	4660	J&R Printing & Grap...	X	-55.00	-55.00
Bill Pmt -Check	01/25/2018	4670	A & S Transportatio...	X	-29,891.23	-29,946.23
Bill Pmt -Check	01/25/2018	4675	Go Clean Inc.	X	-2,100.00	-32,046.23
Bill Pmt -Check	01/25/2018	4676	Jason H. Klein, CPA	X	-1,000.00	-33,046.23
Bill Pmt -Check	02/02/2018	4688	NEELD Paper & Su...	X	-4,077.80	-37,124.13
Bill Pmt -Check	02/02/2018	4687	GIS Benefits	X	-2,665.45	-39,789.58
Bill Pmt -Check	02/02/2018	4686	Spectrum Public Rel...	X	-1,350.00	-41,139.58
Bill Pmt -Check	02/02/2018	4680	Charter School Servi...	X	-300.00	-41,439.58
Bill Pmt -Check	02/02/2018	4682	Glazier, Brittany	X	-270.00	-41,709.58
Bill Pmt -Check	02/02/2018	4684	Maxis 360	X	-200.00	-41,909.58
Bill Pmt -Check	02/02/2018	4683	Handy, Nicole	X	-147.16	-42,056.74
Bill Pmt -Check	02/09/2018	4689	A & S Transportatio...	X	-35,495.84	-77,552.58
Bill Pmt -Check	02/09/2018	4692	Blue Cross/ Blue Shi...	X	-19,493.85	-97,046.43
Bill Pmt -Check	02/09/2018	4703	Palm Beach County ...	X	-3,028.00	-100,074.43
Bill Pmt -Check	02/09/2018	4697	GIS Benefits	X	-2,665.45	-102,739.88
Bill Pmt -Check	02/09/2018	4698	Go Clean Inc.	X	-2,380.00	-105,119.88
Bill Pmt -Check	02/09/2018	4690	American Express-9...	X	-1,338.92	-106,458.80
Bill Pmt -Check	02/09/2018	4700	John Wiley & Sons	X	-926.97	-107,385.77
Bill Pmt -Check	02/09/2018	4705	Thyssenkrupp Eleva...	X	-610.01	-107,995.78
Bill Pmt -Check	02/09/2018	4701	Konica Minolta Busi...	X	-591.21	-108,586.99
Bill Pmt -Check	02/09/2018	4702	Life Insurance Com...	X	-516.00	-109,102.99
Bill Pmt -Check	02/09/2018	4696	FL Consortium of Pu...	X	-500.00	-109,602.99
Bill Pmt -Check	02/09/2018	4694	Coast Professional Inc	X	-359.08	-109,962.07
Bill Pmt -Check	02/09/2018	4695	Dex Imaging	X	-354.54	-110,316.61
Bill Pmt -Check	02/09/2018	4699	Great American Fin...	X	-283.55	-110,600.16
Bill Pmt -Check	02/09/2018	4691	Armand	X	-125.00	-110,725.16
Bill Pmt -Check	02/09/2018	4706	Verizon Wireless	X	-105.46	-110,830.62
Bill Pmt -Check	02/09/2018	4704	Sun Sentinel	X	-65.10	-110,895.72
Bill Pmt -Check	02/09/2018	4693	Canteen Refreshme...	X	-48.86	-110,944.58
General Journal	02/14/2018	327	Payroll	X	-59,813.31	-170,757.89
General Journal	02/14/2018	327	Payroll	X	-16,801.49	-187,559.38
General Journal	02/14/2018	327	Payroll	X	-183.55	-187,742.93
General Journal	02/14/2018	327	Payroll	X	-89.70	-187,832.63
Bill Pmt -Check	02/15/2018	4710	Speech Rehab Servi...	X	-3,906.00	-191,738.63
Bill Pmt -Check	02/15/2018	4707	City of Boynton Bea...	X	-455.47	-192,194.10
Bill Pmt -Check	02/15/2018	4711	Valentine, Jennifer	X	-200.00	-192,394.10
Bill Pmt -Check	02/15/2018	4709	Palm Beach County ...	X	-198.00	-192,592.10
Bill Pmt -Check	02/15/2018	4708	GovConnection Inc	X	-182.75	-192,774.85
Bill Pmt -Check	02/23/2018	4716	South Tech Academy	X	-64,967.16	-257,742.01
Transfer	02/26/2018			X	-100,000.00	-357,742.01
General Journal	02/28/2018	330	Payroll	X	-59,874.16	-417,616.17
General Journal	02/28/2018	330	Payroll	X	-16,692.09	-434,308.26
General Journal	02/28/2018	330	Payroll	X	-88.70	-434,397.96
Check	02/28/2018			X	-2.05	-434,500.01
<b>Total Checks and Payments</b>					<b>-434,500.01</b>	<b>-434,500.01</b>
<b>Deposits and Credits - 4 Items</b>						
Deposit	02/01/2018			X	277,186.00	277,186.00
Deposit	02/07/2018			X	6,548.00	283,734.00
Deposit	02/09/2018			X	301,933.45	585,667.45
Deposit	02/28/2018			X	74.56	585,742.01
<b>Total Deposits and Credits</b>					<b>585,742.01</b>	<b>585,742.01</b>
<b>Total Cleared Transactions</b>					<b>151,242.00</b>	<b>151,242.00</b>
<b>Cleared Balance</b>					<b>151,242.00</b>	<b>419,825.42</b>

**SouthTech Preparatory Academy**  
**Reconciliation Detail**  
1111 · South Tech Prep 9852918542, Period Ending 02/28/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 Items</b>						
Bill Pmt -Check	09/25/2017	4474	Glazier, Brittany		-270.00	-270.00
Bill Pmt -Check	10/27/2017	4567	Sun Sentinel		-74.50	-344.50
Bill Pmt -Check	02/23/2018	4712	1325 Gateway, LLC		-50,241.00	-50,585.50
Bill Pmt -Check	02/23/2018	4713	DSD Services Inc		-1,000.00	-51,585.50
Bill Pmt -Check	02/23/2018	4715	Hardy, Kevin		-651.55	-52,237.05
Bill Pmt -Check	02/23/2018	4714	Great American Fin...		-283.55	-52,520.60
<b>Total Checks and Payments</b>					<b>-52,520.60</b>	<b>-52,520.60</b>
<b>Total Uncleared Transactions</b>					<b>-52,520.60</b>	<b>-52,520.60</b>
<b>Register Balance as of 02/28/2018</b>					<b>98,721.40</b>	<b>367,304.82</b>
<b>New Transactions</b>						
<b>Checks and Payments - 26 Items</b>						
Bill Pmt -Check	03/01/2018	4717	Blue Cross/ Blue Shi...		-23,698.43	-23,698.43
Bill Pmt -Check	03/01/2018	4719	FPL		-3,449.30	-27,147.73
Bill Pmt -Check	03/01/2018	4722	Palm Beach County ...		-3,028.00	-30,175.73
Bill Pmt -Check	03/01/2018	4720	Jason H. Klein, CPA		-1,000.00	-31,175.73
Bill Pmt -Check	03/01/2018	4723	Spectrum Public Rel...		-1,000.00	-32,175.73
Bill Pmt -Check	03/01/2018	4721	NEELD Paper & Su...		-657.78	-32,833.51
Bill Pmt -Check	03/01/2018	4718	ESRN Communicati...		-42.00	-32,875.51
Bill Pmt -Check	03/09/2018	4724	A & S Transportatio...		-29,891.23	-62,766.74
Bill Pmt -Check	03/09/2018	4738	Orloff, Kathleen		-6,000.00	-68,766.74
Bill Pmt -Check	03/09/2018	4739	Speech Rehab Servi...		-4,315.50	-73,082.24
Bill Pmt -Check	03/09/2018	4733	GIS Benefits		-2,332.68	-75,414.92
Bill Pmt -Check	03/09/2018	4740	Staples Advantage		-1,199.60	-76,614.52
Bill Pmt -Check	03/09/2018	4736	Life Insurance Com...		-916.00	-77,530.52
Bill Pmt -Check	03/09/2018	4735	Konica Minolta Busi...		-620.99	-78,151.51
Bill Pmt -Check	03/09/2018	4732	FL Consortium of Pu...		-500.00	-78,651.51
Bill Pmt -Check	03/09/2018	4728	Comcast		-408.04	-79,059.55
Bill Pmt -Check	03/09/2018	4734	Godby Safe & Lock		-380.00	-79,439.55
Bill Pmt -Check	03/09/2018	4727	Coast Professional Inc		-359.08	-79,798.63
Bill Pmt -Check	03/09/2018	4737	Maxis 360		-200.00	-79,998.63
Bill Pmt -Check	03/09/2018	4729	Dex Imaging		-179.71	-80,178.34
Bill Pmt -Check	03/09/2018	4726	Certifiattion Partners,...		-127.00	-80,305.34
Bill Pmt -Check	03/09/2018	4742	Total Compliance N...		-60.00	-80,365.34
Bill Pmt -Check	03/09/2018	4725	Canteen Refreshme...		-48.86	-80,414.20
Bill Pmt -Check	03/09/2018	4731	ESRN Communicati...		-42.00	-80,456.20
Bill Pmt -Check	03/09/2018	4741	Sun Sentinel		-32.55	-80,488.75
Bill Pmt -Check	03/09/2018	4730	Dziaba, Georgianna		-32.40	-80,521.15
<b>Total Checks and Payments</b>					<b>-80,521.15</b>	<b>-80,521.15</b>
<b>Deposits and Credits - 1 Item</b>						
Deposit	03/07/2018				6,547.00	6,547.00
<b>Total Deposits and Credits</b>					<b>6,547.00</b>	<b>6,547.00</b>
<b>Total New Transactions</b>					<b>-73,974.15</b>	<b>-73,974.15</b>
<b>Ending Balance</b>					<b>24,747.25</b>	<b>293,330.67</b>

P.O. Box 521599 Miami, FL 33152-1599

>001965 8487600 0001 008229 10Z  
 SOUTH TECH PREPARATORY ACADEMY, INC.  
 OPERATING  
 1300 SW 30TH AVENUE  
 BOYNTON BEACH FL 33426



**Statement Date: February 28, 2018**  
 Account Number: \*\*\*\*\*8542

**Customer Service Information**

 Client Care: 877-779-BANK (2265)  
 Web Site: www.bankunited.com  
 Bank Address: BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599



**Customer Message Center**

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**COMMUNITY INT BUSINESS CKG Account \*\*\*\*\*8542**

**Account Summary**

Statement Balance as of 01/31/2018		\$268,583.42
Plus	3 Deposits and Other Credits	\$585,667.45
Less	43 Withdrawals, Checks, and Other Debits	\$434,497.96
Less	Service Charge	\$2.05
Plus	Interest Paid	\$74.56
Statement Balance as of 02/28/2018		\$419,825.42

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$74.56
Interest Paid Year to Date	\$120.15
Interest Paid Prior Year 2017	\$510.98
Interest Withheld Prior Year 2017	\$0.00

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8542

## Activity By Date

Date	Description	Withdrawals	Deposits	Balance
02/01/2018	CHECK #4675	\$2,100.00		\$266,483.42
02/01/2018	CHECK #4676	\$1,000.00		\$265,483.42
02/02/2018	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$277,186.00	\$542,669.42
02/05/2018	CHECK #4660	\$55.00		\$542,614.42
02/05/2018	CHECK #4670	\$29,891.23		\$512,723.19
02/07/2018	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$6,548.00	\$519,271.19
02/09/2018	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$301,933.45	\$821,204.64
02/09/2018	CHECK #4688	\$4,077.90		\$817,126.74
02/13/2018	CHECK #4686	\$1,350.00		\$815,776.74
02/14/2018	CHECK #4680	\$300.00		\$815,476.74
02/14/2018	CHECK #4684	\$200.00		\$815,276.74
02/14/2018	5CDS13TN SOUTH T IMPOUND BILLING IMPOUND	\$89.70		\$815,187.04
02/14/2018	5CDS13TN SOUTH T IMPOUND TRUST IMPOUND	\$183.55		\$815,003.49
02/14/2018	5CDS13TN SOUTH T IMPOUND TAX IMPOUND	\$16,901.49		\$798,102.00
02/14/2018	5CDS13TN SOUTH T IMPOUND DD IMPOUND	\$59,813.31		\$738,288.69
02/15/2018	CHECK #4683	\$147.16		\$738,141.53
02/16/2018	CHECK #4690	\$1,338.92		\$736,802.61
02/16/2018	CHECK #4691	\$125.00		\$736,677.61
02/16/2018	CHECK #4695	\$354.54		\$736,323.07
02/16/2018	CHECK #4700	\$926.97		\$735,396.10
02/16/2018	CHECK #4703	\$3,028.00		\$732,368.10
02/16/2018	CHECK #4705	\$610.01		\$731,758.09
02/20/2018	CHECK #4682	\$270.00		\$731,488.09
02/20/2018	CHECK #4693	\$48.86		\$731,439.23
02/20/2018	CHECK #4696	\$500.00		\$730,939.23
02/20/2018	CHECK #4698	\$2,380.00		\$728,559.23
02/20/2018	CHECK #4699	\$283.55		\$728,275.68
02/20/2018	CHECK #4704	\$65.10		\$728,210.58

BankUnited, N.A.



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: February 28, 2018  
Account Number: \*\*\*\*\*8542

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
02/20/2018	CHECK #4706	\$105.46		\$728,105.12
02/20/2018	CHECK #4709	\$198.00		\$727,907.12
02/21/2018	CHECK #4692	\$19,493.85		\$708,413.27
02/21/2018	CHECK #4694	\$359.08		\$708,054.19
02/21/2018	CHECK #4702	\$516.00		\$707,538.19
02/21/2018	CHECK #4708	\$182.75		\$707,355.44
02/22/2018	CHECK #4710	\$3,906.00		\$703,449.44
02/23/2018	CHECK #4687	\$2,665.45		\$700,783.99
02/23/2018	CHECK #4697	\$2,665.45		\$698,118.54
02/23/2018	CHECK #4707	\$455.47		\$697,663.07
02/23/2018	CHECK #4711	\$200.00		\$697,463.07
02/26/2018	WEB TFR TO 009852918690 WEB RF#072846000574	\$100,000.00		\$597,463.07
02/26/2018	CHECK #4689	\$35,495.84		\$561,967.23
02/26/2018	CHECK #4701	\$591.21		\$561,376.02
02/27/2018	5CDS13TN SOUTH T IMPOUND BILLING IMPOUND	\$89.70		\$561,286.32
02/27/2018	5CDS13TN SOUTH T IMPOUND TAX IMPOUND	\$16,692.09		\$544,594.23
02/27/2018	5CDS13TN SOUTH T IMPOUND DD IMPOUND	\$59,874.16		\$484,720.07
02/28/2018	CHECK #4716	\$64,967.16		\$419,752.91
02/28/2018	Interest Paid		\$74.56	\$419,827.47
02/28/2018	Service Charge	\$2.05		\$419,825.42

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
4660	02/05	\$55.00	4684	02/14	\$200.00	4692	02/21	\$19,493.85
4670*	02/05	\$29,891.23	4686*	02/13	\$1,350.00	4693	02/20	\$48.86
4675*	02/01	\$2,100.00	4687	02/23	\$2,665.45	4694	02/21	\$359.08
4676	02/01	\$1,000.00	4688	02/09	\$4,077.90	4695	02/16	\$354.54
4680*	02/14	\$300.00	4689	02/26	\$35,495.84	4696	02/20	\$500.00
4682*	02/20	\$270.00	4690	02/16	\$1,338.92	4697	02/23	\$2,665.45
4683	02/15	\$147.16	4691	02/16	\$125.00	4698	02/20	\$2,380.00

BankUnited, N.A.

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8542

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
4699	02/20	\$283.55	4704	02/20	\$65.10	4709	02/20	\$198.00
4700	02/16	\$926.97	4705	02/16	\$610.01	4710	02/22	\$3,906.00
4701	02/26	\$591.21	4706	02/20	\$105.46	4711	02/23	\$200.00
4702	02/21	\$516.00	4707	02/23	\$455.47	4716*	02/28	\$64,967.16
4703	02/16	\$3,028.00	4708	02/21	\$182.75			

Items denoted with an "\*" indicate processed checks out of sequence.

**Rates by Date**

Date	Rate
01/31	0.15%

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
01/31	\$268,583.42	02/09	\$817,126.74	02/20	\$727,907.12	02/27	\$484,720.07
02/01	\$265,483.42	02/13	\$815,776.74	02/21	\$707,355.44	02/28	\$419,825.42
02/02	\$542,669.42	02/14	\$738,288.69	02/22	\$703,449.44		
02/05	\$512,723.19	02/15	\$738,141.53	02/23	\$697,463.07		
02/07	\$519,271.19	02/16	\$731,758.09	02/26	\$561,376.02		

**Other Balances**

Minimum Balance this Statement Period \$265,483.42



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**BankUnited, N.A.**



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8542

**If your account does not balance please check the following carefully:**

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

Have you carried the correct balance forward when starting a new page in your checkbook register?

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:  
PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error  
7815 NW 148th ST, Miami Lakes, FL 33016

**For Consumer Customers Only**

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.
3. Tell us the dollar amount of the suspected error.

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

**For Electronic Funds Transfers**, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

**For Substitute Checks**, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.



Member  
**FDIC**

**BankUnited, N.A.**

9:22 AM  
03/12/18

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
1112 · South Tech Internal 8666, Period Ending 02/28/2018

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	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	<b>101,481.81</b>
<b>Cleared Transactions</b>	
Checks and Payments - 8 Items	-586.67
Deposits and Credits - 3 Items	<u>5,158.22</u>
<b>Total Cleared Transactions</b>	<u>4,571.55</u>
<b>Cleared Balance</b>	<b>106,053.36</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 5 Items	<u>-1,248.82</u>
<b>Total Uncleared Transactions</b>	<u>-1,248.82</u>
<b>Register Balance as of 02/28/2018</b>	<b>104,804.54</b>
<b>New Transactions</b>	
Checks and Payments - 1 Item	<u>-150.00</u>
<b>Total New Transactions</b>	<u>-150.00</u>
<b>Ending Balance</b>	<b>104,654.54</b>



9:23 AM  
03/12/18

**SouthTech Preparatory Academy**  
**Reconciliation Detail**  
**1112 - South Tech Internal 8666, Period Ending 02/28/2018**


Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>101,481.81</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 Items</b>						
Bill Pmt -Check	02/02/2018	200207	Handy, Nicole	X	-146.19	-146.19
Bill Pmt -Check	02/02/2018	200208	Johnson, Lakiya	X	-34.99	-181.18
Bill Pmt -Check	02/09/2018	200213	American Express-9...	X	-162.30	-343.48
Bill Pmt -Check	02/09/2018	200211	Rehkamp, Connie	X	-142.68	-486.16
Bill Pmt -Check	02/09/2018	200210	Johnson, Lakiya	X	-58.97	-545.13
Bill Pmt -Check	02/09/2018	200214	Sam's Club Direct	X	-30.98	-576.09
Bill Pmt -Check	02/09/2018	200209	Glazier, Brittany	X	-10.38	-586.47
Check	02/28/2018			X	-0.20	-586.67
<b>Total Checks and Payments</b>					<b>-586.67</b>	<b>-586.67</b>
<b>Deposits and Credits - 3 Items</b>						
Deposit	02/12/2018			X	975.30	975.30
Deposit	02/16/2018			X	4,171.00	5,146.30
Deposit	02/28/2018			X	11.92	5,158.22
<b>Total Deposits and Credits</b>					<b>5,158.22</b>	<b>5,158.22</b>
<b>Total Cleared Transactions</b>					<b>4,571.55</b>	<b>4,571.55</b>
<b>Cleared Balance</b>					<b>4,571.55</b>	<b>106,053.36</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Bill Pmt -Check	08/21/2017	200192	Dough Jo's Bakery		-75.00	-75.00
Bill Pmt -Check	02/23/2018	200218	Sweetwater		-681.32	-736.32
Bill Pmt -Check	02/23/2018	200215	Charson, Dara		-260.00	-996.32
Bill Pmt -Check	02/23/2018	200217	Lopez, Defia		-150.00	-1,146.32
Bill Pmt -Check	02/23/2018	200216	EmbroidMe		-102.50	-1,248.82
<b>Total Checks and Payments</b>					<b>-1,248.82</b>	<b>-1,248.82</b>
<b>Total Uncleared Transactions</b>					<b>-1,248.82</b>	<b>-1,248.82</b>
<b>Register Balance as of 02/28/2018</b>					<b>3,322.73</b>	<b>104,804.54</b>
<b>New Transactions</b>						
<b>Checks and Payments - 1 Item</b>						
Bill Pmt -Check	03/01/2018	200219	Guzman, Maria Luz		-150.00	-150.00
<b>Total Checks and Payments</b>					<b>-150.00</b>	<b>-150.00</b>
<b>Total New Transactions</b>					<b>-150.00</b>	<b>-150.00</b>
<b>Ending Balance</b>					<b>3,172.73</b>	<b>104,654.54</b>


>001220 8487600 0001 008229 10Z  
 SOUTH TECH PREPARATORY ACADEMY, INC.  
 INTERNAL  
 1300 SW 30TH AVENUE  
 BOYNTON BEACH FL 33426




**Statement Date: February 28, 2018**  
**Account Number: \*\*\*\*\*8666**

**Customer Service Information**

 **Client Care:** 877-779-BANK (2265)

 **Web Site:** [www.bankunited.com](http://www.bankunited.com)

 **Bank Address:** BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599



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**COMMUNITY INT BUSINESS CKG Account \*\*\*\*\*8666**

**Account Summary**

Statement Balance as of 01/31/2018		\$101,481.81
Plus	2 Deposits and Other Credits	\$5,146.30
Less	7 Withdrawals, Checks, and Other Debits	\$586.47
Less	Service Charge	\$0.20
Plus	Interest Paid	\$11.92
Statement Balance as of 02/28/2018		\$106,053.36

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$11.92
Interest Paid Year to Date	\$24.72
Interest Paid Prior Year 2017	\$108.16
Interest Withheld Prior Year 2017	\$0.00

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8666

## Activity By Date

Date	Description	Withdrawals	Deposits	Balance
02/12/2018	Customer Deposit		\$975.30	\$102,457.11
02/15/2018	CHECK #200207	\$146.19		\$102,310.92
02/15/2018	CHECK #200208	\$34.99		\$102,275.93
02/16/2018	Customer Deposit		\$4,171.00	\$106,446.93
02/16/2018	CHECK #200211	\$142.68		\$106,304.25
02/16/2018	CHECK #200213	\$162.30		\$106,141.95
02/20/2018	CHECK #200209	\$10.38		\$106,131.57
02/20/2018	CHECK #200214	\$30.96		\$106,100.61
02/26/2018	CHECK #200210	\$58.97		\$106,041.64
02/28/2018	Interest Paid		\$11.92	\$106,053.56
02/28/2018	Service Charge	\$0.20		\$106,053.36

## Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
200207	02/15	\$146.19	200210	02/26	\$58.97	200214	02/20	\$30.96
200208	02/15	\$34.99	200211	02/16	\$142.68			
200209	02/20	\$10.38	200213*	02/16	\$162.30			

Items denoted with an "\*" indicate processed checks out of sequence.

## Rates by Date

Date	Rate
01/31	0.15%

## Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
01/31	\$101,481.81	02/15	\$102,275.93	02/20	\$106,100.61	02/28	\$106,053.36
02/12	\$102,457.11	02/16	\$106,141.95	02/26	\$106,041.64		

## Other Balances

Minimum Balance this Statement Period	\$101,481.81
---------------------------------------	--------------

BankUnited, N.A.



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8666



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Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8666

**If your account does not balance please check the following carefully:**

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

Have you carried the correct balance forward when starting a new page in your checkbook register?

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:**

**PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error  
7815 NW 148th ST, Miami Lakes, FL 33016

**For Consumer Customers Only**

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.

2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.

3. Tell us the dollar amount of the suspected error.

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

**For Electronic Funds Transfers**, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

**For Substitute Checks**, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.



Member  
**FDIC**

**BankUnited, N.A.**

9:20 AM

03/12/18

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
**1113 - ST Prep MM 8690, Period Ending 02/28/2018**

---

	<u>Feb 28, 18</u>
<b>Beginning Balance</b>	<b>192,443.54</b>
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 2 Items</b>	<u><b>100,054.55</b></u>
<b>Total Cleared Transactions</b>	<u><b>100,054.55</b></u>
<b>Cleared Balance</b>	<u><u><b>292,498.09</b></u></u>
<b>Register Balance as of 02/28/2018</b>	<b>292,498.09</b>
<b>Ending Balance</b>	<b>292,498.09</b>

9:21 AM  
03/12/18

**SouthTech Preparatory Academy**  
**Reconciliation Detail**  
**1113 · ST Prep MM 8690, Period Ending 02/28/2018**

---


<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						<b>192,443.54</b>
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 Items</b>						
Transfer	02/26/2018			X	100,000.00	100,000.00
Deposit	02/28/2018			X	54.55	100,054.55
<b>Total Deposits and Credits</b>					<b>100,054.55</b>	<b>100,054.55</b>
<b>Total Cleared Transactions</b>					<b>100,054.55</b>	<b>100,054.55</b>
<b>Cleared Balance</b>					<b>100,054.55</b>	<b>292,498.09</b>
<b>Register Balance as of 02/28/2018</b>					<b>100,054.55</b>	<b>292,498.09</b>
<b>Ending Balance</b>					<b>100,054.55</b>	<b>292,498.09</b>

>006414 8483456 0001 008229 10Z  
 SOUTH TECH PREPARATORY ACADEMY, INC.  
 MONEY MARKET  
 1300 SW 30TH AVENUE  
 BOYNTON BEACH FL 33426



**Statement Date: February 28, 2018**  
 Account Number: \*\*\*\*\*8690

**Customer Service Information**

 Client Care: 877-779-BANK (2265)  
 Web Site: www.bankunited.com  
 Bank Address: BankUnited  
 P.O. Box 521599  
 Miami, FL 33152-1599



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**BUSINESS MONEY MARKET Account \*\*\*\*\*8690**

**Account Summary**

Statement Balance as of 01/31/2018		\$192,443.54
Plus	1 Deposits and Other Credits	\$100,000.00
Less	0 Withdrawals, Checks, and Other Debits	\$0.00
Less	Service Charge	\$0.00
Plus	Interest Paid	\$54.55
Statement Balance as of 02/28/2018		\$292,498.09

**Interest Summary**

Beginning Interest Rate	0.35%
Interest Paid this Statement Period	\$54.55
Interest Paid Year to Date	\$111.74
Interest Paid Prior Year 2017	\$672.07
Interest Withheld Prior Year 2017	\$0.00

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
02/26/2018	WEB TFR FR 009852918542		\$100,000.00	\$292,443.54



Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8690

## Activity By Date

Date	Description	Withdrawals	Deposits	Balance
	072846000574 WEB RF#072846000574			
02/28/2018	Interest Paid		\$54.55	\$292,498.09

## Rates By Date

Date	Rate
01/31	0.35%

## Balances by Date

Date	Balance	Date	Balance	Date	Balance
01/31	\$192,443.54	02/26	\$292,443.54	02/28	\$292,498.09

## Other Balances

Minimum Balance this Statement Period	\$192,443.54
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Statement Date: February 28, 2018

Account Number: \*\*\*\*\*8690

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**BankUnited**

**We appreciate your business.**

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PC-2**

**Motion:**

I recommend that the Board approve and ratify the Charter school monthly Disbursement Reports for the month ending February 28, 2018 as required by the Sponsor.

**Summary Information:**

The Charter school is required to provide several financial documents on an ongoing basis. Monthly records of disbursements are a requirement that must be provided by the President to the Board.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding. Each school account is listed separately along with a disbursement record of activity. Disbursements are made by warrant, wire transfer, account transfer and use of direct debit card. Processing of disbursements takes place on a daily basis by the Charter business staff. All disbursements are reviewed and approved by the President. All warrants have two signatories.

Attachments: Disbursement Report

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact related to this item.

**SouthTech Preparatory Academy**  
**Account QuickReport**  
**As of February 28, 2018**

Date	Num	Name	Amount
<b>1111 · South Tech Prep 9852918542</b>			
02/26/2018			-100,000.00
02/23/2018	4716	South Tech Academy	-64,967.16
02/28/2018	330	Payroll	-59,874.16
02/14/2018	327	Payroll	-59,813.31
02/23/2018	4712	1325 Gateway, LLC	-50,241.00
02/09/2018	4689	A & S Transportation Inc	-35,495.84
02/09/2018	4692	Blue Cross/ Blue Shield	-19,493.85
02/14/2018	327	Payroll	-16,901.49
02/28/2018	330	Payroll	-16,692.09
02/02/2018	4688	NEELD Paper & Supplies	-4,077.90
02/15/2018	4710	Speech Rehab Services LLC	-3,906.00
02/09/2018	4703	Palm Beach County School Distri...	-3,028.00
02/02/2018	4687	GIS Benefits	-2,665.45
02/09/2018	4697	GIS Benefits	-2,665.45
02/09/2018	4698	Go Clean Inc.	-2,380.00
02/02/2018	4686	Spectrum Public Relations	-1,350.00
02/09/2018	4690	American Express-91010	-1,338.92
02/23/2018	4713	DSD Services Inc	-1,000.00
02/09/2018	4700	John Wiley & Sons	-926.97
02/23/2018	4715	Hardy, Kevin	-651.55
02/09/2018	4705	Thyssenkrupp Elevator Corp	-610.01
02/09/2018	4701	Konica Minolta Business Solutions	-591.21
02/09/2018	4702	Life Insurance Company of the S...	-516.00
02/09/2018	4696	FL Consortium of Public Charter ...	-500.00
02/15/2018	4707	City of Boynton Beach Utilities D...	-455.47
02/09/2018	4694	Coast Professional Inc	-359.08
02/09/2018	4695	Dex Imaging	-354.54
02/02/2018	4680	Charter School Services Corp	-300.00
02/09/2018	4699	Great American Financial Service	-283.55
02/23/2018	4714	Great American Financial Service	-283.55
02/02/2018	4682	Glazier, Brittany	-270.00
02/02/2018	4684	Maxis 360	-200.00
02/15/2018	4711	Valentine, Jennifer	-200.00
02/15/2018	4709	Palm Beach County School Distri...	-198.00
02/14/2018	327	Payroll	-183.55
02/15/2018	4708	GovConnection Inc	-182.75
02/02/2018	4683	Handy, Nicole	-147.16
02/09/2018	4691	Armand	-125.00
02/09/2018	4706	Verizon Wireless	-105.46
02/14/2018	327	Payroll	-89.70
02/28/2018	330	Payroll	-89.70
02/09/2018	4704	Sun Sentinel	-65.10
02/09/2018	4693	Canteen Refreshment Services	-48.86
02/28/2018			-2.05
02/02/2018	4681	GIS Benefits	0.00
<b>Total 1111 · South Tech Prep 9852918542</b>			<b>-453,629.88</b>
<b>1112 · South Tech Internal 8666</b>			
02/23/2018	200218	Sweetwater	-661.32
02/23/2018	200215	Charson, Dara	-260.00
02/09/2018	200213	American Express-91010	-162.30
02/23/2018	200217	Lopez, Delia	-150.00
02/02/2018	200207	Handy, Nicole	-146.19
02/09/2018	200211	Rehkamp, Connie	-142.68
02/23/2018	200216	EmbroidMe	-102.50
02/09/2018	200210	Johnson, Lakilya	-58.97
02/02/2018	200208	Johnson, Lakilya	-34.99
02/09/2018	200214	Sam's Club Direct	-30.96
02/09/2018	200209	Glazier, Brittany	-10.38
02/28/2018			-0.20
02/09/2018	200212	Sam's Club Direct	0.00
<b>Total 1112 · South Tech Internal 8666</b>			<b>-1,760.49</b>
<b>TOTAL</b>			<b>-455,390.37</b>

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PC-3**

**Motion:**

I recommend that the Board approve and ratify the monthly financial statements for month ending February 28, 2018 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:**

Jim Kidd, Superintendent

**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 February 28, 2018 and For the Year Ending June 30, 2018**  
**February 28, 2018**

530

	<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>
<b>ASSETS</b>						
Cash and cash equivalents	1110	\$ 765,007	\$ -	\$ -	\$ -	\$ 765,007
Investments	1160					-
Grant receivables	1130					-
Other current assets	12XX	208,556				208,556
Deposits	1210					-
Due from other funds	1140	46,584				46,584
Other long-term assets	1400					-
		<u>1,020,147</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,020,147</u>
<b>Total Assets</b>		<b>\$ 1,020,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,020,147</b>
<b>LIABILITIES AND FUND BALANCE</b>						
<b>Liabilities</b>						
Accounts payable	2120	\$ 23,791	\$ -	\$ -	\$ -	\$ 23,791
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	48,950				48,950
Deferred revenue	2410	277,186				277,186
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX					-
		<u>349,927</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>349,927</u>
<b>Total Liabilities</b>		<b>349,927</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>349,927</b>
<b>Fund Balance</b>						
Nonspendable	2710	208,556				208,556
Restricted	2720					-
Committed	2730					-
Assigned	2740	46,584				46,584
Unassigned	2750	415,080				415,080
		<u>670,220</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>670,220</u>
<b>Total Fund Balance</b>		<b>670,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>670,220</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$ 1,020,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,020,147</b>

**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 February 28, 2018 and For the Year Ending June 30, 2018**

FTE Projected  
FTE Actual

530  


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530      100% Percent of Projected

	General Fund					Special Revenue				
	Account Number	Month/ Quarter		Annual Budget	% of YTD Actual to	Month/ Quarter	YTD Actual		Annual Budget	% of YTD Actual to
		Actual	YTD Actual		Annual Budget		Actual	YTD Actual		Annual Budget
<b>Revenues</b>										
FEDERAL SOURCES										
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%	
Federal through state and local	3200					13,774	146,233	292,835	50%	
STATE SOURCES										
FEFP	3310	266,391	2,110,224	3,176,471	66%					
Capital outlay	3397	6,548	63,631	114,321	56%					
Class size reduction	3355	42,650	328,276	498,124	66%					
School recognition	3361									
Other state revenue	33XX									
LOCAL SOURCES										
Interest	3430	141	990	1,500	66%					
Local capital improvement tax	3413									
Other local revenue	34XX	5,146	75,250	73,000	103%					
<b>Total Revenues</b>		<b>320,876</b>	<b>2,578,371</b>	<b>3,863,416</b>	<b>67%</b>	<b>13,774.00</b>	<b>146,233.00</b>	<b>292,835</b>	<b>50%</b>	
<b>Expenditures</b>										
Current Expenditures										
Instruction	5000	132,620	995,364	1,688,873	59%	16,681	122,824	193,945	63%	
Instructional support services	6000	25,807	136,635	233,270	59%		49,454	98,890	50%	
Board	7100	4,285	30,667	15,400	199%					
General administration	7200	20,016	106,364	162,899	65%					
School administration	7300	59,744	375,748	437,047	86%					
Facilities and acquisition	7400									
Fiscal services	7500	9,896	45,300	47,657	95%					
Food services	7600									
Central services	7700	7,461	43,409	66,818	65%					
Pupil transportation services	7800	35,496	211,107	290,000	73%					
Operation of plant	7900	59,368	462,786	769,150	60%					
Maintenance of plant	8100	4,602	31,630	32,793	96%					
Administrative technology services	8200	4,024	38,338	50,986	75%					
Community services	9100	1,739	18,281	68,000	27%					
Debt service	9200									
<b>Total Expenditures</b>		<b>365,058</b>	<b>2,495,629</b>	<b>3,862,893</b>	<b>65%</b>	<b>16,681</b>	<b>172,278</b>	<b>292,835</b>	<b>59%</b>	
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		<b>(44,182)</b>	<b>82,742</b>	<b>523</b>	<b>15821%</b>	<b>(2,907)</b>	<b>(26,045)</b>	<b>-</b>		
<b>Other Financing Sources (Uses)</b>										
Transfers in	3600					2,907	26,045			
Transfers out	9700	(2,907)	(26,045)			-	-			
<b>Total Other Financing Sources (Uses)</b>		<b>(2,907)</b>	<b>(26,045)</b>	<b>-</b>		<b>2,907</b>	<b>26,045</b>	<b>-</b>		
<b>Net Change in Fund Balances</b>										
Fund balances, beginning		(47,089)	56,697	523	10841%	-	-	-		
Adjustments to beginning fund balance		717,479	613,523	613,523	100%					
Fund Balances, Beginning as Restated		(170)								
		<b>717,309</b>	<b>613,523</b>	<b>613,523</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Fund Balances, Ending</b>		<b>\$ 670,220</b>	<b>\$ 670,220</b>	<b>614,046</b>	<b>109%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>%</b>	



**Debt Service**

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**

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**

Month/ Quarter	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
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-	-	-	%
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13,774	146,233	292,835	50%
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266,391	2,110,224	3,176,471	66%
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6,548	63,631	114,321	56%
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42,650	328,276	498,124	66%
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141	990	1,500	66%
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5,146	75,250	73,000	103%
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334,650	2,724,604	4,156,251	66%
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149,301	1,118,188	1,882,818	59%
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25,807	186,089	332,160	56%
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4,285	30,667	15,400	199%
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20,016	106,364	162,899	65%
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59,744	375,748	437,047	86%
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9,896	45,300	47,657	95%
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7,461	43,409	66,818	65%
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35,496	211,107	290,000	73%
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59,368	462,786	769,150	60%
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4,602	31,630	32,793	96%
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4,024	38,338	50,986	75%
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1,739	18,281	68,000	27%
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381,739	2,667,907	4,155,728	64%
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(47,089)	56,697	523	10841%
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2,907	26,045	-	
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(2,907)	(26,045)	-	
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-	-	-	
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(47,089)	56,697	523	10841%
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717,479	613,523	613,523	100%
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(170)	-	-	
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717,309	613,523	613,523	100%
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\$ 670,220	\$ 670,220	\$ 614,046	109%
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**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PC-4**

**Motion:**

I recommend that the Board approve the Food Services Agreement for FY19 with the Sponsor and authorize the President to sign all related documents.

**Summary Information:**

This is a continuation of ongoing operations with the Sponsor. The contract is renewed on an annual basis.

Attachments: Charter School Food Service Agreement

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item for the school, as operating revenues offset expenses.



**Food Service Annual Agreement  
CHARTER SCHOOL  
FOOD SERVICE ANNUAL AGREEMENT**

**THIS AGREEMENT** is made and entered as of this April 12, 2018, by and between the School Board of Palm Beach County, a Florida public body corporate (School Board), and SouthTech Preparatory Academy, Inc., a Florida nonprofit, d/b/a/ SouthTech Prep, a charter school pursuant to Section 1001.33, Florida Statutes (Charter School).

**WHEREAS**, the School Board and the Charter School entered a Charter School Contract on April 12, 2018 (Contract); and

**WHEREAS**, the above Contract provided that separate agreements may be entered into for the provision of school food services in accordance with federal and state laws and regulations, including but not limited to §1002.33, Florida Statutes; and

**WHEREAS**, the Charter School desires for the School Board, and the School Board desires through its Department of School Food Services, to provide meal services for breakfast, lunch, and/or the after school snack program, and

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- I. **RECITALS.** The above recitations of facts set forth in the preceding "whereas" clauses are expressly incorporated herein and form a part of the terms of this Agreement.
- II. **TERM OF AGREEMENT.** The term of this Agreement shall be for a school year, commencing on August 1, 2018 and terminating on June 30, 2019, unless otherwise terminated earlier as provided herein. Meal service will commence 30 days after approval of the Contract by School Board.
- III. **SCOPE OF SERVICES.**
  - A. The School Board's School Food Service Department shall operate the meal programs on behalf of the Charter School, which may include the following:

1. School Breakfast Program, as authorized by 7 CFR Part 220
  2. National School Lunch Program, as authorized by 7 CFR Part 210
  3. Afterschool Snack Program, as authorized by 7 CFR 210 Subpart C.
  4. Child and Adult Care Feeding Program (CACFP), Afterschool Meal Program, under the direction of Department of Health.
  5. Community Eligibility Program – permits eligible schools to provide meal service to all students at no charge, regardless of economic status, authorized by the Healthy Hunger-Free Act of 2010.
- B.** The School Food Service Department of the School Board (hereinafter referred to as SFSD) will provide the Charter School with meals that meet the minimum meal pattern requirements for the National School Lunch Program and School Breakfast Program as to components and portion sizes specified by United States Department of Agriculture (USDA) guidelines.
- C.** SFSD shall plan, prepare, and organize meals for the Charter School through an assigned base kitchen (i.e., the kitchen designated by the Director of SFSD to prepare the meals for the Charter School).
- D.** Meals will be delivered by SFSD if the sustained daily lunch participation is maintained at 75 meals or greater for a period of thirty (30) consecutive school days, at any given time during the school year. If the daily lunch participation is less than 75 meals per day, the Charter School is responsible for picking up the meals from the assigned base kitchen.

**IV. CONDITIONS PRECEDENT TO OPERATION OF FOOD SERVICE PROGRAM.**

- A.** In order for the Charter School to provide a school food service program through SFSD, the following condition(s) shall be met prior to the commencement of the services provided in Article 3 above.
1. The Charter School is responsible for obtaining a limited food service operating permit issued by the Palm Beach County Health Department (DOH).
  2. The Charter School must acquire and maintain any required certification or permit for the duration of this Agreement as required by 7 CFR § 210.16 (c).
  3. The Charter School must post all certifications, inspections, or permits as required by federal, state, and/or local law, or this Agreement.
  4. The Charter School must furnish to SFSD a copy of any certificates, inspections, or permits, required by this section within five (5) days of receipt. Such certificates, inspections or permits, and any renewals or amendments thereto, shall become automatically incorporated and included with this Agreement.
- B.** The Charter School and SFSD shall agree to the meal times at least thirty (30) days before beginning the program. Changes to the meal service times must be submitted

and approved by SFSD.

- C. The Charter School will notify the SFSD 30 days prior to a change in location of the charter school. This will allow ample time to relocate the base kitchen, if necessary.
- D. The DOH requires plan submittal and prior inspection of facility before meals service may be instituted. SFSD must be provided with a copy of the Operating Permit.

V. **COLLECTION OF THE MEAL PRICE** SFSD shall provide an employee to accurately collect cash, and record meal counts and categories during the meal service if meals are delivered to the site by SFSD. If meals are not delivered by the SFSD, the Charter School shall provide an employee to accurately collect cash, and record meal counts and categories during the meal service. Any Charter School student being provided a paid or reduced price meal and any adult shall be charged daily, consistent with this Agreement.

VI. **SCHOOL FOOD SERVICES DEPARTMENT CONTROL OF THE CHILD NUTRITION PROGRAM.** SFSD will maintain its responsibilities for administration of the food service program, in accordance with regulations and policies for USDA School Nutrition Programs. Specifically, SFSD will:

- A. Retain control of the quality, extent, and general nature of the food service, including counting and claiming meals, and ordering and accounting for USDA commodities.
- B. Ensure that the Child Nutrition Program conforms to the School Board's Agreement with the Florida Department of Agriculture and Consumer Services to participate in federally-funded Child Nutrition Programs.
- C. Retain control of the nonprofit school food service account and overall financial responsibility for the nonprofit Child Nutrition Program.
- D. Retain signature authority for the annual School Nutrition Programs State application and monthly claims by electronically submitting required information to the Florida Department of Agriculture and Consumer Services.
- E. Retain control of the establishment of all prices, including price adjustments, for meals served under the nonprofit Child Nutrition Program account, e.g., pricing for reimbursable meals, a la carte service, and adult meals.
- F. Retain title to USDA donated foods, ensuring that all USDA donated foods made available to the SFSD accrue only to the benefit of SFSD's nonprofit Child Nutrition Program.
- G. Provide on-line Free and Reduced-Priced Meal application as determined by the SFSD, processing web site, and where applicable, provide free and reduced-price applications to the Charter School administration prior to the beginning of each school year. In the event of the Charter school participating in the Community Eligibility Provision Program, no Free and Reduced- Priced Meal application may be accepted or processed.
- H. Retain responsibility for the review, approve or deny, certify and verify applications for free and reduced-price school meals in accordance with 7 CFR § 245. Provide hearings related to eligibility determinations in accordance with 7 CFR § 245.7. Provide hearings related to adverse actions resulting from verification in accordance with 7 CFR § 245.6(e).

- I. Consolidate and file claims for reimbursement for meals served, and other responsibilities as required or assigned.
- J. Maintain all applicable health certifications and assure that all state and local health regulations are being met for the preparation of foods in the base school.
- K. Comply with Federal regulations for accommodating students with special dietary needs and provide specific meal preparation instructions to the Charter School to ensure reimbursable meals are prepared that meet the child's specific dietary restrictions.
- L. Maintain full and accurate records to include daily, weekly, and monthly reports to comply with program requirements.
- M. Assign a base school food service manager to provide oversight and manage the food service program for the Charter School, including monitoring to ensure compliance and the provision of technical assistance
- N. Assign a food service employee to be responsible for the overall food service satellite operation at the Charter School, if meals are delivered by SFSD. .
- O. Assign a food service employee to monitor the Charter School food service program through periodic visits to ensure compliance with applicable federal and state laws and regulations, and local policies and procedures.

VII. **CHARTER SCHOOL RESPONSIBILITIES**

- A. Certification of Charter School Staff Person in ServSafe Prior to the commencement of the food services under this Agreement, the Charter School shall, at its own expense, have one or more of its employees certified in ServSafe for its food service program. When available, Charter Schools may attend classes provided by the SFSD which may reduce the cost of the certification.
- B. Support During the Provision of Meals.
  - 1. If the sustained daily lunch participation is maintained at seventy-five (75) meals or greater for a period of thirty (30) consecutive school days, the Charter School shall:
    - a. Upon request from SFSD, provide one (1) or more employees/volunteers paid by the charter school, hours to be determined by participation, to assist the SFS employee with unloading, loading food items from vehicle, serving meals and cleaning of food service area. The employees assigned to assist SFS must attend the annual mandatory trainings at the SFS office.
    - b. Provide adult supervision during the meal service period(s) to ensure that its' students, staff, and guests participating in the meal program engage in appropriate conduct in the food service area.
  - 2. If the sustained daily lunch participation is maintained at less than seventy- five (75) meals for a period of thirty (30) consecutive school days, meals will be picked up by the Charter, the Charter School shall:

- a. Provide an appropriate vehicle that can accept and transport food in commercial hot and/or cold-holding equipment to ensure food safety.
  - b. Provide one (1) or more employees/volunteers paid by the charter school to accurately record meal distribution to maintain required accountability documentation. Such employees of the charter school must attend the annual mandatory trainings.
- C. Meals will be served only on school days approved by the School Board, consistent with the approved District calendar, except where a variance is approved by SFSD.**
- D. The provision of food for Field Trips must be approved 30 days in advance by SFSD.**
- E. *Adequate Facilities and Space.*** The Charter School will make available, without any cost or charge to the School Board, area(s) of the premises agreeable to both parties in which SFSD shall render its services. The Charter School will make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations. School must make parking areas available that are easily accessible for food delivery.
- F. *Network Requirements.*** For POS connectivity, SFSD requires a hard wired Ethernet connection in the immediate vicinity of the POS registers. Wireless connection is not acceptable. Internet Service Provider must be broadband or greater capability; DSL is not sufficient. A firewall change may be necessary to allow access for SFSD systems to communicate.
- G. *Provision of Equipment.*** The Charter School will be responsible for providing and maintaining all necessary food service equipment needed to operate a kitchen to serve and heat meals as outlined in **Exhibit "A"**, attached and incorporated hereto. The Charter School will install any equipment needed to comply with federal, state, or local laws, ordinances, rules, and regulations. If equipment is not operating properly, meals will be adjusted to ensure food safety.
- H. *Potable Water for Food Service Area.*** The Charter School shall have available potable water, at no charge, for students in the meal service area. The Charter School may implement this requirement by offering water pitchers and paper cups on lunch tables, a water fountain in the food service area, or a water fountain that allows students to fill their own bottles or cups with drinking water. In accordance with law, whatever solution is chosen by the Charter School, the water must be made available without restriction in the food service area.
- I. *Required Posting in Food Service Area.*** Annually the Charter School shall post *Justice for All* posters in all areas where food and snacks are served as required by USDA. Posters will be provided by the School Food Service Department to the Charter School at no cost.
- J. *Free and Reduced Price Meals Applications.*** A small supply of Free and Reduced Price



Meal Applications will be provided by SFSD base school manager if needed; however, the preferred method for completing the applications is through the online application process. The Charter School shall return completed Free and Reduced Price Meal Applications to the SFSD on the day the charter school receives them.

- K. Confidentiality.** As stated in the School Food Service Management Policy 6.185 Section (7), student lunch status may only be shared with individuals outside of those responsible for the operation of the National School Lunch Program in limited situations. In order for SFS to share information there must be a legitimate "need to know" to provide a service or carry out an activity and the activity must be educational in nature. Only the person signing the form (PBSD 2528) may have access to the lunch status data and that person may not share the information with others. Teachers, guidance counselors, principals, etc. who are not providing such assistance may not have access. School Food Service (SFS) must secure a Confidentiality Agreement for Disclosure of Student Lunch Status Information (PBSD 2528) form, signed by the staff member responsible for the specific activity, prior to situations where the need for information is ongoing in nature. The Confidentiality Agreement shall be valid for the current school year in which the agreement is submitted to SFS. In the case of ESE testing for gifted services, the staff member responsible for determining who will need to complete the form for plan B (scoring for ESE Services), will need to sign the Confidentiality Agreement.
- L. Meal Pricing.** The Charter School shall follow the same meal pricing system established for all schools operated by the School Board. The School Board adopts the meal pricing for all meals.
- M. Notifications/Communications to SFSD.** The Charter School is responsible for communicating with the base school food service manager on a daily basis or as needed concerning: daily counts, status of student payments, Free and Reduced-Priced Meal applications, type(s) of meal service required, special needs, etc. The Charter School shall communicate the number of meals needed via email, fax or by emailing the scanned Meal Order form to the school food service manager at a time agreed upon by both parties.
- N. Meal Accountability.** The Charter School shall follow procedures for assuring accuracy at the point of meal service (determined by the SFSD) and will comply with all federal, state, and local rules and ordinances pertaining to the administration of the program, including but not limited to, reporting any known student food allergies.
- O. Compliance with Laws and Regulations.** The Charter School will comply with all applicable federal, state, and/or local laws, regulations, rules, procedures and guidelines, as now or hereafter amended, pertaining to the administration of the programs provided by SFSD.
- P. Competitive Foods Regulations.** The sale of foods and beverages on school grounds shall be limited to those provided by SFSD and shall comply with USDA Smart Snacks in School guidelines as stated in Section 5, Sale of Competitive Food and Beverages, in School Board Policy **6.185** (School Food Service Management Policy), as now or hereafter amended. Failure of the Charter School to comply with

the School Board's policy governing competitive food sales jeopardizes funding through the National School Lunch Program, and may result in immediate termination of this Agreement.

- Q. *Pick-up of Meals, Required if Less Than 75 Meals.*** If the Charter School is required to pick up its meals from SFSD base school, due to the number of participants as provided herein, SFSD shall identify the base school kitchen for the pick-up of the meals. The Charter School shall transport the meals in approved commercial hot and/or cold-holding equipment, provided by the SFSD.
- R. *Maintenance of Reports.*** The Charter School will maintain the records necessary for the SFSD to complete any required monitoring, inspecting, or auditing activities under this Agreement.
- S. *Annual Training of Staff.*** The Charter School shall annually, at its own expense, provide designated employee(s) to attend and participate in an annual mandatory training administered by SFSD to ensure the Charter School is up-to-date on all regulations and procedures. This training will cover accountability, safety and sanitation, the free and reduced application process, civil rights, and meal service requirements. This meeting is will be held during the summer months prior to the beginning of each new school year.
- T. *Wellness Promotion Policy.*** All Charter Schools must comply with the *District's Wellness Promotion Policy (2.035)* and the *Wellness Promotion Goals and Objectives*. Charters Schools are required to assess school compliance with this Policy. Each Charter School Principal shall designate an Assistant Principal and Wellness Champion at each school as the Wellness Promotion designees, to ensure that the Charter School complies with this Policy. Additionally, a Healthy School Team must be developed as stated in Section 5A vii, *School Board Policy 6.185 (School Food Service Management Policy)*. The above Wellness Promotion designees may also serve as the people who oversee the Healthy School Team.

## VIII. HEALTH AND SANITATION.

- A. *Health Inspection Requirements.*** SFSD and the Charter School agree that federal, state, and local health and sanitation requirements will be met at all times. The Charter School will obtain and maintain all federal, state, and local health certifications and regulations that apply to its school eating facilities and any other facilities in which meals are prepared and/or served. SFSD will maintain applicable health certifications for any base school in which meals are prepared. All food at the base schools will be properly stored, prepared, packaged, and transported free of contamination and at appropriate temperatures.
- B. *Safekeeping of Food.*** All food that is delivered by the SFSD base school will arrive at the school site at the required temperatures for safe consumption. All food temperatures shall be verified and documented by the SFSD or charter employee, as required on the Satellite Delivery Report. All food will arrive free of contamination and

in sanitary, temperature-controlled containers. Food items that have been delivered by the SFSD base school must be transferred to hot and/or cold-holding equipment that maintain proper temperatures. The Charter School shall provide the hot and/or cold-holding equipment. If the Charter School is required to pick-up its' meals as provided by this contract, all food temperatures shall be verified and documented before the items leave the SFSD base school. Once the food leaves the SFS base school, it becomes the responsibility of the charter school.

- C. Inspection - The School Food Service Department, the Florida Department of Agriculture and Consumer Services, and the US Department of Agriculture reserve the right to inspect the Charter School's kitchen and dining facilities without notice, at any time.

**IX. RECORDKEEPING.**

The Charter School agrees that all records pertaining to the operation of meal service are the property of the SFSD.

**X. TERMINATION/SUSPENSION.**

- D. This Agreement may be terminated before expiration of its term upon any of the following conditions:
  1. *Automatic Termination.* This Agreement shall automatically terminate upon the School Board's termination of the District's Charter School Agreement with the Charter School.
  2. *By the Parties.* Both parties may agree in writing to the termination of this Agreement; or, any time by a party, upon the giving of a thirty (30) day written notice (delivered by certified mail, return receipt requested) to the other party.
  3. *For Cause.* This Agreement may be terminated in whole or in part by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement; provided that no such termination may be implemented unless and until the other party is given 1) at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and 2) an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) working days to rectify the defects in products or performance, prior to termination. For purposes of this subparagraph, substantial failure will include, but is not limited to the Charter School or SFSD's failure to adhere to, or violation of, any of the provisions of this Agreement.
- E. This Agreement shall be suspended upon direction of the Department of Health, meals may be suspended for an undetermined period of time if the facility is found to be out of compliance with health and safety regulations. The Charter School shall pay the SFSD for any outstanding monies collected within 15 days of termination or suspension.

**IX. LEGAL STATUS UPON TERMINATION.**

Upon termination or revocation of this Agreement, all legal associations between the School Board, its SFSD, and the Charter School with regard to the services identified herein shall be severed.

**X. INDEMNITY.**

The Charter School shall indemnify and hold harmless the School Board from and against all liabilities, claims, demands, suits, causes of action, loss, and expenses including attorney's fees, of any and every kind and nature arising from the negligent or intentional act of agents or employees of the Charter School in connection with the provision of breakfasts, lunches, and after school snacks under this Agreement. Nothing herein shall be deemed to constitute a waiver of sovereign immunity on the part of the School Board or to reduce any protection from suit or judgment afforded to the School Board under Florida law. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives, and assigns, and cannot be waived or varied.

**XI. ACCOUNTABILITY REQUIREMENTS.**

- A. *On-Site Inspections/ Reviews.*** Authorized representatives of the SFSD, the State of Florida, and USDA shall have the right to conduct on-site administrative inspections/reviews of the food service operation without prior notification.
- B. *Review of Invoices, Bills, and Pertinent Records.*** SFSD shall oversee all provisions of the Agreement, including but not limited to, Federal rules and regulations, crediting for and use of USDA Commodities, as applicable.
- C. *Recordkeeping.*** The Charter School shall maintain such records as SFSD will need to support its claim for reimbursement under the National School Lunch Act and Child Nutrition Act including accurate records of student attendance. Attendance must be documented daily in the district's student information system.
- D. *Inspections and Audits.*** The School District is subject to various audits that may require on-site inspections by representatives of the School Board, SFSD, Florida Department of Agriculture and Consumer Services, USDA, the United States Comptroller General, or the United States General Accounting Office.
- E. Charter School agrees and understands that the School Board's Office of Inspector General, or any other duly authorized representative of the School Board, shall have unrestricted access to all papers, books, records, documents and information, personnel and processes, data, computer hard drives, emails, instant messages, facilities, or other assets owned or used by Charter School with regards to this Agreement.**
  - 1. The Inspector General, or any other duly authorized representative of the School Board, Florida Department of Agriculture and Consumer Services or USDA, shall be entitled to audit the books and records of Charter School to the extent that such books, documents, papers, and records relate to any payment or the performance of this Agreement.

2. In the event Charter School maintains its records or Agreement information in electronic format, upon request of the School Board's Inspector General or auditors, Charter School will provide a download of its records or Agreement information in an electronic format allowing readership acceptable by the School Board's auditors

**XII. NONDISCRIMINATION.**

Both the Charter School and SFSD agree that no child who participates in the food service program will be discriminated against on the basis of race, color, national origin, sex, age or disability, and shall comply with the USDA Food Nutrition Services Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.

**XIII. MISCELLANEOUS.**

- A. Headings.** The headings contained herein are for convenience in reference and are not intended to define, limit, extend, or describe the scope of any provisions of this Agreement.
- B. Successors and Assigns.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective officers, employees, successors, and assigns. Notwithstanding the foregoing, the rights and obligations of either party to this Agreement may not be subcontracted, transferred, conveyed, assigned or otherwise disposed of without the prior written consent of the other party hereto, which consent shall not be unreasonably withheld.
- C. Compliance with All Laws.** Charter School shall comply with all applicable federal, state, and local ordinances pertaining to the Services under this Agreement.
- D. Severability.** If any section, sentence, clause, phrase, provision, or other portion of this Agreement is, for any reason, held invalid or unconstitutional by a court or other body of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of the Agreement.
- E. Amendments.** No amendment to this Agreement shall be binding on either party hereto unless such amendment is in writing and executed by both parties with the same formality as this Agreement.
- F. Applicable Law and Venue.** This Agreement will be construed in accordance with the laws of the State of Florida. Venue for any actions brought pursuant to this Agreement will be in Palm Beach County, Florida, or in the U.S. District Court for the Southern District of Florida.
- G. Singular/Plural.** Whenever used, the singular will include the plural, the plural the singular, and the use of any gender will include both genders.
- H. No Waiver of Rights.** No failure or successive failures on the part of either party to enforce any covenant or agreement, and no waiver or successive waivers of any condition of this Agreement, shall operate as a discharge of such covenant, agreement, or condition, or render the same invalid, or impair the right of either party to enforce the same in the event of any subsequent breach or breaches. No failure on the part of either party to this Agreement to exercise, and no delay in exercising, any right, power, or remedy under this Agreement shall operate as a waiver thereof, nor shall any single

or partial exercise of any right under this Agreement preclude any other or further exercise thereof or the exercise of any other right.

- I. *Counterparts.*** This Agreement may be executed in one or more counterparts and each counterpart shall, for all purposes, be deemed as original, but all such counterparts shall together constitute but one and the same instrument.
- J. *Entire Agreement.*** This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.
- K. *Public Records Law.*** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Failure by either party to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the party not in violation.
- L. *Charter School Authority to Enter Into Contract.*** The Charter School expressly affirms that the signatories on its behalf who sign below have the authority to enter into this Agreement on behalf of the Charter School and that the Board of Directors of the Charter School has duly approved this contract.

This Agreement Template has been approved by the following School District of Palm Beach County officials.

SCHOOL BOARD OF  
PALM BEACH COUNTY, FLORIDA

By: [Signature]  
Chuck Shaw, Chairman

ATTEST: [Signature]  
Robert M. Avossa, Ed.D., Superintendent  
of Schools

Date: 12/18/15

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

[Signature] 11-20-15  
Hollie N. Hawn, Board Attorney



**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals effective as of the date and year first written above.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY, SCHOOL FOOD SERVICE DEPARTMENT**

By: [Signature]

Print Name: CAROL KELLER BASS

Title: Clerk of the School Board.

**CHARTER SCHOOL** SouthTech Preparatory Academy, Inc. a Florida nonprofit  
**corporation, d/b/a** SouthTech Prep

By: \_\_\_\_\_

Print Name: James R. Kidd

Title: Superintendent

## Equipment List for Charter Schools

	Equipment	1 to 74 Meals	75 to 200 Meals	More than 200 Meals	(Suggested) Mfgr /Model #
1.	Refrigerator (lock included)	1	1	2	Victory / RS-1D-S7-EW
2.	Warmer (Must be Electric)	1	1	2	Food Warming Equipment/ UHS-12 Cambro/ CMBP
3.	Milk Box (lock included)		1	2	
4.	Hot Serving Counter 2-3 wells (Must have a sneeze guard)		1	1	
5.	Cold Serving Counter 2-3 wells		1	1	Shelly/Deifield
6.	Service Table	1	1	1	
7.	Convection Oven			1	Blodgett/ Mark V (Full Service Kitchen Only)
8.	Steamer and/or Combi Oven			1	(Full Service Kitchen Only)
9.	Freezer (lock included)			1	(Full Service Kitchen Only)
10.	3 Compartment Sink			1	
11.	Ice Machine		1	1	
12.	Hand Sink	1	1	1	
13.	Locking Storage Cabinet (lock included)		1	1	
14.	Cashier Stand		1-2	1-2	
15.	Tray Slide		1	1	

Three sets of keys must be provided to School Food Service Department for equipment that is required to provide locks.

Commercial grade equipment is required.

All equipment will need to be approved by the School Food Service Department prior to signing the Agreement.

All hot and/or cold-holding equipment needed for transport will still be supplied by School Food Service Department.



## Equipment List for Charter Schools

	Equipment	1 to 74 Meals	75 to 200 Meals	More than 200 Meals	(Suggested) Mfgr /Model #
1.	Refrigerator (lock included)	1	2	2-3	Victory / RS-1D-S7-EW
2.	Warmer (Must be Electric)	1	2	2-3	Food Warming Equipment/ UHS-12 Cambro/ CMBP
3.	Milk Box (lock included)		1	2	
4.	Hot Serving Counter 2-3 wells (Must have a sneeze guard)		1	1-2	
5.	Cold Serving Counter 2-3 wells		1	1-2	Shelly/Delfield
6.	Service Table	1	1-2	2-3	
7.	Convection Oven		TBD	1-2	Blodgett/ Mark V (Full Service Kitchen Only)
8.	Steamer and/or Combi Oven		TBD	1	(Full Service Kitchen Only)
9.	Freezer (lock included)		TBD	2-3	(Full Service Kitchen Only)
10.	3 Compartment Sink			1	
11.	Ice Machine	1	1	1	
12.	Hand Sink	1	1	1-2	
13.	Locking Storage Cabinet (lock included)	1	1	1 or store room	
14.	Cashier Stand	1	1-2	1-2	
15.	Tray Slide	1	1	1-2	

Three sets of keys must be provided to School Food Service Department for equipment that is required to provide locks.

Commercial grade equipment is required.      Equipment must be TBD upon signing Charter Agreement.      Full Service Kitchens (TBD by SFS)

All equipment will need to be approved by the School Food Service Department prior to signing the Agreement.

All hot and/or cold-holding equipment needed for transport will still be supplied by School Food Service Department.

2018

**Board Meeting  
April 12, 2018**

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

**Agenda Item  
PC-5**

**Motion:**

I recommend that the Board approve the SouthTech Preparatory Academy FY18 Amended Budget – April 2018.

**Summary Information:**

Adjustments have been made to the FY18 Amended Budget to reflect proposed changes in revenues and expenditures for the balance of the school year.

Attachments: FY18 Amended Budget – April 2018  
and Addendum

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

An increase in profit of \$150,848.50 from the FY18 December Amended Budget.

**NOTE: Addendum added at Board meeting 4-12-18**

**South Tech Preparatory Academy**  
**FY18 Amended Budget - Revenues**

Amended April 2018

	Based on 530 Students December Amended Budget	Based on 530 Students April Amended Budget
<b>110-R - General Operating</b>		
3310000 - Base Student Allocation	2,331,010.64	\$ 2,332,495.00
3310002 - Discretionary Local Efforts	341,249.00	\$ 344,253.00
3310005 - Supplemental Academic Instruction	101,053.00	\$ 100,778.00
3310006 - ESE Guarantee	89,678.38	\$ 99,705.00
3310012 - Digital Classrooms	9,621.77	\$ 9,664.00
3310216 - Reading Allocation	22,134.72	\$ 22,212.00
3310217 - Safe Schools	11,897.41	\$ 12,009.00
3336000 - Instructional Materials	41,346.96	\$ 40,145.00
3344000 - Discretionary Lottery	8,571.75	\$ 921.00
3354000 - Transportation	157,403.00	\$ 153,439.00
3355216 - Class Size Reduction 9-12	498,123.60	\$ 498,441.00
3397000 - Capital Outlay	114,321.00	\$ 373,524.00
<b>Total 110-R - General Operating (FEFP Payments)</b>	<b>3,726,411</b>	<b>3,987,586</b>
3334000 - Teacher Lead Program	5,940.00	\$ 5,940.00
3361000 - School Recognition	49,065.00	\$ 49,065.00
3390000 - Industry Certification	5,000.00	\$ 5,000.00
3510000 - E Rate	2,500.00	\$ 2,500.00
3431000 - Interest On Investments	1,500.00	\$ 1,500.00
<b>Total 110-R - General Operating</b>	<b>64,005</b>	<b>64,005</b>
<b>3500000 - Non County FTE</b>		
3500500 - Donations	5,000.00	\$ 2,500.00
<b>Total 13500000 - Non County FTE</b>	<b>5,000</b>	<b>2,500</b>
<b>421-R - Federal Grants</b>		
3240000 - Title 1	162,467.00	162,467.00
3250000 - Title I, Part C	2,853.00	2,853.00
3230000 - IDEA Grant	110,115.00	110,115.00
3250000 - Title II	13,387.00	3,000.00
3250000 - Title IV	4,013.00	4,013.00
<b>Total - 4211-R - Federal Grants</b>	<b>292,835</b>	<b>282,448</b>
<b>Total - 891-R - Internal Activity Revenues</b>	<b>68,000</b>	<b>89,000</b>
<b>TOTAL - Revenue</b>	<b><u>4,156,251</u></b>	<b><u>4,425,539</u></b>

**FY18 Amended Budget - Expenses**

	<u>Based on 530 Students December Amended Budget</u>	<u>Based on 530 Students April Amended Budget</u>
<b>110-E · Expenditures</b>		
<b>5100000 · Instruction</b>		
5100120 · Classroom Teachers	1,032,087.00	1,018,700.00
5100160 · Instructional Support	149,475.00	243,238.78
5100140 · Substitutes	15,500.00	15,000.00
5100210 · FRS	92,131.00	98,362.39
5100220 · Social Security	89,773.00	94,274.35
5100230 · Employee Health Benefits	151,428.00	151,428.00
5100240 · Workers Comp	7,200.00	7,000.00
5100250 · Unemployment Teacher	5,000.00	1,000.00
5100290 · Employee Benefits -Other	16,000.00	16,000.00
5100310 · Consultant - Prof		400.00
5100320 · STS	-	-
5100399 · Other Purchased Serv - testing	5,225.00	5,000.00
5100510 · Classroom Supplies	19,000.00	18,990.00
5100520 · Textbooks	28,000.00	26,200.00
5100570 · Classroom Food	1,000.00	1,000.00
5100642 · Furniture Non Capitalized	3,000.00	2,700.00
510644 · Comp Hardware	13,500.00	11,800.00
5100692 · Software	2,000.00	
5100730 · Dues and Fees	3,000.00	-
<b>Total 5100000 · Instruction</b>	<b>1,633,319.00</b>	<b>1,711,093.52</b>
<b>5200000 · ESE Instruction</b>		
5200120 · ESE Teachers	13,286.00	24,670.00
5200210 · FRS Teachers ESE	1,900.00	2,001.00
5200220 · Social Security ESE	1,783.00	1,890.00
5200230 · Employee Health Benefits ESE	12,546.00	12,546.00
520240 · Worker Comp		300.00
5200290 · Employee Benefits -Other	1,000.00	1,000.00
5200310 · Contract ESE Teacher	5,000.00	2,000.00
5200320 · STS	9,259.00	24,431.00
5200510 · Supplies ESE	100.00	50.00
5200644 · Computer Hdwr-Non Cap	1,000.00	1,000.00
<b>Total 5200000 · ESE Instruction</b>	<b>45,874.00</b>	<b>69,888.00</b>
<b>5600000 · Classroom Costs</b>		
5600270 · Lead Funds/Stipend	5,940.00	6,210.00
5600360 · Rental Equipment	3,740.00	2,000.00
<b>Total 5600000 · Classroom Costs</b>	<b>9,680.00</b>	<b>8,210.00</b>
<b>6000000 · Instructional Support Services</b>		
6120130 · Guidance Salary	45,720.00	39,885.00
6100210 · FRS Guidance	3,621.00	3,158.89
6120220 · Social Security Guidance	3,500.00	3,051.20
6120230 · Employee Health Benefits Guidan	11,260.00	11,260.00
6120240 · Workers Comp		300.00
6120290 · Employee Benefits -Other	500.00	500.00
6120510 · Instructional Supplies	500.00	75.00
6130310 · Consultant Instructional	-	-
6190110 · Student Services	76,906.00	48,698.00
6190210 · FRS Retirement	6,090.00	3,857.00
6190220 · Social Security	5,883.00	3,725.00
6190230 · Employee Health Benefits Studen	7,000.00	5,700.00

6190240 - Workers Comp		400.00	
6190290 - Employee Benefits -Other	1,000.00	500.00	
6190590 - Uniforms - Student Services	-		
<b>Total 6000000 - Instructional Support Services</b>	<b>161,980.00</b>		<b>121,110.09</b>
6400000 - Curriculum Development			
6400320 - STS	33,927.00	33,926.00	
6400310 - Prof Dev Services	4,613.00	18,000.00	
<b>Total 6400000 - Professional Development</b>	<b>38,540.00</b>		<b>51,926.00</b>
6500000 - Instructional Tech			
6500310 - Instructional Tech Services	4,500.00	4,000.00	
6500643 - Hardware Instruct Related Tech	17,250.00	17,250.00	
6500644 -Hardware Instruct Relate Tech	11,000.00	5,250.00	
6500691 - Software Instrut Related Tech		5,650.00	
<b>Total 6500000 - Instructional Tech</b>	<b>32,750.00</b>		<b>32,150.00</b>
7100000 - Board Expenses			
7100320 - STS	-	24,305.00	
7100310 - Prof Service - Consultant Board	9,500.00	9,500.00	
7100315 - Legal Service -Board	1,000.00		
7100390 - Advertising Board	800.00	500.00	
7100730 - Dues & Subscriptions Board	4,100.00	4,100.00	
<b>Total 7100000 - Board Expenses</b>	<b>15,400.00</b>		<b>38,405.00</b>
7200000 - General Administration			
7200320 - STS	68,708.00	68,708.00	
7200310 - Prof Services - Gen Admin	9,000.00	6,000.00	
7200730 - District Admin Fee	85,191.00	85,246.00	
<b>Total 7200000 - General Administration</b>	<b>162,899.00</b>		<b>159,954.00</b>
7300000 - School Administration			
7300110 - Admin salary	280,892.00	288,232.00	
7300210 - FRS Admin	22,475.00	22,828.00	
7300220 - Social Security Admin	21,710.00	22,050.00	
7300230 - Employee Benefits Insurance	33,032.00	27,332.00	
7300240- Workers Comp		1,500.00	
7300290 - Employee Benefits	2,500.00	2,500.00	
7300310 - Professional & Tech	12,000.00	15,000.00	
7300320 - STS	54,038.00	74,038.00	
7300330 - Travel Costs	-	1,530.00	
7300370 Communications	1,200.00	1,000.00	
7300510 - Office Supplies	5,000.00	3,500.00	
7300642 - Equip & Furn - Non-Cap	1,200.00	1,200.00	
7300730 - Dues and Subscriptions	3,000.00	3,000.00	
<b>Total 7300000 - School Administration</b>	<b>437,047.00</b>		<b>463,710.00</b>
7500000 - Fiscal Services			
7500310 - Prof Services	15,000.00	16,500.00	
730320 - STS	32,207.00	49,609.00	
7500510 - Supplies	350.00	350.00	
7500730 - Dues & Fees	100.00	100.00	
<b>Total 7500000 - Fiscal Services</b>	<b>47,657.00</b>		<b>66,559.00</b>
7700000 - Central Services			
7700310 - Prof Services Central Services	550.00	650.00	
7700320- Ins Bond Prem	18,000.00	19,000.00	
7700370 - Postage	4,500.00	1,500.00	
7700390 - Marketing	15,000.00	14,000.00	
7700510 - Supplies Central Services	100.00	100.00	
7730320 - STS	28,668.00	28,668.00	
<b>Total 7700000 - Central Services</b>	<b>66,818.00</b>		<b>63,918.00</b>

7800000 · Transportation				
7800390 · Transportation Expense	290,000.00		325,100.00	
<b>Total 7800000 · Transportation</b>		<b>290,000.00</b>		<b>325,100.00</b>
7900000 · Operations of Plant				
7900310 · Prof Service Operations	15,000.00		15,000.00	
7900350 · Maintenance	75,600.00		60,000.00	
7900360 · Rent	603,000.00		603,000.00	
7900370 · Communications	5,000.00		5,000.00	
7900380 · Utilities	6,000.00		5,000.00	
7900430 · Electricity	45,000.00		45,000.00	
7900510 · Warehouse Supplies	19,000.00		18,000.00	
7900730 · Dues and Fees Operations	550.00		1,000.00	
<b>Total 7900000 · Operations of Plant</b>		<b>769,150.00</b>		<b>752,000.00</b>
8100000 · Maintenance of Plant				
8100160 · Maint of Plant - Salary	26,822.00		30,852.00	
8100210 · FRS - Maint of Plant	2,124.00		2,443.48	
8100220 · Social Security Facility	2,051.00		2,360.18	
8100230 · Employee Health Benefits -Plant	1,296.00		1,296.00	
8100290 · Employee Benefits Other	500.00		500.00	
<b>Total 8100000 · Maintenance of Plant</b>		<b>32,793.00</b>		<b>37,451.66</b>
8200000 · Technology Services				
8200160 · Tech Services Salary	36,627.00		37,203.00	
8200210 · Tech Services - FRS	2,900.00		2,950.00	
8200220 · Tech Services - SS	2,801.00		2,846.00	
8200230 · Tech Serv - Employee Health	5,158.00		5,158.00	
8200290 · Employee Benefits -Other	500.00		500.00	
8200350 · Tech Serv- Repairs			300.00	
8200510 · Supplies	3,000.00		5,000.00	
8200692 · Tech Serv Comp Software			900.00	
<b>Total 8200000 · Technology Services</b>		<b>50,986.00</b>		<b>54,857.00</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>3,794,893.00</b>		<b>3,956,332.27</b>
421- 510000T · Instruction - Title 1				
510-120 · Classroom Teacher T1	50,000.00		50,000.00	
510-210 · Instructional FRS	3,575.00		3,575.00	
510-220 · Grant Instr SS	3,825.00		3,825.00	
510-510 · Grant Supplies	260.00		260.00	
510-692 · Grant Software	5,917.00		5,917.00	
<b>Total 510000T · Instruction</b>		<b>63,577.00</b>		<b>63,577.00</b>
520000T · Grant ESE				
520-120 · IDEA ESE Teacher	35,000.00		35,000.00	
520-129 · IDEA Coordinator	30,000.00		30,000.00	
520-210 · IDEA FRS	5,100.00		5,100.00	
520-220 · IDEA FICA	4,970.00		4,970.00	
520-310 · IDEA Consulting	35,000.00		35,000.00	
520-510 · ESE Supplies	45.00		45.00	
<b>Total 520000T · Grant ESE</b>		<b>110,115.00</b>		<b>110,115.00</b>
615000T · Parent Liaison- Title 1				
615-130 · Parent Liaison	30,000.00		30,000.00	
615-220 · Parent Liaison FRS	2,145.00		2,145.00	
615-220 · Parent Liaison SS	2,295.00		2,295.00	
615-510 · Parent Liaison Supplies	2,000.00		2,000.00	
		<b>36,440.00</b>		<b>36,440.00</b>

**Total 600000T · Grant Instruc Support**

**640000T · Grant Instructional**

640-120 · Grant Instructional	54,000.00	54,000.00
640-210 · Grant FRS Instructional	4,100.00	4,100.00
640-220 · Grant SS Instruc	4,100.00	4,100.00
640-330 · Grant Travel	250.00	250.00

**Total 640000T · Grant Instructional** **62,450.00** **62,450.00**

**Total - Title I, Part C - Expense** **2,853.00** **2,853.00**

**Total - Title II - Expense** **3,000.00** **3,000.00**

**Total - Title IV - Expense** **4,013.00** **4,013.00**

**TOTAL GRANT EXPENSES** **282,448.00** **282,448.00**

**9800-E · Internal Acct Expenses**

**9800000 - Internal Acct** **68,000.00** **25,000.00**

**Total Expense** **4,145,341.00**

**Total Revenue** **4,156,251.23**

**Profit/ (Loss)** **10,910.23**

**Total Expense** **4,263,780.27**

**Total Revenue** **4,425,539.00**

**Profit/ (Loss)** **161,758.73**

SOUTHTECH SUCCESS CENTER  
CONSENT AGENDA



**SOUTHTECH SUCCESS CENTER, INC.  
FOUNDING BOARD  
CONSENT AGENDA  
April 12, 2018**

**No Agenda**