

STA/STPA/STSC  
GOVERNING BOARD/SAC  
MEMBER PACKET  
REGULAR MEETING  
September 17, 2019

SouthTech Charter  
Academy, Inc.

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

Jim Kidd, Superintendent  
John-Anthony Boggess – Deputy Superintendent  
Eileen Turenne, STA High School Principal  
Nicole Handy, STPA Middle School Principal

**SOUTHTECH CHARTER ACADEMY, INC.  
SOUTHTECH PREPARATORY ACADEMY, INC.  
SOUTHTECH SUCCESS CENTER, INC.  
STA/STPA/STSC Governing Board/SAC Agenda  
September 17, 2019**

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**1. Call to Order**

**2. Pledge of Allegiance**

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

Aram Bloom	Roger Dunson	Ayesha Edmond
Russell Feldman	Jonathan Flah	Dan Heller
Diane Heinz	Robert Kesten	Carl McKoy
Suzanne Nicolini	James Notter	

**4. Open Meeting Act Statement**

Chairperson asks if public notice has been made.

**5. Public Presentation:** Ken Smith, Auditor Keefe, McCullough & Co., LLP

**6. Approval of the Minutes for the STA/STPA/STSC Regular Governing Board Meeting August 8, 2019.**

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

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

**Approval of the Minutes for the STA/STPA/STSC Special Board Meeting September 5, 2019.**

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– STA/STPA/Adult Ed**

**c. Principal – SouthTech Academy**

**d. Principal – SouthTech Preparatory Academy**

**e. Principal - SouthTech Success Center**

**f. Adult Ed**

**g. Committees – The Nominating Committee met on September 5, 2019 to discuss Board term renewals and Officers' Elections.**

**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**

None.

**Administrative Items**

- A-1 I recommend that the Board approve the donations for the period from August 8, 2019 to September 17, 2019.
- A-2 I recommend that the Board approve submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.
- A-3 I recommend that the Board approve Policy 1.02 Governing Board revision.
- A-4 I recommend that the Board approve SouthTech Academy’s Active Assailant Procedures SY19-20 draft.
- A-5 I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days’ notice of notification of contract cancellation.
- A-6 I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess’ negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

- C-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending July 31, 2019 as required by the Sponsor.
- C-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending July 31, 2019 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.
- C-4 I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Emergency Items**

- E-1 I recommend that the Board approve the application for the SouthTech Academy Bridge Loan and authorize the Board Chair to sign the application.

**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 submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.
- PA-2** I recommend that the Board approve Policy 1.02 Governing Board revision.
- PA-3** I recommend that the Board approve SouthTech Preparatory Academy’s Active Assailant Procedures SY19-20 draft.
- PA-4** I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days’ notice of notification of contract cancellation.
- PA-5** I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess’ negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending July 31, 2019 as required by the Sponsor.
- PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for months ending July 31, 2019 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.
- PC-4** I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Emergency Items**

- PE-1** I recommend that the Board authorize the SouthTech Preparatory Academy Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**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**

**GOVERNING BOARD – Superintendent Jim Kidd:**

**Old Business**

None.

**Administrative Items**

**SCA-1** I recommend that the Board approve Policy 1.02 Governing Board revision.

**SCA-2** I recommend that the Board approve SouthTech Success Center’s Active Assailant Procedures SY19-20 draft.

**SCA-3** I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days’ notice of notification of contract cancellation.

**SCA-4** I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess’ negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

**SCC-1** I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.

**Emergency Items**

**SCE-1** I recommend that the Board authorize the SouthTech Success Center Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**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**

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

**SouthTech Academy:**

**School Improvement Steering Committee (SISC) Report – Suzanne Nicolini, Chairperson or Russ Feldman, Alternate Chairperson**

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

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

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

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

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

**28. South Tech Preparatory Academy:**

**School Improvement Steering Committee (SISC) Report –Ayesha Edmond, Chairperson or Diane Heinz, Alternate Chairperson**

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

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

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

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

**31. Approval of Each Pulled Item (Item-by Item) – Introduction by School Improvement Steering Committee Chairperson, Ayesha Edmond N/A**

**32. SouthTech Success Center:**

**School Improvement Steering Committee (SISC) Formation with one Board member designated as Chairperson. Steps should be taken for organizing and establishing committee by next Board meeting.**

**33. Board Comments**

**34. Motion to Adjourn**

Introduced by: \_\_\_\_\_  
All in favor: \_\_\_\_\_ Opposed: \_\_\_\_\_  
Time \_\_\_\_\_

**REVISED: 09/16/19**

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

**August 8, 2019 Minutes of the Governing Board Meeting**

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1. *Call to order by Mr. Notter at 7:25pm*
2. *Pledge of Allegiance*
3. *Roll Call by Ayesha Edmond*

Present: Aram Bloom, Dan Heller, Diane Heinz, Suzanne Nicolini, Carl McKoy, James Notter, Roger Dunson, Ayesha Edmond

Absent: Russ Feldman, Jonathan Flah **Quorum**

**Mrs. Suzanne Nicolini announced that the Nominating Committee met on July 18, 2019 to review Robert Kesten's application for STA/STPA/STSC Board membership, and she motioned for recommend Board approval.**

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

**All in favor. Motion carries.**

Mr. Kesten addressed the Board at the request of Mr. Notter, saying that he had previously served on the Board for 12 years and left because his wife took a position with SouthTech Preparatory Academy and loved every minute. However, Mrs. Kesten recently had the opportunity to return to the District for a teaching assignment, which permits Mr. Kesten to serve on the SouthTech Schools' Board. Mr. Kesten mentioned that when he left the Board two years ago, he told Mr. Kidd that he would return to serve on the Board when they changed the law regarding Board Members/family members working and serving as Board members, or if he wife ever left her position at STPA. He is a practicing attorney in Palm Beach and spoke some on his expertise in the field of Law, being Corporate and Real Estate. He has assisted SouthTech in the past, corporation-wise and tenant-wise, as needed and he once again offers his assistance as needed. Mr. Notter said Mr. Kesten did a magnificent job as Chair for three years.

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/STSC Regular Governing Board/SAC Meeting June 18, 2019.*

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

**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 recommends approval for STA Items C1-C6; STPA Items PC1-PC4, and there were no financial items for SouthTech Success Center.
- 8A. *Superintendent's Report:*

Mr. Kidd began by saying right now we are dealing with many things coming out of Tallahassee, the School District, and preparing for school opening on Monday. Although the Active Assailant Response Procedures is on the agenda, he told the Board they would not see that tonight. It is not ready, it became too cumbersome, and the information that was needed was not out in time. It is a work in progress and we do have until October 1 to complete it. Mr. Kidd wanted it on the agenda, thinking the information would be out, but it did not happen. It will be an on-going living document that we will be revising from time to time. We will do a presentation tomorrow to staff on the Code Red lockdown with the armed assailant on campus. That will be just enough to instruct staff how to get to a safe or hardened area, and to be sure the doors are locked at all times. Mr. Kidd wanted to be sure that they have some type of instruction on this before school opened. We have the FSSAT, which is the School Safety Plan, and the compass for that has not yet come from Tallahassee. The principals were called into a meeting with School Police and a presentation was done, but we do not have the template for it. We have one from last year that we could use until this year's is finalized. So we have the Armed Assailant and the Mental Health Plan, which all came out at the last minute. So, we have done some training on parts of this and the Board can rest assured that we are working on it and will bring the plan in its final format back to the Board in September.

**Referendum Litigation:** Mr. Boggess attended that meeting and the only thing they decided is that it would not be thrown out. It is getting expensive, but Mr. Kidd believes that we will receive some revenue out of it.

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**STA Charter:** The District has requested another three-month extension that is in our favor. The good news is that as soon as we get our High-Performing letter for SouthTech Academy, we will have a 20-year extension to the charter instead of a 15-year extension.

**New Facility:** There was all kinds of construction equipment on sight and the contractor said that he would have us in the facility by August, 2020. Mr. Kidd thought that a company was going to donate the paint booths for Auto Body, but now they are going to sell it to us at cost. The District did approve the budget, but we may need to lobby to get more money. He is warning staff that next summer will not exist, but it will be trying to get everything done and ready to open the school. We cannot move this school with our staff, and there is supposed to be some money in the lease agreement. Now that they are breaking ground on it, we will start doing some heavy-duty planning on the phasing out here and phasing in at the new facility. We will have to hire someone to help us move, as we do not have the staff here to do that.

**Enrollment:** We had one of the best turnouts of accepted students and we were up 100 at STA, and STPA has a waiting list of 7 or 8, and STSC had 125 enrolled. Many of the students that were accepted did not respond, and many who responded are changing their mind. Every day, new applications are coming in. Right now, the latest count is 1126 for STA and the budget was built on 1145. Mrs. Kurtz was getting exit interviews and primarily, it goes to – too early start – too far to ride – want to be closer to home – and many times, it is because their friend is going to a particular school, and they want to go there with them. There is a constant turnover. We will be working with real numbers in October, when they have the FTE Eleven Day Count.

Mr. Heller had a question as to whether there will be some sort of training for the Governing Board on the Active Shooter Plan. Mr. Kidd said we could do that, although it is not a requirement. Mr. Heller said it may not be a requirement, but it is a good idea. Mr. Notter said it was a good point.

*8B. Deputy Superintendent's Report:* Mr. Boggess went through a slide presentation, showing the Board what the teachers came into, and all that is taking place to set the tone for another incredible SouthTech Schools year. The first slide showed recent graduates, Valedictorian Loncey Elie and Salutatorian Pressley Narcisse. Loncey is going to FAU, majoring in Biology, and hoping to go to NYU to become a doctor in sports medicine. Pressley is going to FAU's Honors College to study Biology, and he plans to be an Oncologist. Both Loncey and Pressley were SouthTech Preparatory students that matriculated to SouthTech Academy into the LPN Program, and graduated in a class that had a 98% graduation rate. Our students graduate college and career-ready. Mr. Boggess said we do not build a school, but we build people, and in doing so, people build a school. It is the administrators, the teachers, the deans, and most of all, the students. When we talk about creating success stories, one student at a time, yes, it is a new facility, but it is the people within it that are going to create that success. Mr. Boggess said that he spoke at a conference this summer about the great work of the SouthTech Schools collective, and in doing so, he got to sit in on other presentations and speakers. He asked that the Board read something written by a Los Angeles inner city teacher that did a project-based learning experience with democracy. One of the key tenants of democracy is public education. A seventh-grade student, with his team and with his group, came up with this: "The poorest, quietest, most uninterested, shy, angry, sad, annoying kid, has a birthright to the highest quality education." That is what democracy stands for. Mr. Boggess made a point to staff that it does not say, "The wealthiest, most outgoing, perky, smiling, clean-smelling, excited student", it says all the others, and they get the same birthright to the highest quality public education possible. Mr. Boggess says he ties it to his idea behind why he does what he does, and why does staff do what they do. He mentioned to the Board that the Boggess family is expecting their fifth child in November. If this is what he believes for public education, he believes it not only for his children, but for all of our children, the ones that come in to our schools from homes that he has never lived in, and from backgrounds that he does not have. He said he wants them to have the highest quality education as he expects his children to receive. He ties it all together to say that we are providing the highest quality public education possible. When you put together that for two years now, we have been back-to-back "A" SouthTech Academy high school, with a 98% graduation rate, and you go a step further to say that we have been "A" rated for the last five out of eight years, with three high-performing "B"s. The Valedictorian and the Salutatorian from the Class of 2018 and 2019 are both from SouthTech Preparatory, and over 10% of half of both

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those classes are also from SouthTech Preparatory. Great things are happening. Mr. Boggess says he does not say that because it is his opinion, but the data proves it. When he makes statements saying that we are the best in Palm Beach County, it is factual. When the students matriculate to SouthTech Preparatory as a sixth grader, with likeminded data, the surrounding schools are all “C”-rated middle schools. We will change that this year. The students are being prepared for a high school with thirteen different career academies. When the kids move from Congress Middle to go to Boynton Beach High, they move from a “C” school to a “C” school. However, when students come to SouthTech Academy, they are moving up to an “A” school.

*8C. High School Principal:* Eileen Turenne presented a Power Point for her report – see attached.

*8D. Middle School Principal:* Nicole Handy reported:

- Several new staff including two new Administrators: A.P - Dr. Denise Beattie and Parent Liaison - Gustavo Guzman
- Opening with all positions filled
- Enrollment - 531 students scheduled so far
- Mrs. Handy expressed her frustration about the C grade. It is difficult for a Middle School to get higher than a C. She said that academically, they score very close to the High School, but we do not have the Graduation rate or College and Career Acceleration Cells, which they do very well in both.
- STPA had three amazing New Student Orientations. Dean Johnson organized the events and had several community partners involved. The BBHS marching band and dancers greeted the new families as they entered! They had a food truck and Kona Ice out front and lots of vendors and a radio station broadcasting live from the events. It was very welcoming and special.

*8E. SouthTech Success Center Principal:* Maynard Harvey reported:

- Student Enrollment is at 110
- Staff includes five teachers, one paraprofessional, and one administrative assistant
- Approximately 65 ESE students, 45 regular Ed Students.
- Anticipating busy start with high demand based on population to be served.

*8F. SouthTech Adult Education Director:* Eric Messmer reported:

- Adult Ed starts their registration on Monday for Workforce and for ESOL and GED Programs
- Mr. Messmer said he is proud of the distance they have covered in the Medical Coding program. They had seen a dip in the program and this past spring, propped the program up, putting a premium on it, and they have eight people who pre-registered for the Medical Coding Program, so there could be about 20 individuals in that program. The program is a six-course program and it has fantastic instructors. The last time they ran more than twelve people through the program and had a 100% pass rate on the professional coding exam. If a person went to a private college for this program, they would pay \$20,000. We are delivering a program at an amazing cost for what people are getting.
- The program has also started Skincare and Nails in the past 18 months and Mr. Messmer receives many phone calls on the certifications that they offer.
- Mr. Messmer says he is making decisions focused on the long-term health of the programs, not necessarily focused on students all the time, and making decisions on convenience. Ms. Marsh does a fantastic job, as does Renee Maqsudi, Skin Care Instructor and Brianda Gonzalez, former SouthTech student and Nail Tech Teacher. We have extended these programs from two to three semesters, so they are more digestible. It is more fiscally responsible.
- Last year, we had a record number of 81 in the Trades Training that we offer in HVAC, Electrical, and Plumbing, and ABC had 12 of those 81. This year, it seems that HVAC seems to be the most popular.
- There will also be changes in ESOL and GED, as we have the opportunity to target student weaknesses within these programs. We have a new data report that actually shows which lessons the students need to focus on. We use Burlington English, a computerized program. Mr. Messmer thanked Marilyn and Diana for their help.

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- Mr. Messmer said that he has Professional Development for the evening staff, just as the day staff has theirs. There is one at Palm Beach Central on Saturday.
- They also have an Active Shooter Training for the staff. We also have onsite Professional Development programs for ESOL, GED and Workforce Training.
- Mr. Messmer thanked the front office staff for their support. He said that they are looking forward to a productive year.

Ms. Heinz asked the question if some of the students who go to Residential portion have an opportunity to move on to Commercial at ABC. Mr. Boggess responded to her question, saying that the partnership built between ABC and STA has been incredible, allowing us to rebrand a program that was no longer in existence in Palm Beach County. Using recently passed legislation HB 7071, they are opening up apprenticeship sponsorship to charter LEAs. He had a meeting with the President of ABC this morning, and we are not talking just Palm Beach County, but the State of Florida in partnership with ABC, and what it could bring to our system of schools. He thanked Ms. Heinz for bringing it to our doorstep.

8G. *Committee Reports:* Nominating Committee met on July 18, 2019 to review Mr. Kesten's application for Board membership.

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**

The following items are for Board ratification. They are time-sensitive items executed between June 18, 2019 and August 8, 2019 by the Superintendent.

**OB-1** I recommend that the Board ratify the Title II, Part A Supporting Effective Instruction 2019-2020 grant application.

**OB-2** I recommend that the Board ratify the Title IV, Part A- Student Support and Academic Enrichment Entitlement 2019 2020 grant application.

**OB-3** I recommend that the Board ratify the Title III- Language Instruction for English Language Learners and Immigrant Students 2019 2020 Entitlement grant application.

**OB-4** I recommend that the Board ratify the Title I, Part A: Improving the Academic Achievement of the Disadvantaged 2019-2020 grant application.

**OB-5** I recommend that the Board ratify the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) Secondary, Section 131 Entitlement grant application.

**Administrative Items**

**A-1** I recommend that the Board approve the Mileage Reimbursement rate increase to align with grant compliance.

**A-2** I recommend that the Board approve the SouthTech Schools and SouthTech Academy 2019-2020 calendar revisions.

**A-3** I recommend that the Board approve STA's Active Assailant Procedures SY19-20 draft.

**A-4** I recommend that the Board approve the SouthTech Charter Academy, Inc. Organizational Chart 2019-2020 revisions.

**Personnel Items**

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

**B-2** I recommend that the Board approve the Job Description revisions drafts for Secondary School Principal, Assistant Principal - School Counseling, Instruction & Assessment and Assistant Principal - Career Academy Coordination & Instruction.

**Financial Items**

**C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending June 30, 2019 as required by the Sponsor.

**C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending June 30, 2019 as required by the Sponsor.

**C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending June 30, 2019 as required by the Sponsor.

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- C-4 I recommend the Board approve the amended STA Operating Budget for FY19.
- C-5 I recommend that the Board approve and sign the adoption of Palm Beach County School District's Mental Health Allocation Plan for SY 20.
- C-6 I recommend that the Board approve the Position Funding Agreement with Palm Beach County, Children's Services Council of Palm Beach County and South Tech Charter Academy, Inc.

**Emergency Items**

~~None~~—Mr. Kidd said there is an Emergency Item for STA in the Emergency Items' packet.

- E-1 I recommend that the Board approve and sign the scheduled Emergency Drills for SY19-20 for SouthTech Charter Academy, Inc.

*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: Mr. Kesten           Second: Mrs. Nicolini**

**All in favor. Motion carries.**

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

**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**

- PA-1 I recommend that the Board approve the SouthTech Preparatory Academy 2019-2020 calendar revisions.
- PA-2 I recommend that the Board approve the Mileage Reimbursement rate to align with grant compliance.
- PA-3 I recommend that the Board approve the SouthTech Preparatory Academy, Inc. Organizational Chart 2019-2020 revisions.
- PA-4 I recommend that the Board designate Gustavo Guzman as the Board representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes as now required by law.
- PA-5 I recommend that the Board approve STPA's Active Assailant Procedures SY19-20 draft.

**Personnel Items**

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

**Financial Items**

- PC-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending June 30, 2019 as required by the Sponsor.
- PC-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending June 30, 2019 as required by the Sponsor.
- PC-3 I recommend that the Board approve and ratify the monthly financial statements for month ending June 30, 2019 as required by the Sponsor.
- PC-4 I recommend that the Board approve the agreement between SouthTech Preparatory Academy, Inc. and the Boynton Beach Police Department for off duty Police Officer Special Detail for SY2019-2020.
- PC-5 I recommend the Board approve the amended STPA Operating Budget for FY19.

**Emergency Items**

~~None~~—Mr. Kidd said there are two Emergency Items for STPA in the Emergency Items' packet.

- PE-1 I recommend that the Board approve and sign the adoption of Palm Beach County School District's Mental Health Allocation Plan for SY 20.
- PE-2 I recommend that the Board approve and sign the scheduled Emergency Drills for SouthTech Preparatory Academy, Inc.

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16. Poll Board for Items to be Pulled for Comment or Questions: **None.**

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

**Motion: Mr. Kesten                      Second: Ms. Heinz**

**All in favor. Motion carries.**

18. Approval of Each Pulled Item (Item-by-Item): **N/A**

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

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

**Old Business**

**None.**

**Administrative Items**

**SCA-1** I recommend that the Board approve the Mileage Reimbursement rate to align with grant compliance.

**SCA-2** I recommend that the Board approve the SouthTech Schools and SouthTech Academy 2019-2020 calendar revisions.

**SCA-3** I recommend that the Board designate Ruth Galvan as the Board representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes as now required by law.

**SCA-4** I recommend that the Board approve STSC's Active Assailant Procedures SY19-20 draft.

**Personnel Items**

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

**Financial Items**

**None.**

**Emergency Items**

~~**None.**~~ Mr. Kidd said there are two Emergency Items for STSC in the Emergency Items' packet.

**SCE-1** I recommend that the Board approve and sign the adoption of Palm Beach County School District's Mental Health Allocation Plan for SY 20.

**SCE-2** I recommend that the Board approve and sign the scheduled Emergency Drills for SY19-20 for SouthTech Success Center, Inc.

21. Poll Board for Items to be Pulled for Comment or Question: **None.**

22. Approval of **SouthTech Success Center** Consent Agenda:

**Motion: Mr. Kesten                      Second: Mr. McKoy**

**All in favor. Motion carries.**

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

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

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

**South Tech Academy. There was no meeting.**

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

**Introduction of the SouthTech Academy SAC Consent Agenda – Mrs. Nicolini: None.**

26. Poll SAC for Items to be Pulled from the SAC Consent Agenda for Comment or Questions: **None.**

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

28. Approval of Each Pulled Item (Item-by-Item) – Introduction by Chairperson: **None.**

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

**South Tech Preparatory Academy. There was no meeting.**

**School Improvement Steering Committee (SISC) Report – Ms. Ayesha Edmond, Chairperson – None.**

**Introduction of the SouthTech Preparatory Academy SAC Consent Agenda: N/A**

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



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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. **Governing Board in the Capacity of School Advisory Council (SAC) for South Tech Success Center.**  
*School Improvement Steering Committee (SISC) Report – STA STSC – Vacant, Chairperson Introduction of the SouthTech Success Center SAC Consent Agenda – Chairperson - None.*
34. *Poll SAC for Items to be Pulled from the SAC Consent Agenda for Comment or Questions: None.*
35. *Approval of SAC Consent Agenda Except for Items Pulled: N/A*
36. *Approval of Each Pulled Item (Item-by Item) – Introduction by Chairperson: None.*
37. *Board Comments:*

Mr. Kesten thanked the Board for permitting him to come back on the Board. He was gone for two years and really missed it and he is looking forward to some wonderful things out of SouthTech.

Mr. McKoy said he is looking forward to a productive year.

Ms. Edmond welcomed Dr. Beattie and said she is looking forward to working with her at SouthTech Prep.

Mr. Bloom told the staff to just go out there and do what they do best. He told Mr. Kesten it was nice to have him back on the Board.

Mr. Heller said he greatly appreciates the staff getting us ready for the new school year. It is great to hear that you mentioned individual teachers, who are very much essential in our getting our “A” grade for the school. He commensurate with Mrs. Handy about the academic performance of the school not being comparable with the high school, because of how the grading structure is; so we really do have in a sense, an “A” Prep school. We are striving to get our numbers up for enrollment. He wished everyone, staff, teachers and students a great year.

Mr. Dunson said he was glad to see everyone and they all look like they are full of energy and ready to go. We are going to have a good year, probably challenging, but are not they all? Have a great Monday and have a great year.

Mrs. Nicolini commended everyone because she has been here for the last two weeks, and she cannot believe how much they have accomplished. The school really looks good. She pointed out the smoked windows on the doors to the Board, how it is part of the security in all of the classrooms in case of an assault. Mrs. Nicolini mentioned she did not see too many staff members wearing their badges, and was told that we have not received the badges yet. She met some of the new teachers and they are really nice, and we are going to have a good school year.

Ms. Heinz commended and thanked the grant writers and said no wonder we get the money that we do. She told Mrs. Handy that every time she sees her, she thinks of the song Respect, because she respects every one of her students. She is probably the only principal that would have handed two students over to Ms. Heinz her first day going to Prep. The students told her that the food was bad and what teachers should be fired, and every other thing, and Ms. Heinz said that is because Mrs. Handy respects every one of her students. Forget the grading because she gets kids with second and third-grade reading level, and for her, Mrs. Handy is a middle school “Dream” principal, and her students respect her. Ms. Heinz said she honors Mrs. Handy because she treats her students like the great individual they are becoming.

38. *Motion to Adjourn:*

**Mrs. Nicolini motioned to adjourn at 8:35pm until the Annual & Regular Board meeting on September 17, 2019 at 7:00pm.**

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

# Skills USA Louisville, Kentucky

Matthew Kogler earned a Silver Medal in Practical Nursing at the 2019 National Competition.



# 9 New LPNs!



SOUTHTECH SCHOOLS



Creating Success Stories ... One Student at a Time.



# Mickey Schemer Program Cover Design Competition

Congrats to SouthTech Academy's second place winner, **Dianide Zama**,  
Dianide received a \$250 award.



# Mickey Schemer Program Cover Design Competition

Congrats to SouthTech Academy's first place winner, **Saija Fuller!** Saija's winning design will be featured as the 2019 SDPBC Technology Conference program cover and received a \$500 award.





*Congratulations!*

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**SOUTH TECH  
ACADEMY**

**MAINTAINED ITS "A" RATING**

**2018-2019 SCHOOL YEAR**



# 2019 FSA ELA Highlights

	Achievement	Learning Gains	Lowest 25% Learning Gains
9 <sup>th</sup> Grade	47	43	37
10 <sup>th</sup> Grade	45	55	47
<b>Overall</b>	<b>46 (+1)</b>	<b>49 (+3)</b>	<b>43 (+6)</b>

- **100%** of her sophomores pass the FSA ELA with **78%** making learning gains!



# 2019 FSA Math EOC Highlights

	ALGEBRA I	GEO	GEO 9 <sup>TH</sup>	GEO 10 <sup>TH</sup>	GEO 11 <sup>TH</sup>
DISTRICT	54	61	87	53	18
STATE	45	57	82	47	19
<b>SOUTH TECH</b>	<b>55</b>	<b>59</b>	<b>86</b>	<b>57</b>	<b>21</b>

- Ms. Breault had **100%** of her Honors students pass the GEO EOC!





# Excellence in Advanced Placement

- Congratulations to our Fantastic Fives!

Ms. Torres-Blanco, AP Spanish

- Alejandra Gama
- Joselina Martinez
- Valeria Palacios
- Luna Pedraza
- Leilani Romero



- Congratulations Ms. Sanders

**42.5%** qualifying score rate—in the 1<sup>st</sup> year of instructing AP World History!



# Excellence in Industry Certification

781

Linda Berkheimer  
Julius Guerra  
Catherine Sweeney

## SY18 - INDUSTRY CERTIFICATION TOTALS BY ACADEMY



# SouthTech Schools Theme for 2019-2020

## Going to greAt plAcEs ...The Bulldog Way

- **Responsible**
- **Respectful**
- **Ready to Learn**



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**September 5, 2019 Minutes of the Special Board Meeting - Budget**

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1. *Call to order by Mr. Notter at 7:10pm*
2. *Pledge of Allegiance*
3. *Roll Call: Board Secretary Ayesha Edmond – Confirm Quorum Present*

Aram Bloom	Roger Dunson	Ayesha Edmond
Russell Feldman	Jonathan Flah	Dan Heller
Diane Heinz	Robert Kesten	Carl McKoy
James Notter	Suzanne Nicolini	

Present: Aram Bloom, Dan Heller, Diane Heinz, Suzanne Nicolini, Carl McKoy, James Notter, Ayesha Edmond, Russell Feldman, Jonathan Flah

Absent: Aram Bloom, Roger Dunson

4. *Open Meeting Act Statement*

Chairperson asks if public notice has been made.
5. *Introduction and Purpose for meeting: James Kidd, Superintendent*

**a. Cash Flow Issues and Bridge Loan**

Mr. Kidd began by saying that last year, when we were coming up with the budget for this year, he explained why we were looking at a half million-dollar loss last year. He went into depth at the June 18, 2019 Board meeting, explaining some things, and he called last year the perfect storm, budget-wise and financially. He made the commitment at that meeting that he would bring the Board a balanced budget. Mr. Kidd also promised that he would make difficult decisions, take difficult steps that need to be made to keep it balanced. He said we are at the point tonight where some of those steps would be introduced to the Board. Mr. Kidd wanted to go back to talk about what were some of the things that impacted last year and this year. Mr. Kidd gave a handout to the Board Members and proceeded to explain the numbers. (See attached handout regarding enrollment numbers, pointing out the number of students that did not materialize, even though they were accepted). Mr. Kidd said that the meeting is two-fold: for the Board to approve the Amended Budgets for all three schools, and the second purpose is for the Board to approve a Bridge Loan, to relieve cash flow issues at SouthTech Academy until the cuts that have been made kick in. He directed the Board to look at the second or third page in the packet and look at the Operating Cash at the bottom at the number in brackets (negative numbers). Our cash flow right now is negative. Mr. Kidd is talking with Richard Moreno about a Bridge Loan for STA. We applied for a Bridge Loan to cover expenses for the Success Center while we were waiting for the CSP Grant funds to materialize. We have not proceeded with it, even though the Board approved it. The Bridge Loan for STA would be in the amount of \$750,000, which would put the negative numbers in positive, and yes it would have to be paid back. Richard Moreno told Mr. Kidd that, if necessary, at the end of the year, we could roll some of it over if we needed to, but if Mr. Kidd could show him a repayment plan, getting the Bridge Loan would not be a problem. He is on standby until the morning, if the Board approves it tonight. We need that loan to continue operations. The Bridge Loan is a short-term recovery plan, and we are going to need a long-term and a short-term approach to get the school back out of where it is. Enrollment has dropped every year for the past three-four years. The students hear about the rigor and they do not want to deal with the rigor it takes to get them on track to graduate. We want to be good quality public educators. Mr. Kidd gave the analogy of how having a choice school is a lot like farming. You can till the ground and put fertilizer in it, you plant the seed and you can cultivate as it grows, but there are some things that you have no control over. He gave some examples of how a crop is lost to weather conditions. He said that we recruit

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students, and if the students do not come, we do not have a crop to pay the expenses, and that is where we have been for three years now. One of the smartest things we have ever done was to become a Local Educational Agency (LEA). Mr. Kidd wanted to go on record to say that regardless of what happens in the future, the LEA needs to be maintained. There are ways that it can be managed better than it has been managed. Right now, we have not been charging much on the two people who work on the grants, and we could charge more of it off and may have to make up the money out of the Operating Account, but it looks a lot better and less top-heavy if you could write those into the grant. Mr. Notter asked Mr. Kidd to make that comment so it would be included in the minutes.

Mr. Kidd said he mentioned that they would make hard cuts, and he, Mr. Boggess, Kathryn McInerney, Mr. Notter and Jennifer Melillo have had six meetings in the past two weeks, looking at every option they could come with. They decided that Mr. Kidd's or Mr. Boggess' position would have to be cut, to bring the numbers into the black. Mr. Kidd said he is nearing the end of his career and Mr. Boggess is starting his. Mr. Kidd continued to commend Mr. Boggess, who has been groomed to replace Mr. Kidd when he steps down. He is well-prepared for the job. Mr. Kidd told about Mr. Boggess' resume, how he was hired in 2016 as Director of Professional Programs; in 2017, he picked up the high school's Principal position and in 2018, he served as both Deputy Superintendent and High School Principal, and the school earned a "A" that year

From 2019 to date, Mr. Boggess has been the Deputy Superintendent. He has been successful in getting legislation passed for Vocational Education and forging an agreement with Palm Beach State College, whereby, beginning with the Automotive Program as a pilot, our students will go there in the Junior and Senior year, receiving college credit in SouthTech. Mr. Kidd continued saying that SouthTech has never been a job for him, but as a man of faith, it was more like a ministry. Mr. Kidd ready a scripture, which he said sums up his heart. John 10:11-14 "I am the good shepherd. The good shepherd gives His life for the sheep. But a hireling, *he who is* not the shepherd, one who does not own the sheep, sees the wolf coming and leaves the sheep and flees; and the wolf catches the sheep and scatters them. The hireling flees because he is a hireling and does not care about the sheep. I am the good shepherd; and I know My *sheep and* am known by My own." Mr. Kidd said he is not a hireling, nor does he flee the wolf that they face, and is willing to lay down his life for the flock. Figuratively speaking, he said he is laying down his life for the SouthTech flock. He said he has submitted a letter of resignation for September 30, 2019 to the Board for action at the September 17<sup>th</sup> Board meeting. Let no one say that he is running from this financial crisis. He said he is forfeiting his salary to lessen the financial burden on the school, and so other cuts would not have to be made to staff. Mr. Kidd said he would be available to serve in whatever capacity during the recovery period, and beyond, if needed. He has been at the school 28 years. He told the Board that he appreciates them letting him serve and the opportunity to serve them.

**b. Budget – Jay Boggess, Deputy Superintendent**

Mr. Boggess said these last two weeks have been heart-wrenching and the most difficult of his career, and today is the most difficult day in Mr. Kidd's career. Mr. Boggess said they would save SouthTech Schools, not for Jim Kidd, but for everything that Mr. Kidd stands for and what he has worked an entire lifetime for, a legacy that when you talk to anyone in Palm Beach County, Jim Kidd's reputation proceeds him, not because of his words, but because of his actions. Mr. Boggess said he was brought to SouthTech purposefully, and to fulfill the mission and continuing vision was that purpose. Balanced budgets for all three schools are a daunting task, and they sat in budget meetings, Board chair included, it kept coming back to there is no other way. As much as it hurts, we must stand for 1800 students, 200 employees, and 500 adults that we serve in this community. That is who we are and when we look at what we are accomplishing, it is bigger

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than us all and we are changing lives. Mr. Boggess went on to speak about testament to who Mr. Kidd is as a pillar in the community.

Mr. Boggess moved into the Budget aspect, pointing out the document Student Enrollment Impact on Budgets, showing the Board what we faced in the 2019 and the 2020 budgets, and how it was not just a budget aspect, but a cash flow aspect. We were spending more than we were bringing in. As we came into August 30, September 15 and September 30, we were becoming dangerously close. That is why we are at this meeting today. We stayed with budgets, we identified the problem, and we have taken corrective action. System-wide, they made over \$500,000 worth of cuts, and the grand total is \$560,000. Decisive action has been taken, exactly as Mr. Kidd described, and it started with the top and went down, as per the recommendation of the Superintendent, the Board Chair, our Chief Financial Officer and Mr. Boggess. It begins with the resignation of the Superintendent and moves to a 5% reduction of all staff and administration, a transportation clerk, the transfer of a technology position to a school base, multiple consultants, both from the Board level to school-base level. It is a hiatus on SkillsUSA that will not take place this year, it is a reduction of legal fees by half, a hiatus from Florida Consortium of Charter Schools membership. It is a reduction of the STSC principal and the absorption of that under the SouthTech Academy Leadership Team, and in doing so, a school within a school model, still a stand-alone school, but it will not have its own independent principal. All these cuts put us in a balanced budget for STA with \$206,180 over and STPA squeaks in with a \$3,000 over, and STSC with \$5,963. STA has had a 5% attrition rate totaling plus or minus 33 students. What you will see on the budget worksheet before you are year-to-date current revenue loss, \$202,000 current, and you add in the 33-student attrition, and we are at \$450,000; for STPA - \$90,000; for STSC - \$120,000.

When you compile all those pieces, it gives a chance to save the great work that is being done in Palm Beach County called SouthTech Schools. Mr. Boggess said that he will give it everything he has, as he has since he began working here, to make sure that we continue to lead and to serve this community the way that we need to. We do have a rough road ahead of us, but it is possible? Yes. Is it probable? Mr. Boggess believes so. The new facility will serve the community, like the current one has since 1976, for four more decades. So, we ask, what are we building? Palm Beach County Premiere Career and Technical Center. Who are we building it with? This community. What are we building it for? The next Generation Leaders. So, we must stand up, take the reins, and do what is necessary. This will only work when everyone works together, from a Board standpoint, with a Superintendent, a Leadership Team, with the community, with Politicians, with CEOs, Mayors, with the School Board, bring everyone back to center for why we are here. That is the betterment of students. We do what is right for kids and we bring these budgets back to you with one of most difficult decisions Mr. Kidd and he has ever faced is testament to that. The second is that everyone works sacrificially, from the top down. Lastly, that all work purposefully. This Board knows that he is diligent when it comes to the school's mission statement, and if it does not fit within the three-prong approach of our mission statement, it will not be done in a SouthTech school. Unless you align with a mission to the vision, that is not purposeful leadership. Mr. Boggess said he could say confidently that we are going to save SouthTech Schools, with those three pieces and strategy behind each of them, we will. Not easy, not painless, and it will take time, but together, it will be achieved.

**c. Approval of Amended Budgets**

**Mr. Notter asked for a motion for 5c.**

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

Discussion followed.

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Mr. Feldman said that he has a few questions about pieces within the budget, that if someone would sit down with him during the week, he could ask them, as they are simple questions. Mr. Kidd told Mr. Feldman to let him know when he is available. There were further questions regarding the Bridge Loan for more details, and Mrs. McInerney responded that they have not received all the information yet, and that it should be coming tomorrow. Mr. Flah asked it is going to be an additional expense, and Mrs. McInerney said yes. She also said that they have put a freeze on everything. There was more discussion with questions and responses between Mr. Flah and Mr. Kidd. Mrs. Nicolini asked if the bookkeeping problems been corrected, because she heard statements that something was not caught until it was too late. Mr. Feldman said the issue with ESE had nothing to do with the grant or Operating but had to do with the problem that Vocational Rehab did not provide the revenue that they had agreed to for the program. We did the program, but did not get the revenue that was promised, but only partial reimbursement, but that had nothing to do with the operating piece of ESE. Mrs. Nicolini asked about the lawsuit and asked if we would be getting any monies. Mr. Kidd responded that the situation with the lawsuit is that it will now go to appeal, but right now, supporting the appeal is not in our budget. Mr. Boggess said that was part of the legal fee reduction in the Amended Budget. He also told Mr. Flah that regarding his comment on supplies and other pieces, that 80% of the budget is personnel, and that they did the best they could in thirteen budget meeting, to cut positions, but without any instructional cuts, so that we stayed student centric in our decision making, and still equip us to priority one, stay safe, and priority two, increase student achievement. Mr. Kidd told the Board, by the way, that the Walton Foundation, through whom we were pursuing a loan for Prep, had turned us down, based on last year's financial statement. Mr. Kidd ironically, he had to give a long explanation to them on why our population attrition rate (5%) was so low, because it was less than half the national rate (8.4% - over 12%) with the type of demographics we have. Mr. Feldman asked if Prep was close, and Mr. Boggess responded no. Mr. Notter called on Mr. Heller. Mr. Heller said we had discussed how we came up with the projected enrollment figures, and if we did not make it last year, and these numbers are higher, where did the numbers come from. Secondly, when we were discussing the budget in the financial committee meetings, the emphasis that came from the Chair and from him was that whatever we did in adjusting our budget, we had to keep our quality up and we had to serve our students. He said he was just as shocked as everyone else to have Mr. Kidd resigning, but he was looking at the numbers in the budget, where are these numbers coming off on the administrative end. We are not going to be doing SkillsUSA but are still going to be pursuing the numbers for Industry Certification, as it is important component in the quality. He had one other observation, the percentage rate of students who were accepted, but did not show up, is fairly consistent between 23% and 25% for two years. He was wondering if that is factoring in now going forward. Students want to be accepted, but if we have 25% not showing up on a regular basis, it must be looked at a lot earlier in the process. Ms. Heinz asked if the loan for the \$750,000 has the best rate, and what is the exact amount for that Bridge Loan. Mr. Kidd responded that it was a high estimate. Mr. Heller mentioned that since Mr. Kidd has been a very integral part in working with staff and in planning for our relocation and moving to the new facility. He has been the face of us in many ways, so what role will he play in doing some of this. Mr. Notter responded that there had not been anything discussed more than a very surface level to the answer to that question, because of what you see before you today. Mr. Kidd will be here on the payroll at least until September 30<sup>th</sup>. If there is time after this Board meeting, Mr. Notter will with him to have that conversation, possibly serving on committees. The Groundbreaking will be next week, and we will be moving into the Promised Land, and Mr. Notter said there will be some pieces that he, as Chair, will take responsibility for. We have a job to do, and that is to have a balanced budget. We have 1200 students and 200 employees that we are responsible for. Mr. Notter said that is his responsibility, but he does not have all the answer tonight, but will do his best to do to get the answers before Mr. Kidd's retirement date. Mr. McKay asked what the student process was for enrollment. Mr. Boggess explained the problem that we now have in that before,

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had a system that we were able to see the student's discipline and past attendance, which are the primary two factors we were using. For the past two years, we have had no access to that and were accepting students blindly. So, you saw the attrition as it was for two years, because these were students that we accepted, not knowing anything about them. When the students came, they thought it was going to be like John Q. Public High School, where you did not have to get up and be here by 7:00am and you did not have to wear a uniform. When we talk about enrolling a student, there is an application process whereby Ms. Claudia Escobar sends out a letter, telling the student whether they are accepted or not. If they are not accepted to SouthTech Academy, they are told that they are a good candidate for SouthTech Success Center. There is not a large percentage of denials at either school. So, we do not deny acceptance based on academic achievement, but it is based on discipline and attendance. Mr. McKoy said that for next year, he would like staff to come up with a better plan. He commented that it looks like once the students are enrolled, there is no contact with them until they come to the school. Mr. Boggess said that now, we have the Academy teacher contacting the student to get them excited about that academy, so there now is that connect between the student and the Academy teacher. Mr. Boggess said that we have been doing a great job on social media, but it is more from the adults to the students, and that must change. It must be from the students to the students. They need to see how awesome SouthTech Schools is from our students.

Mr. Kidd said he would like to happen that for the students that did not show up, and he hopes that Mr. Boggess does it, is that the principals would reach out to those students and tell them that we really miss them, and give them a special invitation, that if they are not happy where they are, they are welcomed to come in. Every student that we pick up is a \$7,500 impact on the budget. Before mid-year, maybe do it again, and it could be a letter from the principal or some way to contact that student to let them know that we are still open to them. We are not effectively reaching the kids. We may be doing all these wonderful things and we had a marketing person, who was more of a PR person. Right now, we do not have a marketing person. Mr. Kidd continued to talk about things that were occurring that contributed to our lower enrollment, including the District offering programs, but the District is doing a much better job at offering sub-standard programs than we are marketing our excellent programs. Our programs were getting the kids ready for work and were not an elective. Our programs are not like the Districts where half the students there are in an elective class and have been put there because no one can make them behave or keep them corralled. Ours is serious vocational education, in a 4x4 block schedule, where we give them more hours of exposure to the skill. Mr. Kidd spoke about some our programs compared to District programs to show that they were inferior. Our kids have far more experience and far more exposure. We are not effective in getting the word out. He said he does not know what it will take to do it. The new facility will help us a lot and the new State-of-the-Art Premier Tech Center of Palm Beach County is going to bear some allure, but we need to do a better job at getting the kids in and figure out how to do it. Ms. Edmond talked about the piece regarding parents, and she said that it is important for parents what school their child goes to and for this school, the time they have to get up in the morning. Even the parents do not want to get up that early. Ms. Edmond thinks it is important to talk to the parents to appeal to them about what is true, the fact about the "A" grade, so appeal to the parents. Mr. Boggess talk some about the transportation and how the District has a fleet of new air-conditioned buses with Wi-Fi, and we do not have that kind of fleet currently. A student does not want to wake up at 4:30am and sit on a bus, four to a seat and sweat all the way to school. Ms. Edmond said that behavior is also a big issue, and as a parent, she wants her child to be safe.

Mr. Kesten asked we go back to the budget, and Mr. Notter said he first wanted to make sure that everyone is clear on the Bridge Loan. Mr. Notter said that we must have the Bridge Loan in conjunction with the balanced budget. One does not walk without the other to get us through the end of the year.

**All in favor of Item 5c. None opposed.**

**Motion passes.**



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**e. Mr. Kidd recommended that the Board approve the Bridge Loan for SouthTech Academy**

**Mr. Notter asked for a motion.**

**Mr. Heller motion. Second by Mrs. Nicolini**

Discussion.

Mr. Kesten asked how much were we borrowing? When do we have to pay it back? How much are the monthly payments? He said he cannot vote on a loan if he does not have the details, and there is nothing in the packet. Mr. Kidd responded that we do not have finite details on the loan, but from the information that Mr. Kidd has, and he does not have the percentage on the loan, but it would be a lump sum, payable at the end of the year for \$750,000, and he would imagine it would be at 6% loan. It is a lump payment, but part of it could be rolled over. This would be a short-term plan and there will have to be a long-term plan. Mr. Kesten said that all of what has been said, and based on the budget that they just passed, where we will have a profit of \$206,000, how can we pay that loan back and from where? Mr. Kidd asked Kathryn McInerney to respond. Kathy said that the budget is in the black and is over a 12-month period. She said that a good deal of our expenses are at the beginning of the year and we are having a cash flow problem. She said that hopefully, we will not need \$750,000, and we are going to have to work with 30-60-90 days for accounts payables. Mr. Heller asked Kathy for additional details about the loan and a Kathy responded that all the details will be brought to the September 17<sup>th</sup> meeting. This request is more to apply for the \$750,000 loan in order to get the process moving for the Bridge Loan for STA. Mr. Heller said that we do not have the ability to cover things without changing how we pay vendors and payroll taxes were also mentioned. Mr. Kesten said he understands all this and he understands that we need the money, and he does this for a living, but he would not allow a client to approve a Bridge Loan if you do not have any of the details, other than it would be for \$750,000. He suggested that they amend the motion to authorize the Superintendent to apply for the loan. He would not have an issue with that, but to approve the loan, he does have an issue. Mr. Kidd said that the Bridge Loan for the Success Center for \$500,000 had been approved by the Board. There were some snags in getting the grant money to open the school, and they were planning on bundling the two loans together. Mr. Kesten asked if the loan is loan going to be \$750,000, plus the \$500,000 already made. Mr. Kidd replied that it would be \$500,000 that would be paid for with the grant proceeds. We could not get the loan until we had a balanced budget, and we could not have the balanced budget until we had the Special Board meeting. We might be able to hold off until the 9/17 Board meeting to approve the Bridge Loan. Mr. Kesten said he did not have an issue with authorizing the Superintendent or the Board Chair to apply for the loan, but the issue was to approve the loan. Mr. Feldman asked Kathy questions about when the monies from the District would be expected, and some by September 10, and other FTE monies, not until December. Last year, they were not received until February. Mr. Feldman said that is the reason we would be in the red. He agreed it would not be appropriate to vote on something we do not have details about.

Mr. Kidd said he did not know how long after the loan is approved they would be able to get the proceeds from it, if you had to, how long do you think you could operate without the Bridge Loan being approved. Kathy responded we would be fine until September 30, and they would get creative with other payables.

Mr. Kidd said he would get the details and bring them back to the Board at the 9/17 meeting. Mr. Kesten said that tonight, the Board, other than approving the amended budgets, were to authorize you to apply for a Bridge Loan. Mr. Kidd said that it was piggy-backed on the one that they had already applied for. Mr. Kesten said then, at this stage, since they had not applied for that other loan, we should be authorizing you to apply for the loan, and once we get the terms, then the Board can vote on approving that loan, which can happen at the Board meeting on 9/17, which is Mr. Kesten's recommendation. Mr. Kesten asked how long it took them to get the \$500,000, and Mr. Kidd said they never consummated the loan process because they were able to get around it temporarily. Mr. Kesten asked how long it took to get the loan approved and receive the \$500,000, once

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

**September 5, 2019 Minutes of the Special Board Meeting – Budget Page 7**

the Board approved it. He asked to see how long the process will take to get the loan they are discussing tonight. He repeated his recommendation.

**Mr. Heller amended his motion for the Board to authorize the Superintendent to apply for a Bridge Loan for SouthTech Academy. Second by Mr. McKoy.**

**All in favor. Motion carries.**

**Motion to Adjourn:**

**Mr. Kesten**

**Time: 8:40pm**

Minutes prepared by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Barbara J. Fraga James F. Notter

## 9/5/19 SPECIAL MEETING HANDOUT

- **Budgets:**
  - **FY19 Budget in Red \$519,000**
  - **FY20 Budget in Red \$450,000**
  
- **Enrollment:**
  - Accepted FY19 – 300    Accepting Assignment FY19 – 231 Difference = 69
  - Accepted FY20 – 385    Accepting Assignment FY20 – 290 Difference = 95
  - Accepted FY19 – 300    Accepted FY20 - 385 Difference = 85
  - Accepting Assignment FY19 – 231 Accepting Assignment FY20 – 290 Difference = 59
  - FY19 Budget based on 1130 students Enrollment at 14 days-1109
  - FY20 Budget based on 1145 students Enrollment at 14 days-1118
  - Both Budgets were realistic as they both would have had a surplus of students had those accepted materialized by enrolling.
    - $FY19 - 1109 + 69 = 1178$  Potential Students
    - $FY20 - 1118 + 95 = 1213$  Potential Students
  
- **FY19 Budget:**
  - High Attrition Rate-56 Students over the year (Estimated Financial Impact-\$356,000)
  - Voc. Rehab's Internal Funding Issues (Estimated Financial Impact- Estimated @ \$400,000 on Budget, Realized Revenue \$85,845, Difference, Negative \$314,155). **We are still trying to collect funding owed from last year.**
  - Sponsor's SIS Data Entry Changes (Estimated Financial Impact-\$131,250)
  
- **FY20 Budget:**
  - Personnel Cuts: 1 Assistant Principal, 3 Elective Instructional Staff (Approximately \$250,000)
  - Staff Raises: 3% (Approximately \$206,000)
  - Cuts, Raises, and more expensive new hires is virtually a wash. Had the 1145 students materialized at \$7,500 each, the budget would have been in the Black by \$202,500 ( $1145 - 1118 = 27 \times \$7,500$ )
  - With Attrition (5 year average) at the current numbers of students, STA would be in the Red by \$450,000 at year's end.
  
- **Tonight's meeting** is twofold: 1) for the Governing Board to approve balanced budgets for all three schools, as I promised you last Spring, and 2) to approve a "Bridge Loan" to relieve cash-flow issues.

**SOUTHTECH CHARTER ACADEMY, INC.**  
**CONSENT AGENDA**  
**September 17, 2019**

**Old Business**  
None.

**Administrative Items**

- A-1 I recommend that the Board approve the donations for the period from August 8, 2019 to September 17, 2019.
- A-2 I recommend that the Board approve submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.
- A-3 I recommend that the Board approve Policy 1.02 Governing Board revision.
- A-4 I recommend that the Board approve SouthTech Academy's Active Assailant Procedures SY19-20 draft.
- A-5 I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.
- A-6 I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

- C-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending July 31, 2019 as required by the Sponsor.
- C-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending July 31, 2019 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.
- C-4 I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Emergency Items**

- E-1 I recommend that the Board approve the application for the SouthTech Academy Bridge Loan and authorize the Board Chair to sign the application.

**REVISED: 9/16/19**

**Board Meeting  
September 17, 2019**

**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 August 8, 2019 to September 17, 2019.

**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

<b>First Name</b>	<b>Last Name</b>	<b>Business</b>	<b>Date</b>	<b>Contribution</b>
Donna	Goray		6/17/2019	\$1,000.00

### Non Cash Donations

<b>First Name</b>	<b>Last Name</b>	<b>Business</b>	<b>Date</b>	<b>Contribution</b>
Marisol	Rodriguez	Global Enterprise Sales	06/06/19	PREP - 2 Monitors
Maynard	Harvey		6/6/19	LG Refrigerator & Magic Chef Microwave
Ira	Lee	Cheney Brothers	7/16/19	PREP - 288 Kind Bars for Emergency Lock Down Kits
Renatta	Espinoza	Academy for Positive Learning	7/24/19	PREP - 64 Spiral Notebooks, 3 Algebra Nation Consumable Notebooks, Large Box Office Depot Resuable Bags
Amy	Simon		7/30/19	Safari Muse Travel Guitar with travel Case - Spruce w/Gigbag
Marcy	Kammerman		8/19/2019	Office Supplies: 10 Boxes of Items - Binders, Legal Folders, Industrial Stapler, Prongs, Rulers, Clipboards, 2 & 3 Hole Punches, Tape Dispensers, CD Holders, Binder Clips, Staplers, Pens, Pencils, Etc.

**Motion:**

I recommend that the Board approve submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.

**Summary Information:**

As per the Department of Charter Schools, School District of Palm Beach County, Governing Boards of charter schools are to forward to the Department of Charter Schools the following for teachers eligible for the Best and Brightest Scholarship prior to November 1, 2019 (nothing will be accepted after that date):

- Teacher name
- Teacher employee ID number
- Teacher certification number
- School name

The charter school's Governing Board is to keep on file the completed application form and all documentation of evidence that supports the teachers' eligibility for the scholarship.

The exact number of employees eligible for the scholarship is unknown at this time, as all SAT scores have not been received. The scholarship is funded by the state and has no budgetary impact. Please see attached for more information.

Attachments: None.

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
A-3**

**Motion:**

I recommend that the Board approve Policy 1.02 Governing Board revision.

**Summary Information:**

The Board approved the nomination of Robert Kesten to the Governing Board.

Attachments: Policy 1.02 Governing Board

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.



**GOVERNING BOARD**

The By-laws of SouthTech Charter Academy, Inc. specify that the Governing Board of SouthTech Charter Academy, Inc. be no less than nine (9) members and no more than fifteen members (15). These limits may be changed by revising the By-laws. The By-laws also specify that members are elected for a period of three (3) years, with one-third of the members elected each year. There are no term limits specified. To accomplish staggered terms, The Founding Board established terms defined below at it's meeting of October 16, 2003. Board members elected subsequent to that meeting assume the term of the Board member they replaced.

**BOARD MEMBER**

**TERM ENDS**

James Notter	Chair	September 30, 2019
Aram Bloom	Vice Chair	September 30, 2020
Dan Heller	Treasurer	September 30, 2020
Ayesha Edmond	Secretary	September 30, 2021

Carl McKoy		September 30, 2020
Roger Dunson		September 30, 2021
Russ Feldman		September 30, 2021
Diane Heinz		September 30, 2021
Suzanne Nicolini		September 30, 2019
Jonathan Flah		September 30, 2020
Robert Kesten		September 30, 2020
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2021

Authority: By-laws of SouthTech Charter Academy, Inc.

History: New: 11/18/2004, Revised: 04/07/05, 04/21/05, 07/07/05, 9/22/05, 12/01/05, 01/12/06, 02/02/06, 03/02/06, 09/21/06, 11/02/2006, 12/11/2006, 04/12/07,07/12/07, 09/20/2007, 09/25/08, 12/11/08, 04/06/09, 07/01/09, 9/3/09, 9/24/09, 12/10/09, 4/08/2010, 5/13/2010, 7/01/2010, 9/23/2010, 10/15/10, 11/11/10, 1/13/11, 3/10/11, 4/14/11, 6/09/11, 08/11/11, 09/22/11, 10/13/11; 03/08/12; 05/10/12; 09/27/12; 12/13/12; 10/10/13; 04/10/14; 6/26/14; 10/09/14; 07/31/15; 08/13/15; 11/12/15; 10/13/16; 12/8/16; 12/14/17; 08/09/18; 10/11/18; 01/17/19; 03/14/19; 09/17/19

**Motion:**

I recommend that the Board approve SouthTech Academy's Active Assailant Procedures SY19-20 draft.

**Summary Information:**

The Active Assailant Response Plan is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The Plan has been developed to assist staff members and other stakeholders during a school-based emergency with an active assailant incident. The Active Assailant Response Plan provides an outline to guide stakeholders through an emergency situation with an active assailant. An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

The Active Assailant Plan is considered to be a "living document" that should be reviewed and updated as necessary.

Attachments: Active Assailant Plan

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.



# **Active Assailant Response Procedures**

**SY 2019-2020**

**Introduction:** The FCPCS Active Assailant Response Procedures Template is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The template has been developed to assist our valued member schools in preparing a school-based emergency response plan for an active assailant incident.

**Purpose:** The Active Assailant Response Procedures provide an outline to guide the user through the steps of developing an effective plan. Charter school administrators should make adjustments according to their school's individual situations, size, grade levels, and resources. One plan does not fit all schools.

**Planning:** An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

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## **SOUTHTECH ACADEMY\_**

AUGUST 7, 2019

### **ACTIVE ASSAILANT RESPONSE PLAN**

**SOUTHTECH ACADEMY** has assembled a team of school-based administrators, teachers, mental health professionals, and local law enforcement to develop the Active Assailant Response Plan. The members of the team include:

Superintendent and Deputy Superintendent  
Principal  
Assistant Principals  
School Counselors  
Dean of Students  
School Police Officer assigned to SouthTech Academy  
Confidential Secretary  
ESE Coordinator

**SouthTech Academy's Active Assailant Response Plan was reviewed by the governing board on August 8, 2019 and approved.**

**To initiate Procedures:**

The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.

The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.

The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.

Staff will be updated and informed via the REMIND APP.

## Emergency Notification Procedures

### **IN THE EVENT OF AN ACTIVE ASSAILANT SITUATION ON CAMPUS, NEVER ACTIVATE THE FIRE ALARM AS A MEANS OF EMERGENCY NOTIFICATION.**

The first employee to identify an active assailant situation will **ALERT** others.

The first employee to identify an active assailant situation will activate an **ALERT – using the FortifyFL app on their phone or other electronic device.** All school employees and students will have this emergency notification app on their phone and all school issued devices. When activated, an emergency alert will be sent to first responders, all school staff, and others programmed to receive the notification. The employee should then notify the Principal.

A designated chain of command is in place to release an emergency notification, which can be accomplished through several methods and at various locations throughout the school. A consistent emergency alert message will be disseminated simultaneously over several communication systems, including:

1. The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.
2. The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.
3. The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.
4. Staff will be updated and informed via the REMIND APP.
5. Principal, Assistant Principal or administrative designee will send a pre-prepared notification alert via an emergency alert app (REMIND) to parents notifying them of the Code Red, to wait for further instructions, and to remind them: “Do not come to the school until further notified to do so, as emergency vehicle traffic will be hampered and that will further complicate emergency vehicle response.”

## SouthTech Academy Emergency Procedures

In response to an active assailant incident, school employees are granted the authority to choose the course of action that they believe is the safest for their students under four options: **Lockdown, Evade, Hide, or Fight.**

### **Option 1 - Lockdown Option**

- Ensure all doors are locked at all times.
- Cover the door window.
- If you encounter an assailant and can safely do so, notify school administration immediately by the safest and most advantageous means possible.
- Move students to designated hardened corner(s) of the room.
- Account for every student.\*
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- Silence cell phones and keep students quiet.
- Turn off any source of noise, such as learning devices.
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.
- If students are outside the building:
  1. If the assailant is outside the building and getting students inside is a viable option, move them inside rapidly as a group and into a room with a designated hardened corner(s), if possible.
  2. If the assailant is inside the building, move the students as a group behind one of the adjacent buildings, using the building as a shield.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process.**

**DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

## **Option 2 - Evade**

If you have direct contact with the assailant, you should immediately begin a controlled evacuation. If there is an accessible escape path, teachers should attempt to evacuate the building with their students. Depending upon age, students should evacuate regardless of whether others agree to follow. (This campus is limited in safe evacuation options and locking down in rooms (Option 1) until the threat is cleared is probably the best option for protection against an armed assailant.)

- Students in hallways or outside the building should immediately seek shelter in the closest secure area.
- Always have an escape route in mind that will get you and your students out of danger.
- Assist children or others who cannot run to the best of your ability.
- Plan in advance for helping special needs students. A buddy system may be the best option.
- Leave your belongings behind.
- If not in charge of students, evacuate regardless of whether others agree to follow.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Try to keep all students together.
- Do not attempt to move the wounded.
- Call 9-1-1 when it is safe to do so.
- Go to the agreed upon pre-arranged site.

Evacuation Sites for STA include:

- Calusa Park- East
- Bus Compound- South
- Crosspointe Elementary- West

## **Option Three – Hide/Run**

**If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:**

### **IF AN ACTIVE ASSAILANT IS NEARBY, BUT NOT VISIBLE OR AT A DISTANCE – RUN**

- Use any available cover (buildings, cars, landscaping, etc. for cover.
- Try to get as far away from the assailant as possible
- Help those who are disabled or unable to run
- Run, but don't stampede.
- Try to avoid contact with other runners.
- Once away from danger, try to reconnect with your teacher and student group
- Account for every student\*.



**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process**

**IF AN ACTIVE ASSAILANT IS NEARBY AND HIDING SEEMS THE BEST OPTION - HIDE**

- Ensure that the door is locked.
- Cover the door window.
- Move students to designated hardener corner(s) of the room.
- Account for every student\*.
- Call 9-1-1 as soon as possible. Even if you cannot talk, the operator can listen.
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- **Any noise attracts attention. Silence cell phones and keep students quiet.**
- **Turn off any source of noise, such as learning devices.**
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process. DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

**LAW ENFORCEMENT RESPONSE**

**Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:**

**Comply with all police instructions.**

- The first responding officers will be focused on stopping the active shooter and that is all.
- As other first responders arrive they will be clearing areas for follow-on emergency and medical teams
- Go in the direction of the officers.
- Do not ask for directions or help.
- Remain calm - do as instructed
- Put down any items in your hands
- Raise your hands when coming in contact with officers
- Keep your hands visible at all times
- Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety
- Avoid pointing, screaming, yelling
- If you have information about additional shooters or hazards inform them clearly.

If you find a weapon or have taken a weapon from an active assailant DO NOT carry it out in your hands.

**When appropriate, be able to provide information that you know:**

- Number of shooters.
- Identity and description.
- Number of victims you saw and location.
- Type and number of weapons possibly in the possession of the shooter.
- Number and location of individuals still in the building or in danger.
- Keys, codes, or access information to all areas.

## **POST-INCIDENT ACTION**

**When law enforcement has determined that the active assailant emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.**

**Accountability:** If in charge of students, attempt to gain accountability as soon as possible. Take roll using attendance sheets and make note of any missing students. Notify the parent Coordinator of any missing students using texting or Remind

**Reunification :** If students have fled the building, and were able to move to a pre-determined location off campus , please follow instructions below:

**The Reunification Process is a work in progress, and will be constructed based on both on-campus and off-campus reunification scenarios, and will be constructed from the Standard Reunification Method (SRN-V2) developed by the I Love You Guys Foundation. This portion of the Active Assailant Response Procedures will be completed no later than August 30, 2019 In the interim, should an event requiring parent reunification be needed, Administration will advise staff using cellular devices, and bull horns if outside the building, to provide appropriate instructions to staff and students. If possible, the main building would be a preferable site, but the parking lot would be a viable alternate or, if the campus was evacuated and return was not a viable option, adjacent parking areas or alternate evacuation sites would be chosen based on practicality.**

**Inform the Parent Coordinator of your location and number of students- request staff assistance.**

**Counseling:** Following an active shooter event, counseling and support will be provided via the School Counseling Department.

**Media.** Superintendent (Jim Kidd) and Deputy Superintendent (Jay Boggess) will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or information protected by Federal and State privacy

and medical information laws and regulations. Care should be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement investigation.

**COORDINATION:**

**The active assailant procedures have been coordinated with local agencies.**

Local Police: 911-Chief Michael G. Gregory of the Boynton Beach Police Department  
561-742-6104

Fire Department: John Moore 561-742-6610

Emergency Medical responders: 911

CROSSPOINTE ELEMENTARY SCHOOL 561-292-4100

REUNIFICATION INFORMATION (PLEASE PRINT CLEARLY)

HAVE PHOTO IDENTIFICATION OUT AND READY TO SHOW SCHOOL DISTRICT PERSONNEL.

STUDENT NAME \_\_\_\_\_  
STUDENT GRADE \_\_\_\_\_ STUDENT CELL # \_\_\_\_\_  
NAME OF PERSON PICKING UP STUDENT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PHONE NUMBER OF PERSON PICKING UP STUDENT \_\_\_\_\_  
RELATIONSHIP TO STUDENT BEING PICKED UP \_\_\_\_\_  
PHOTO ID MAATCHES NAME OF PERSON PICKING UP STUDENT? Y OR N

---

Tear here ( leave bottom with school personnel upon reunification)

Parent completes:

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

Student Grade \_\_\_\_\_ Student Birthday \_\_\_\_\_

School personnel completes upon release of student:

TIME \_\_\_\_\_ INITIALS \_\_\_\_\_

OTHER \_\_\_\_\_

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
A-5**

**Motion:**

I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.

**Summary Information:**

Please see the attached Letter of Resignation dated 9/17/2019

Attachments: Superintendent's Letter of Resignation

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is \$101,563 Salary and Benefits for STA SY20 Budget.

September 12, 2019

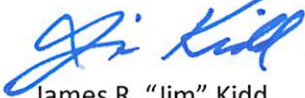
Dear Colleagues,

Please accept this letter of resignation from the position of Superintendent of SouthTech Schools effective at close of business, September 30, 2019, and to waive the contractual requirement of one hundred twenty days written notice of termination due to extenuating circumstances.

As I end this SouthTech journey of some twenty-eight years, I do so with gratitude to those who have made it possible. One could never hope to work with a better Governing Board or LEA and School Staff members than those which I have been privileged, nor could one hope to work with better students or school climates than afforded by SouthTech Schools.

While I leave you with challenges, I believe that SouthTech leadership is greater than those challenges and will overcome them. Please know that if I may be of assistance in the future, my heart will always be with, and for, SouthTech Schools.

Respectfully yours,



James R. "Jim" Kidd,  
Superintendent  
SouthTech Schools

JRK:bjf

**Motion:**

I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10<sup>th</sup> Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Summary Information:**

Governing Board Policy 3.45 contains the following language: "All vacancies shall be advertised with the exception of those positions for which the Academy Superintendent recommends the appointment of a current and qualified employee or for which the Academy Superintendent has identified a qualified candidate for Board consideration and recommends that individual for the vacancy." In accordance with Policy 3.45, advertising the position is not a requirement based upon my recommendation of the candidate. Mr. Boggess was hired about four and one-half years ago with the Board's intent that he be groomed to replace me upon my position becoming vacant. My letter of resignation effective September 30<sup>th</sup>, 2019 effectively creates that vacancy. Mr. Boggess is well-groomed for the position and I have found him to possess the qualities and abilities to take SouthTech Schools into the future. Therefore I, as Superintendent of SouthTech Schools, recommend Jay Boggess for the position of SouthTech Schools' Superintendent and stand ready to be a resource for him, both during the transition and at any time in the future that he so desires.

Attachments: Governing Board Policy 3.45

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item cannot be determined until the new contract is negotiated.

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
B-1**

**Motion:**

I recommend that the Board approve the Personnel actions for the previous month.

**Summary Information:**

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

Attachments: Personnel Actions List

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is indicated on the individual contracts of new hires.

**SOUTH TECH ACADEMY  
PERSONNEL ACTIONS  
September 2019**

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

Transfer:

Diana Jimenez from STA to STP	Technology Specialist	9/13/19
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**Resignations/Terminations**

Termination:

Joann Melillo	Transportation Secretary	9/13/19
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**Retirement/Leave of Absence**

NONE



**Board Meeting  
September 17, 2019**

**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 July 31, 2019 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.

10:54 AM

08/13/19

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
**1111 - South Tech Operating 2973, Period Ending 07/31/2019**

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	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	<b>162,752.34</b>
<b>Cleared Transactions</b>	
<b>Checks and Payments - 57 items</b>	<b>-563,726.48</b>
<b>Deposits and Credits - 20 items</b>	<b>773,462.44</b>
<b>Total Cleared Transactions</b>	<b>209,735.96</b>
<b>Cleared Balance</b>	<b>372,488.30</b>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 23 items</b>	<b>-114,343.34</b>
<b>Total Uncleared Transactions</b>	<b>-114,343.34</b>
<b>Register Balance as of 07/31/2019</b>	<b>258,144.96</b>
<b>New Transactions</b>	
<b>Checks and Payments - 21 items</b>	<b>-197,554.57</b>
<b>Total New Transactions</b>	<b>-197,554.57</b>
<b>Ending Balance</b>	<b>60,590.39</b>

South Tech Charter Academy, Inc

Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						162,752.34
Cleared Transactions						
Checks and Payments - 57 Items						
Bill Pmt -Check	03/08/2019	6418	IT & Media, LLC	X	-1,750.00	-1,750.00
Bill Pmt -Check	04/30/2019	6556	Buchholz, Debbie	X	-39.99	-1,789.99
Bill Pmt -Check	06/11/2019	6697	WPGL Consulting L...	X	-9,500.00	-11,289.99
Bill Pmt -Check	08/19/2019	6718	State Of Florida Dis...	X	-70.70	-11,360.69
Check	07/01/2019	EFT	FDGL	X	-35.28	-11,395.97
Check	07/02/2019	EFT	Authnet Gateway	X	-30.65	-11,426.62
Check	07/03/2019	EFT	Merchant Service Fee	X	-80.00	-11,506.62
General Journal	07/15/2019	1925	Payroll	X	-147,265.11	-158,771.73
General Journal	07/15/2019	1925	Payroll	X	-47,953.15	-206,724.88
General Journal	07/15/2019	1925	Payroll	X	-183.65	-206,908.53
Bill Pmt -Check	07/18/2019	6738	EGIS Insurance	X	-65,616.00	-272,524.53
Bill Pmt -Check	07/18/2019	6741	FPL	X	-19,693.72	-292,218.25
Bill Pmt -Check	07/18/2019	6759	Special Markets Ins...	X	-8,172.95	-300,391.20
Bill Pmt -Check	07/18/2019	6754	Pamco & Co, LLC	X	-6,909.37	-307,300.57
Bill Pmt -Check	07/18/2019	6746	McCullough, Keefe	X	-4,965.00	-312,265.57
Bill Pmt -Check	07/18/2019	6748	Memic Indemnity Co...	X	-3,455.30	-315,720.87
Bill Pmt -Check	07/18/2019	6735	City of Boynton Bea...	X	-2,660.77	-318,381.64
Bill Pmt -Check	07/18/2019	6753	Observe 4 Success,...	X	-2,500.00	-320,881.64
Bill Pmt -Check	07/18/2019	6725	Advance Education I...	X	-2,400.00	-323,281.64
Bill Pmt -Check	07/18/2019	6726	Alann Corporation	X	-2,000.00	-325,281.64
Bill Pmt -Check	07/18/2019	6744	Mac Express Clean...	X	-1,820.00	-327,101.64
Bill Pmt -Check	07/18/2019	6758	Safety-Kleen Syste...	X	-1,459.37	-328,561.01
Bill Pmt -Check	07/18/2019	6742	Great American Fin...	X	-1,303.70	-329,864.71
Bill Pmt -Check	07/18/2019	6766	US Postal Service	X	-1,250.00	-331,114.71
Bill Pmt -Check	07/18/2019	6755	Powell Landscaping ...	X	-1,200.00	-332,314.71
Bill Pmt -Check	07/18/2019	6730	Arnold Law Firm	X	-1,166.20	-333,480.91
Bill Pmt -Check	07/18/2019	6727	American Express ...	X	-1,157.55	-334,638.46
Bill Pmt -Check	07/18/2019	6743	Home Depot	X	-1,156.89	-335,795.35
Bill Pmt -Check	07/18/2019	6747	McInerney, Kathryn	X	-1,076.20	-336,871.55
Bill Pmt -Check	07/18/2019	6752	NHA	X	-1,053.00	-337,924.55
Bill Pmt -Check	07/18/2019	6760	Spectrum Public Rel...	X	-1,000.00	-338,924.55
Bill Pmt -Check	07/18/2019	6736	Dex Imaging	X	-940.35	-339,864.90
Bill Pmt -Check	07/18/2019	6767	Verizon Wireless	X	-874.36	-340,739.26
Bill Pmt -Check	07/18/2019	6729	Amerigas	X	-760.49	-341,499.75
Bill Pmt -Check	07/18/2019	6739	F. Mandley & Assoc...	X	-562.50	-342,062.25
Bill Pmt -Check	07/18/2019	6750	Neofunds by Neopost	X	-400.00	-342,462.25
Bill Pmt -Check	07/18/2019	6733	Building Hope Servi...	X	-325.00	-342,787.25
Bill Pmt -Check	07/18/2019	6731	AT&T	X	-323.41	-343,110.66
Bill Pmt -Check	07/18/2019	6757	S/P2	X	-299.00	-343,409.66
Bill Pmt -Check	07/18/2019	6764	TMobile	X	-288.80	-343,698.46
Bill Pmt -Check	07/18/2019	6751	NexAir, LLC	X	-169.66	-343,868.12
Bill Pmt -Check	07/18/2019	6762	Stericycle	X	-128.44	-343,996.56
Bill Pmt -Check	07/18/2019	6728	American Express ...	X	-115.20	-344,091.76
Bill Pmt -Check	07/18/2019	6749	National Print & Des...	X	-75.00	-344,166.76
Bill Pmt -Check	07/18/2019	6763	Sun Sentinel	X	-74.50	-344,241.26
Bill Pmt -Check	07/18/2019	6761	Staples Advantage	X	-68.81	-344,308.07
Bill Pmt -Check	07/18/2019	6765	Torcivia, Dorton, Co...	X	-60.00	-344,368.07
Bill Pmt -Check	07/18/2019	6734	Citi Cards - Oper	X	-60.00	-344,428.07
Bill Pmt -Check	07/18/2019	6745	Marsh, Patrice	X	-40.45	-344,468.52
Check	07/19/2019	Chk	Telecheck	X	-15.00	-344,483.52
Bill Pmt -Check	07/25/2019	6777	Mac Express Clean...	X	-13,728.00	-358,211.52
Bill Pmt -Check	07/25/2019	6776	Hacklab, Inc	X	-3,980.00	-362,191.52
Bill Pmt -Check	07/25/2019	6780	Stewart, Julie	X	-198.00	-362,389.52
General Journal	07/30/2019	1949	Payroll	X	-151,499.75	-513,889.27
General Journal	07/30/2019	1949	Payroll	X	-49,657.79	-563,527.06
General Journal	07/30/2019	1949	Payroll	X	-189.45	-563,716.51
Check	07/31/2019			X	-9.97	-563,726.48
Total Checks and Payments					-563,726.48	-563,726.48

## South Tech Charter Academy, Inc

## Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 20 items</b>						
Deposit	07/02/2019			X	300.00	300.00
Deposit	07/02/2019			X	300.00	600.00
Deposit	07/03/2019			X	15,383.84	15,983.84
Deposit	07/09/2019			X	300.00	16,283.84
Deposit	07/10/2019			X	682,532.02	698,795.86
Deposit	07/15/2019			X	300.00	699,095.86
Deposit	07/15/2019			X	300.00	699,395.86
Deposit	07/22/2019			X	800.00	700,195.86
Deposit	07/22/2019			X	1,200.00	701,395.86
Deposit	07/22/2019			X	6,300.01	707,695.87
Deposit	07/25/2019			X	1,100.00	708,795.87
Deposit	07/29/2019			X	2,450.00	711,245.87
Deposit	07/30/2019			X	1,600.00	712,845.87
Deposit	07/30/2019			X	12,088.84	724,914.71
Deposit	07/31/2019			X	60.84	724,975.55
Deposit	07/31/2019			X	215.30	725,190.85
Deposit	07/31/2019			X	4,370.25	729,561.10
Deposit	07/31/2019			X	6,240.05	735,801.15
Deposit	07/31/2019			X	15,948.96	751,750.11
Deposit	07/31/2019			X	21,712.33	773,462.44
<b>Total Deposits and Credits</b>					<b>773,462.44</b>	<b>773,462.44</b>
<b>Total Cleared Transactions</b>					<b>209,735.96</b>	<b>209,735.96</b>
<b>Cleared Balance</b>					<b>209,735.96</b>	<b>372,488.30</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 23 items</b>						
Bill Pmt -Check	05/22/2019	6628	First Response Tral...		-840.00	-840.00
Bill Pmt -Check	05/30/2019	6653	South Tech Success...		-10,000.00	-10,840.00
Bill Pmt -Check	05/30/2019	6651	Palm Beach County ...		-87.42	-10,927.42
Bill Pmt -Check	06/11/2019	6687	School District of Pa...		-6,420.00	-17,347.42
Bill Pmt -Check	06/11/2019	6683	Martinez, Eddie		-95.00	-17,442.42
Bill Pmt -Check	06/19/2019	6715	Palm Beach County ...		-546.00	-17,988.42
Bill Pmt -Check	07/18/2019	6756	Rock & Roll Academ...		-11,999.00	-29,987.42
Bill Pmt -Check	07/18/2019	6737	Edgenuity		-8,160.00	-38,147.42
Bill Pmt -Check	07/18/2019	6740	FI Consortium of Pu...		-250.00	-38,397.42
Bill Pmt -Check	07/18/2019	6732	Buchholz, Debbie		-33.26	-38,430.68
Bill Pmt -Check	07/25/2019	6772	Electude USA LLC		-5,360.00	-43,790.68
Bill Pmt -Check	07/25/2019	6781	Tomco Refrigeration...		-4,325.01	-48,115.69
Bill Pmt -Check	07/25/2019	6769	Apple Inc		-1,554.00	-49,669.69
Bill Pmt -Check	07/25/2019	6775	GovConnection, Inc		-1,325.00	-50,994.69
Bill Pmt -Check	07/25/2019	6768	AED Superstore		-740.80	-51,735.49
Bill Pmt -Check	07/25/2019	6773	FedEx		-377.62	-52,113.11
Bill Pmt -Check	07/25/2019	6770	AT&T		-358.73	-52,471.84
Bill Pmt -Check	07/25/2019	6771	Carolina Biological S...		-314.63	-52,786.47
Bill Pmt -Check	07/25/2019	6778	Panzitta Sales & Ser...		-261.54	-53,048.01
Bill Pmt -Check	07/25/2019	6774	Fiinn Scientific Inc		-218.79	-53,266.80
Bill Pmt -Check	07/25/2019	6782	Total Compliance N...		-196.00	-53,462.80
Bill Pmt -Check	07/25/2019	6779	Staples Advantage		-51.19	-53,513.99
General Journal	07/31/2019	1950	Florida Retirement S...		-60,829.36	-114,343.34
<b>Total Checks and Payments</b>					<b>-114,343.34</b>	<b>-114,343.34</b>
<b>Total Uncleared Transactions</b>					<b>-114,343.34</b>	<b>-114,343.34</b>
<b>Register Balance as of 07/31/2019</b>					<b>95,392.62</b>	<b>258,144.96</b>

10:54 AM

08/13/19

## South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 07/31/2019

Type	Date	Num	Name	Ctr	Amount	Balance
<b>New Transactions</b>						
<b>Checks and Payments - 21 Items</b>						
Bill Pmt -Check	08/01/2019	6787	The School Board of...		-33,600.00	-33,600.00
Bill Pmt -Check	08/01/2019	6783	FJ Vodolo & Associ...		-9,875.00	-43,475.00
Bill Pmt -Check	08/01/2019	6786	National Print & Des...		-4,057.00	-47,532.00
Bill Pmt -Check	08/01/2019	6784	McInernay, Kathryn		-926.23	-48,458.23
Bill Pmt -Check	08/01/2019	6785	Messmer, Eric		-150.00	-48,608.23
Bill Pmt -Check	08/09/2019	6788	Blue Cross Blue Shi...		-69,188.01	-117,796.24
Bill Pmt -Check	08/09/2019	6794	FPL		-19,558.79	-137,355.03
Bill Pmt -Check	08/09/2019	6795	Mac Express Cleanl...		-13,728.00	-151,083.03
Bill Pmt -Check	08/09/2019	6797	Palm Beach County ...		-13,154.15	-164,237.18
Bill Pmt -Check	08/09/2019	6790	Cengage Learning		-12,543.75	-176,780.93
Bill Pmt -Check	08/09/2019	6798	Pemco & Co, LLC		-6,909.37	-183,690.30
Bill Pmt -Check	08/09/2019	6789	BookSmart		-5,727.35	-189,417.65
Bill Pmt -Check	08/09/2019	6796	Memic Indemnity Co...		-3,455.30	-192,872.95
Bill Pmt -Check	08/09/2019	6791	City of Boynton Bea...		-2,296.32	-195,169.27
Bill Pmt -Check	08/09/2019	6802	Verizon Wireless		-874.75	-196,044.02
Bill Pmt -Check	08/09/2019	6803	Internal Revenue Se...		-800.00	-196,844.02
Bill Pmt -Check	08/09/2019	6792	Dex Imaging		-292.52	-196,936.54
Bill Pmt -Check	08/09/2019	6801	TMobile		-266.80	-197,205.34
Bill Pmt -Check	08/09/2019	6799	SHI International Corp		-149.00	-197,354.34
Bill Pmt -Check	08/09/2019	6800	Stericycle		-128.44	-197,482.78
Bill Pmt -Check	08/09/2019	6793	FedEx		-71.79	-197,554.57
<b>Total Checks and Payments</b>					<b>-197,554.57</b>	<b>-197,554.57</b>
<b>Total New Transactions</b>					<b>-197,554.57</b>	<b>-197,554.57</b>
<b>Ending Balance</b>					<b>-102,161.95</b>	<b>60,590.39</b>

P.O. Box 521599 Miami, FL 33152-1599



>004765 3225801 0001 006229 20Z  
 SOUTH TECH CHARTER ACADEMY INC  
 OPERATING ACCOUNT  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018

Statement Date: July 31, 2019

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



Introducing our new fraud text alert service! With BankUnited's fraud monitoring service, keeping your debit card safe is as easy as sending a text.

**PUBLIC FUNDS INTEREST CHECKING Account \*\*\*\*\*2973**

Account Summary

Statement Balance as of 06/30/2019			\$162,752.34
Plus	14	Deposits and Other Credits	\$773,401.60
Less	62	Withdrawals, Checks, and Other Debits	\$563,716.51
Less		Service Charge	\$9.97
Plus		Interest Paid	\$60.84
Statement Balance as of 07/31/2019			\$372,488.30

Interest Summary

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$60.84
Interest Paid Year to Date	\$379.13

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
07/01/2019	FDGL LEASE PYMT SOUTH TECHNICAL CHART	\$35.28		\$162,717.06
07/02/2019	MERCHANT BANKCD DEPOSIT		\$300.00	\$163,017.06



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2973

## Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
	498242150882 SOUTH TECH CHARTER ACA			
07/02/2019	AUTHNET GATEWAY BILLING 107314221 SOUTH TECH ACADEMY	\$20.65		\$162,996.41
07/02/2019	AUTHNET GATEWAY BILLING 107463165 SOUTH TECH ACADEMY	\$10.00		\$162,986.41
07/03/2019	PalmBeachSchools DIRECT PAY SOUTH TECH CHARTER ACA		\$15,363.84	\$178,350.25
07/03/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$300.00	\$178,650.25
07/03/2019	CHECK #6718	\$70.70		\$178,579.55
07/03/2019	MERCHANT BANKCD INTERCHNG 498232636882 SOUTH TECH CHARTER ACA	\$9.31		\$178,570.24
07/03/2019	MERCHANT BANKCD INTERCHNG 498242150882 SOUTH TECH CHARTER ACA	\$32.71		\$178,537.53
07/03/2019	MERCHANT BANKCD DISCOUNT 498232636882 SOUTH TECH CHARTER ACA	\$2.76		\$178,534.77
07/03/2019	MERCHANT BANKCD DISCOUNT 498242150882 SOUTH TECH CHARTER ACA	\$4.51		\$178,530.26
07/03/2019	MERCHANT BANKCD FEE 498232636882 SOUTH TECH CHARTER ACA	\$17.78		\$178,512.48
07/03/2019	MERCHANT BANKCD FEE 498242150882 SOUTH TECH CHARTER ACA	\$12.93		\$178,499.55
07/08/2019	CHECK #6418	\$1,750.00		\$176,749.55
07/09/2019	CHECK #6697	\$9,500.00		\$167,249.55
07/10/2019	PalmBeachSchools DIRECT PAY		\$682,532.02	\$849,781.57

BankUnited, N.A.



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: July 31, 2019  
Account Number: \*\*\*\*\*2973

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
07/10/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$300.00	\$850,081.57
07/11/2019	5BCW EEDIRDEP 5BCW_STC (BankU South Tech Charter Aca	\$147,265.11		\$702,816.46
07/12/2019	5BCW BILLING 5BCW_STC (BankU South Tech Charter Aca	\$183.65		\$702,632.81
07/12/2019	5BCW TAX 5BCW_STC (BankU South Tech Charter Aca	\$47,953.15		\$654,679.66
07/16/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$300.00	\$654,979.66
07/16/2019	CHECK #6556	\$39.99		\$654,939.67
07/17/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$300.00	\$655,239.67
07/19/2019	CHECK #6744	\$1,820.00		\$653,419.67
07/19/2019	CHECK #6745	\$40.45		\$653,379.22
07/19/2019	CHECK #6747	\$1,076.20		\$652,303.02
07/19/2019	CHECK #6754	\$6,909.37		\$645,393.65
07/22/2019	Telecheck INV072019D 0380181342 SOUTH TECH ACADEMY	\$15.00		\$645,378.65
07/23/2019	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$2,000.00	\$647,378.65
07/24/2019	CHECK #6741	\$19,693.72		\$627,684.93
07/24/2019	CHECK #6755	\$1,200.00		\$626,484.93
07/25/2019	CHECK #6728	\$115.20		\$626,369.73
07/25/2019	CHECK #6730	\$1,166.20		\$625,203.53
07/25/2019	CHECK #6746	\$4,965.00		\$620,238.53



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2973

## Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
07/25/2019	CHECK #6749	\$75.00		\$620,163.53
07/26/2019	Customer Deposit		\$6,300.01	\$626,463.54
07/26/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$1,100.00	\$627,563.54
07/26/2019	CHECK #6725	\$2,400.00		\$625,163.54
07/26/2019	CHECK #6733	\$325.00		\$624,838.54
07/26/2019	CHECK #6734	\$60.00		\$624,778.54
07/26/2019	CHECK #6735	\$2,660.77		\$622,117.77
07/26/2019	CHECK #6736	\$940.35		\$621,177.42
07/26/2019	CHECK #6738	\$65,616.00		\$555,561.42
07/26/2019	CHECK #6739	\$562.50		\$554,998.92
07/26/2019	CHECK #6742	\$1,303.70		\$553,695.22
07/26/2019	CHECK #6748	\$3,455.30		\$550,239.92
07/26/2019	CHECK #6752	\$1,053.00		\$549,186.92
07/26/2019	CHECK #6753	\$2,500.00		\$546,686.92
07/26/2019	CHECK #6757	\$299.00		\$546,387.92
07/26/2019	CHECK #6760	\$1,000.00		\$545,387.92
07/26/2019	CHECK #6762	\$128.44		\$545,259.48
07/26/2019	CHECK #6764	\$268.80		\$544,990.68
07/26/2019	CHECK #6766	\$1,250.00		\$543,740.68
07/26/2019	CHECK #6767	\$874.36		\$542,866.32
07/26/2019	CHECK #6776	\$3,960.00		\$538,906.32
07/26/2019	CHECK #6777	\$13,728.00		\$525,178.32
07/29/2019	PRIORITY CHECK #6780	\$198.00		\$524,980.32
07/29/2019	CHECK #6726	\$2,000.00		\$522,980.32
07/29/2019	CHECK #6727	\$1,157.55		\$521,822.77
07/29/2019	CHECK #6731	\$323.41		\$521,499.36
07/29/2019	CHECK #6743	\$1,156.89		\$520,342.47
07/29/2019	CHECK #6751	\$169.66		\$520,172.81
07/29/2019	CHECK #6758	\$1,459.37		\$518,713.44
07/29/2019	CHECK #6761	\$66.81		\$518,646.63
07/29/2019	CHECK #6763	\$74.50		\$518,572.13
07/29/2019	CHECK #6765	\$60.00		\$518,512.13
07/29/2019	5BCW EEDIRDEP	\$151,499.75		\$367,012.38

**Statement Date: July 31, 2019**  
**Account Number: \*\*\*\*\*2973**

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
	BankUnited (5BC South Tech Charter Aca			
07/30/2019	STATE OF FLORIDA PAYMENTS 193881980054931 SOUTH TECH CHART		\$12,068.84	\$379,081.22
07/30/2019	STATE OF FLORIDA PAYMENTS 193881980055027 SOUTH TECH CHART		\$1,600.00	\$380,681.22
07/30/2019	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$2,450.00	\$383,131.22
07/30/2019	CHECK #6750	\$400.00		\$382,731.22
07/30/2019	5BCW BILLING BankUnited (5BC South Tech Charter Aca	\$189.45		\$382,541.77
07/30/2019	5BCW TAX BankUnited (5BC South Tech Charter Aca	\$49,657.79		\$332,883.98
07/31/2019	STATE OF FLORIDA PAYMENTS 193881980057996 SOUTH TECH CHART		\$48,486.89	\$381,370.87
07/31/2019	CHECK #6729	\$760.49		\$380,610.38
07/31/2019	CHECK #6759	\$8,172.95		\$372,437.43
07/31/2019	Interest Paid		\$60.84	\$372,498.27
07/31/2019	Service Charge	\$9.97		\$372,488.30

**Check Transactions**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
6418	07/08	\$1,750.00	6727	07/29	\$1,157.55	6734	07/26	\$60.00
6556*	07/16	\$39.99	6728	07/25	\$115.20	6735	07/26	\$2,660.77
6697*	07/09	\$9,500.00	6729	07/31	\$760.49	6736	07/26	\$940.35
6718*	07/03	\$70.70	6730	07/25	\$1,166.20	6738*	07/26	\$65,616.00
6725*	07/26	\$2,400.00	6731	07/29	\$323.41	6739	07/26	\$562.50
6726	07/29	\$2,000.00	6733*	07/26	\$325.00	6741*	07/24	\$19,693.72



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2973

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
6742	07/26	\$1,303.70	6752	07/26	\$1,053.00	6763	07/29	\$74.50
6743	07/29	\$1,156.89	6753	07/26	\$2,500.00	6764	07/26	\$268.80
6744	07/19	\$1,820.00	6754	07/19	\$6,909.37	6765	07/29	\$60.00
6745	07/19	\$40.45	6755	07/24	\$1,200.00	6766	07/26	\$1,250.00
6746	07/25	\$4,965.00	6757*	07/26	\$299.00	6767	07/26	\$874.36
6747	07/19	\$1,076.20	6758	07/29	\$1,459.37	6776*	07/26	\$3,960.00
6748	07/26	\$3,455.30	6759	07/31	\$8,172.95	6777	07/26	\$13,728.00
6749	07/25	\$75.00	6760	07/26	\$1,000.00	6780*	07/29	\$198.00
6750	07/30	\$400.00	6761	07/29	\$66.81			
6751	07/29	\$169.66	6762	07/26	\$128.44			

Items denoted with an "\*" indicate processed checks out of sequence.

### Rates by Date

Date	Rate
06/30	0.15%

### Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	\$162,752.34	07/09	\$167,249.55	07/17	\$655,239.67	07/25	\$620,163.53
07/01	\$162,717.06	07/10	\$850,081.57	07/19	\$645,393.65	07/26	\$525,178.32
07/02	\$162,986.41	07/11	\$702,816.46	07/22	\$645,378.65	07/29	\$367,012.38
07/03	\$178,499.55	07/12	\$654,679.66	07/23	\$647,378.65	07/30	\$332,883.98
07/08	\$176,749.55	07/16	\$654,939.67	07/24	\$626,484.93	07/31	\$372,488.30

### Other Balances

Minimum Balance this Statement Period

\$162,717.06

P.O. Box 521599 Miami, FL 33152-1599

**Statement Date: July 31, 2019**

**Account Number: \*\*\*\*\*2973**



At BankUnited, we want to make sure that using your debit card is always as safe and convenient as possible. That's why we're launching fraud text alerts as part of our ongoing fraud monitoring program. If we have your mobile phone number on file, you will be automatically enrolled in our fraud text alert service. To learn more about our new service, please call us at 1-877-779-2265.



**Statement Date: July 31, 2019**

**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.



**Member  
FDIC**

**BankUnited, N.A.**

10:50 AM  
08/13/19

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
1112 · South Tech Internal 2965, Period Ending 07/31/2019

---

	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	<b>153,025.62</b>
<b>Cleared Transactions</b>	
Checks and Payments - 8 Items	-2,501.17
Deposits and Credits - 9 Items	13,887.40
<b>Total Cleared Transactions</b>	<u>11,386.23</u>
<b>Cleared Balance</b>	<b>164,411.85</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 Items	-353.00
<b>Total Uncleared Transactions</b>	<u>-353.00</u>
<b>Register Balance as of 07/31/2019</b>	<b>164,058.85</b>
<b>New Transactions</b>	
Checks and Payments - 6 Items	-14,285.12
Deposits and Credits - 4 Items	9,637.00
<b>Total New Transactions</b>	<u>-4,648.12</u>
<b>Ending Balance</b>	<b>159,410.73</b>

**South Tech Charter Academy, Inc  
Reconciliation Detail**

1112 · South Tech Internal 2965, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						153,025.62
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 Items</b>						
Bill Pmt -Check	08/08/2019	2806	Tanner, Walter	X	-28.75	-28.75
Bill Pmt -Check	06/19/2019	2814	Fraga, Barbara	X	-32.97	-61.72
Check	07/03/2019	EFT	Merchant Service Fee	X	-47.85	-109.57
Bill Pmt -Check	07/18/2019	2817	American Express -...	X	-1,168.90	-1,278.47
Bill Pmt -Check	07/18/2019	2821	Old School Square ...	X	-1,080.00	-2,358.47
Bill Pmt -Check	07/18/2019	2820	Melillo, JoAnn	X	-75.00	-2,433.47
General Journal	07/30/2019	1951		X	-62.00	-2,495.47
Check	07/31/2019			X	-5.70	-2,501.17
<b>Total Checks and Payments</b>					<b>-2,501.17</b>	<b>-2,501.17</b>
<b>Deposits and Credits - 9 Items</b>						
Deposit	07/22/2019			X	872.00	872.00
Deposit	07/22/2019			X	2,757.00	3,629.00
Deposit	07/23/2019			X	439.00	4,068.00
Deposit	07/24/2019			X	693.00	4,761.00
Deposit	07/24/2019			X	5,408.62	10,167.62
Deposit	07/25/2019			X	335.01	10,502.63
Deposit	07/25/2019			X	1,084.00	11,586.63
Deposit	07/30/2019			X	2,281.00	13,867.63
Deposit	07/31/2019			X	19.77	13,887.40
<b>Total Deposits and Credits</b>					<b>13,887.40</b>	<b>13,887.40</b>
<b>Total Cleared Transactions</b>					<b>11,386.23</b>	<b>11,386.23</b>
<b>Cleared Balance</b>					<b>11,386.23</b>	<b>164,411.85</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 Items</b>						
Bill Pmt -Check	06/19/2019	2815	Shamdasani, Meghan		-20.00	-20.00
Bill Pmt -Check	07/18/2019	2818	Devine, Lisa		-75.00	-95.00
Bill Pmt -Check	07/18/2019	2819	Galvan, Ruth		-75.00	-170.00
Bill Pmt -Check	07/25/2019	2822	Boynton Beach - La...		-183.00	-353.00
<b>Total Checks and Payments</b>					<b>-353.00</b>	<b>-353.00</b>
<b>Total Uncleared Transactions</b>					<b>-353.00</b>	<b>-353.00</b>
<b>Register Balance as of 07/31/2019</b>					<b>11,033.23</b>	<b>164,058.85</b>
<b>New Transactions</b>						
<b>Checks and Payments - 6 Items</b>						
Bill Pmt -Check	08/01/2019	2823	Jacques, Abine		-46.00	-46.00
Bill Pmt -Check	08/05/2019	2824	Culinary Solutions Inc.		-1,000.00	-1,046.00
Bill Pmt -Check	08/09/2019	2827	Embroid Me		-11,467.50	-12,513.50
Bill Pmt -Check	08/09/2019	2826	B&H Photo-Video		-1,211.40	-13,724.90
Bill Pmt -Check	08/09/2019	2825	American Culinary F...		-450.00	-14,174.90
Bill Pmt -Check	08/09/2019	2828	Sweeney, Cathy		-110.22	-14,285.12
<b>Total Checks and Payments</b>					<b>-14,285.12</b>	<b>-14,285.12</b>
<b>Deposits and Credits - 4 Items</b>						
Deposit	08/02/2019				2,192.00	2,192.00
Deposit	08/06/2019				208.00	2,400.00
Deposit	08/06/2019				2,059.00	4,459.00
Deposit	08/06/2019				5,178.00	9,637.00
<b>Total Deposits and Credits</b>					<b>9,637.00</b>	<b>9,637.00</b>
<b>Total New Transactions</b>					<b>-4,648.12</b>	<b>-4,648.12</b>
<b>Ending Balance</b>					<b>6,385.11</b>	<b>159,410.73</b>



P.O. Box 521599 Miami, FL 33152-1599





>001569 3225801 0001 008229 10Z  
 SOUTH TECH CHARTER ACADEMY INC  
 INTERNAL ACCOUNT  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018


**Statement Date: July 31, 2019**

Account Number: \*\*\*\*\*2965

**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**



Introducing our new fraud text alert service! With BankUnited's fraud monitoring service, keeping your debit card safe is as easy as sending a text.

**PUBLIC FUNDS INTEREST CHECKING Account \*\*\*\*\*2965**

**Account Summary**

Statement Balance as of 06/30/2019			\$153,025.62
Plus	6	Deposits and Other Credits	\$13,867.63
Less	10	Withdrawals, Checks, and Other Debits	\$2,495.47
Less		Service Charge	\$5.70
Plus		Interest Paid	\$19.77
Statement Balance as of 07/31/2019			\$164,411.85

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$19.77
Interest Paid Year to Date	\$152.30

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
07/01/2019	CHECK #2814	\$32.97		\$152,992.65
07/03/2019	MERCHANT BANKCD INTERCHNG 498232637880	\$11.49		\$152,981.16



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2965

## Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
	SOUTH TECH CHRTR ACAD			
07/03/2019	MERCHANT BANKCD DISCOUNT 498232637880	\$4.65		\$152,976.51
	SOUTH TECH CHRTR ACAD			
07/03/2019	MERCHANT BANKCD FEE 498232637880	\$31.71		\$152,944.80
	SOUTH TECH CHRTR ACAD			
07/12/2019	CHECK #2806	\$28.75		\$152,916.05
07/22/2019	PRIORITY CHECK #2820	\$75.00		\$152,841.05
07/23/2019	MERCHANT BANKCD DEPOSIT 498232637880		\$3,629.00	\$156,470.05
	SOUTH TECH CHRTR ACAD			
07/24/2019	MERCHANT BANKCD DEPOSIT 498232637880		\$439.00	\$156,909.05
	SOUTH TECH CHRTR ACAD			
07/25/2019	MERCHANT BANKCD DEPOSIT 498232637880		\$693.00	\$157,602.05
	SOUTH TECH CHRTR ACAD			
07/26/2019	Customer Deposit		\$5,406.62	\$163,008.67
07/26/2019	MERCHANT BANKCD DEPOSIT 498232637880		\$1,419.01	\$164,427.68
	SOUTH TECH CHRTR ACAD			
07/26/2019	CHECK #2821	\$1,080.00		\$163,347.68
07/29/2019	CHECK #2817	\$1,168.90		\$162,178.78
07/30/2019	CHARGEBACK ITEM	\$52.00		\$162,126.78
07/30/2019	CHARGEBACK FEE	\$10.00		\$162,116.78
07/31/2019	MERCHANT BANKCD DEPOSIT 498232637880		\$2,281.00	\$164,397.78
	SOUTH TECH CHRTR ACAD			
07/31/2019	Interest Paid		\$19.77	\$164,417.55
07/31/2019	Service Charge	\$5.70		\$164,411.85

## Check Transactions

BankUnited, N.A.

**Statement Date: July 31, 2019**  
**Account Number: \*\*\*\*\*2965**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
2806	07/12	\$28.75	2817*	07/29	\$1,168.90	2821	07/26	\$1,080.00
2814*	07/01	\$32.97	2820*	07/22	\$75.00			

Items denoted with an "\*" indicate processed checks out of sequence.

**Rates by Date**


Date	Rate
06/30	0.15%

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	\$153,025.62	07/12	\$152,916.05	07/24	\$156,909.05	07/29	\$162,178.78
07/01	\$152,992.65	07/22	\$152,841.05	07/25	\$157,602.05	07/30	\$162,116.78
07/03	\$152,944.80	07/23	\$156,470.05	07/26	\$163,347.68	07/31	\$164,411.85

**Other Balances**

Minimum Balance this Statement Period \$152,841.05



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Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2965

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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.

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**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.**

8:38 AM  
08/12/19

**South Tech Charter Academy, Inc**  
**Reconciliation Summary**  
**1113 · Money Market Account 2981, Period Ending 07/31/2019**

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	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	<b>833,525.48</b>
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>282.46</u>
<b>Total Cleared Transactions</b>	<u>282.46</u>
<b>Cleared Balance</b>	<u><b>833,807.94</b></u>
<b>Register Balance as of 07/31/2019</b>	<b>833,807.94</b>
<b>Ending Balance</b>	<b>833,807.94</b>

8:38 AM  
08/12/19

**South Tech Charter Academy, Inc**  
**Reconciliation Detail**  
**1113 - Money Market Account 2981, Period Ending 07/31/2019**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Cir</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						<b>833,525.48</b>
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	07/31/2019			X	282.46	282.46
<b>Total Deposits and Credits</b>					<b>282.46</b>	<b>282.46</b>
<b>Total Cleared Transactions</b>					<b>282.46</b>	<b>282.46</b>
<b>Cleared Balance</b>					<b>282.46</b>	<b>833,807.94</b>
<b>Register Balance as of 07/31/2019</b>					<b>282.46</b>	<b>833,807.94</b>
<b>Ending Balance</b>					<b>282.46</b>	<b>833,807.94</b>



P.O. Box 521599 Miami, FL 33152-1599



>005621 3220675 0001 006229 10Z  
 SOUTH TECH CHARTER ACADEMY INC  
 1300 SW 30TH AVE  
 BOYNTON BEACH FL 33426-9018

**Statement Date: July 31, 2019**

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**



Introducing our new fraud text alert service! With BankUnited's fraud monitoring service, keeping your debit card safe is as easy as sending a text.

**PUBLIC FUNDS MONEY MARKET Account \*\*\*\*\*2981**

**Account Summary**

Statement Balance as of 06/30/2019		\$833,525.48
Plus	0 Deposits and Other Credits	\$0.00
Less	0 Withdrawals, Checks, and Other Debits	\$0.00
Less	Service Charge	\$0.00
Plus	Interest Paid	\$282.46
Statement Balance as of 07/31/2019		\$833,807.94

**Interest Summary**

Beginning Interest Rate	0.40%
Interest Period Days	31
Interest Annual Percentage Yield Earned this Statement Period (APYE)	0.40%
Interest Paid this Statement Period	\$282.46
Interest Paid Year to Date	\$2,560.92

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
07/31/2019	Interest Paid		\$282.46	\$833,807.94

Statement Date: July 31, 2019

Account Number: \*\*\*\*\*2981

**Rates By Date**

<i>Date</i>	<i>Rate</i>
06/30	0.40%

**Balances by Date**

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
06/30	\$833,525.48	07/31	\$833,807.94

**Other Balances**

Minimum Balance this Statement Period	\$833,525.48
---------------------------------------	--------------



At BankUnited, we want to make sure that using your debit card is always as safe and convenient as possible. That's why we're launching fraud text alerts as part of our ongoing fraud monitoring program. If we have your mobile phone number on file, you will be automatically enrolled in our fraud text alert service. To learn more about our new service, please call us at 1-877-779-2265.





P.O. Box 521599 Miami, FL 33152-1599

Statement Date: July 31, 2019  
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?
- 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.



BankUnited, N.A.





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**We appreciate your business.**

**Board Meeting  
September 17, 2019**

**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 July 31, 2019 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 July 31, 2019**

Date	Num	Name	Amount
<b>1111 - South Tech Operating 2973</b>			
07/30/2019	1949	Payroll	-151,499.75
07/15/2019	1925	Payroll	-147,265.11
07/18/2019	6738	EGIS Insurance	-65,616.00
07/31/2019	1950	Florida Retirement System	-60,829.35
07/30/2019	1949	Payroll	-49,657.79
07/15/2019	1925	Payroll	-47,953.15
07/18/2019	6741	FPL	-19,693.72
07/25/2019	6777	Mac Express Cleaning Service	-13,728.00
07/18/2019	6756	Rock & Roll Academy Inc	-11,999.00
07/18/2019	6759	Special Markets Insurance Cons...	-8,172.95
07/18/2019	6737	Edgenuity	-8,160.00
07/18/2019	6754	Pemco & Co, LLC	-6,909.37
07/25/2019	6772	Electude USA LLC	-5,360.00
07/18/2019	6746	McCullough, Keefe	-4,965.00
07/25/2019	6781	Tomco Refrigeration Experts, Inc.	-4,325.01
07/25/2019	6776	Hacklab, Inc	-3,960.00
07/18/2019	6748	Memic Indemnity Company	-3,455.30
07/18/2019	6735	City of Boynton Beach Utilities D...	-2,660.77
07/18/2019	6753	Observe 4 Success, LLC	-2,500.00
07/18/2019	6725	Advance Education Inc	-2,400.00
07/18/2019	6726	Alann Corporation	-2,000.00
07/18/2019	6744	Mac Express Cleaning Service	-1,820.00
07/25/2019	6769	Apple Inc	-1,554.00
07/18/2019	6758	Safety-Kleen Systems Inc	-1,459.37
07/25/2019	6775	GovConnection, Inc	-1,325.00
07/18/2019	6742	Great American Financial Service	-1,303.70
07/18/2019	6766	US Postal Service	-1,250.00
07/18/2019	6755	Powell Landscaping & Design	-1,200.00
07/18/2019	6730	Arnold Law Firm	-1,166.20
07/18/2019	6727	American Express #21007 Oper	-1,157.55
07/18/2019	6743	Home Depot	-1,156.89
07/18/2019	6747	McInerney, Kathryn	-1,076.20
07/18/2019	6752	NHA	-1,053.00
07/18/2019	6760	Spectrum Public Relations	-1,000.00
07/18/2019	6736	Dex Imaging	-940.35
07/18/2019	6767	Verizon Wireless	-874.36
07/18/2019	6729	Amerigas	-760.49
07/25/2019	6768	AED Superstore	-740.80
07/18/2019	6739	F. Mandley & Associates	-562.50
07/18/2019	6750	Neofunds by Neopost	-400.00
07/25/2019	6773	FedEx	-377.62
07/25/2019	6770	AT&T	-358.73
07/18/2019	6733	Building Hope Services	-325.00
07/18/2019	6731	AT&T	-323.41
07/25/2019	6771	Carolina Biological Supplies	-314.63
07/18/2019	6757	S/P2	-299.00
07/18/2019	6764	TMobile	-268.80
07/25/2019	6778	Panzitta Sales & Service	-261.54
07/18/2019	6740	FI Consortium of Public Charter ...	-250.00
07/25/2019	6774	Flinn Scientific Inc	-218.79
07/25/2019	6780	Stewart, Julie	-198.00
07/25/2019	6782	Total Compliance Network Inc	-196.00
07/30/2019	1949	Payroll	-189.45
07/15/2019	1925	Payroll	-183.65
07/18/2019	6751	NexAir, LLC	-169.66
07/18/2019	6762	Stericycle	-128.44
07/18/2019	6728	American Express 11003 - Oper	-115.20
07/03/2019	EFT	Merchant Service Fee	-80.00
07/18/2019	6749	National Print & Design	-75.00
07/18/2019	6763	Sun Sentinel	-74.50
07/18/2019	6761	Staples Advantage	-66.81
07/18/2019	6734	Citi Cards - Oper	-60.00
07/18/2019	6765	Torcivia, Donion, Goddeau & An...	-60.00
07/25/2019	6779	Staples Advantage	-51.19
07/18/2019	6745	Marsh, Patrice	-40.45
07/01/2019	EFT	FDGL	-35.28
07/18/2019	6732	Buchholz, Debbie	-33.26

10:51 AM

08/13/19

Accrual Basis

**South Tech Charter Academy, Inc**  
**Account QuickReport**  
**As of July 31, 2019**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/02/2019	EFT	Authnet Gateway	-30.65
07/19/2019	Chk	Telecheck	-15.00
Total 1111 · South Tech Operating 2973			-648,710.74
<b>1112 · South Tech Internal 2965</b>			
07/18/2019	2817	American Express -21007 Int	-1,168.90
07/18/2019	2821	Old School Square Center for th...	-1,080.00
07/25/2019	2822	Boynton Beach - Lantana- Rotar...	-183.00
07/18/2019	2818	Devine, Lisa	-75.00
07/18/2019	2819	Galvan, Ruth	-75.00
07/18/2019	2820	Melillo, JoAnn	-75.00
07/30/2019	1951		-62.00
07/03/2019	EFT	Merchant Service Fee	-47.85
07/31/2019			-5.70
Total 1112 · South Tech Internal 2965			-2,772.45
<b>TOTAL</b>			<b>-651,483.19</b>

**Motion:**

I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 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 July 31, 2019 and For the Year Ending June 30, 2020**  
**July 31, 2019**

	<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	\$ 1,256,387	\$ -	\$ -	\$ -	\$ 1,256,387
Investments	1160					-
Grant receivables	1130	21,469				21,469
Other current assets	12XX	78,806				78,806
Deposits	1210				-	-
Due from other funds	1140	135,819				135,819
Other long-term assets	1400	150,763				150,763
		<u>\$ 1,643,244</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,643,244</u>
Total Assets		<u>\$ 1,643,244</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,643,244</u>
<b>LIABILITIES AND FUND BALANCE</b>						
Liabilities						
Accounts payable	2120	\$ 183,892	\$ -	\$ -	\$ -	\$ 183,892
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	389,165				389,165
Deferred revenue	2410	6,070				6,070
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX					-
		<u>579,127</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>579,127</u>
Total Liabilities		<u>579,127</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>579,127</u>
Fund Balance						
Nonspendable	2710	214,625				214,625
Restricted	2720					-
Committed	2730					-
Assigned	2740	193,199				193,199
Unassigned	2750	656,293				656,293
		<u>1,064,117</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,064,117</u>
<b>Total Fund Balance</b>		<u>1,064,117</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,064,117</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u>\$ 1,643,244</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,643,244</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 July 31, 2019 and For the Year Ending June 30, 2020**

	FTE Projected	97% Percent of Projected							
	FTE Actual	1,145							
		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									
	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%
	3200					-	-	637,076	0%
STATE SOURCES									
	3310	546,918	546,918	6,814,257	8%				
	3397	25,191	25,191	312,400	8%				
	3355	88,888	88,888	1,082,478	8%				
	3361	-	-	-					
	33XX	31,311	31,311	1,183,530	3%				
LOCAL SOURCES									
	3430	343	343	5,000	7%				
	3413								
	34XX	17,840	17,840	493,220	4%				
<b>Total Revenues</b>		<b>710,491</b>	<b>710,491</b>	<b>9,890,885</b>	<b>7%</b>	<b>-</b>	<b>-</b>	<b>637,076</b>	<b>0%</b>
<b>Expenditures</b>									
Current Expenditures									
	5000	413,792	413,792	5,648,843	7%	34,479	34,479	407,729	8%
	6000	45,685	45,685	754,359	6%	9,450	9,450	229,347	4%
	7100	10,230	10,230	162,956	6%				
	7200	29,986	29,986	351,280	9%				
	7300	56,641	56,641	687,906	8%				
	7400								
	7500	14,851	14,851	179,334	8%				
	7600								
	7700	11,826	11,826	180,008	7%				
	7800	-	-	661,570	0%				
	7900	48,132	48,132	729,470	7%				
	8100	4,698	4,698	51,611	9%				
	8200	9,339	9,339	122,816	8%				
	9100	6,439	6,439	245,000	3%				
	9200								
<b>Total Expenditures</b>		<b>651,619</b>	<b>651,619</b>	<b>9,775,153</b>	<b>7%</b>	<b>43,929</b>	<b>43,929</b>	<b>637,076</b>	<b>7%</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		<b>58,872</b>	<b>58,872</b>	<b>115,732</b>		<b>(43,929)</b>	<b>(43,929)</b>	<b>-</b>	
<b>Other Financing Sources (Uses)</b>									
	3600	-	-	-		43,929	43,929		
	9700	(43,929)	(43,929)			-	-		
<b>Total Other Financing Sources (Uses)</b>		<b>(43,929)</b>	<b>(43,929)</b>	<b>-</b>		<b>43,929</b>	<b>43,929</b>	<b>-</b>	
<b>Net Change in Fund Balances</b>		<b>14,943</b>	<b>14,943</b>	<b>115,732</b>		<b>-</b>	<b>-</b>		
		1,049,174	1,049,174	1,049,174	100%				
		-	-						
<b>Fund Balances, Beginning as Restated</b>		<b>1,049,174</b>	<b>1,049,174</b>	<b>1,049,174</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balances, Ending</b>		<b>\$ 1,064,117</b>	<b>\$ 1,064,117</b>	<b>\$ 1,164,906</b>	<b>91%</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
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								-	-	637,076	0%
								546,918	546,918	6,814,257	8%
								25,191	25,191	312,400	8%
								88,888	88,888	1,082,478	8%
								-	-	-	
								31,311	31,311	1,183,530	3%
								343	343	5,000	7%
								-	-	-	
								17,840	17,840	493,220	4%
								710,491	710,491	10,527,961	7%
								448,271	448,271	6,056,572	7%
								55,135	55,135	983,706	6%
								10,230	10,230	162,956	6%
								29,986	29,986	351,280	9%
								56,641	56,641	687,906	8%
								-	-	-	
								14,851	14,851	179,334	8%
								-	-	-	
								11,826	11,826	180,008	7%
								-	-	661,570	0%
								48,132	48,132	729,470	7%
								4,698	4,698	51,611	9%
								9,339	9,339	122,816	8%
								6,439	6,439	245,000	3%
								-	-	-	
								695,548	695,548	10,412,229	7%
								14,943	14,943	115,733	
								43,929	43,929	-	
								(43,929)	(43,929)	-	
								-	-	-	
								14,943	14,943	115,733	
								1,049,174	1,049,174	1,049,174	100%
								-	-	-	
								1,049,174	1,049,174	1,049,174	100%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	1,064,117	1,064,117	1,164,907	91%



**Board Meeting  
September 17, 2019**

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

**Agenda Item  
C-4**

**Motion:**

I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Summary Information:**

The school's financial statements have been audited by the Keefe McCullough CPA accounting firm, in compliance with State and District guidelines and the conditions of our charter.

Attachments: Audited Financial Statements

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

# South Tech Charter Academy, Inc.

Basic Financial Statements  
and Additional Information  
For the Year Ended June 30, 2019

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MANAGEMENT'S DISCUSSION  
AND ANALYSIS

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## BASIC FINANCIAL STATEMENTS

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REQUIRED SUPPLEMENTAL  
INFORMATION

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## COMPLIANCE SECTION

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
South Tech Charter Academy, Inc.  
Boynton Beach, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of South Tech Charter Academy, Inc. (the "School"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6, the budgetary comparison schedules – general fund and special revenue fund on pages 25 and 26 and the schedules related to the pension plan on pages 27 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated (DATE), on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

Our discussion and analysis of South Tech Charter Academy (the "School") financial performance provides an overview of the School's financial activities for the year ended June 30, 2019 with certain comparative information for 2018. Please read it in conjunction with the School's financial statements which immediately follow this discussion.

### Financial Highlights

The following are highlights of financial activity for the year ended June 30, 2019:

- The School's total liabilities exceeded its assets as of June 30, 2019 by \$ 1,651,566 (net deficit).
- The School's net position (deficit) decreased by \$ 1,065,202 during the current fiscal year as a result of this year's operations.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements:** The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

- The statement of net position presents information on all the School's assets, liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating.
- The statement of activities presents information showing how the School's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by grants and entitlements from the state for full-time equivalent funding. The School does not have any business-type activities. The governmental activities of the School primarily include instruction and instructional support services.

The government-wide financial statements can be found on pages 7 and 8 of this report.

**Fund Financial Statements:** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School only has one category of funds - governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating the School's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and change in fund balance provide reconciliation to facilitate this comparison between governmental funds and governmental activities.

The School maintains two governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance. The General and Special Revenue funds are considered to be the School's major funds.

The School adopts an annual budget for its governmental funds. Budgetary comparison schedules have been provided for the General and Special Revenue funds to demonstrate compliance with the budgets adopted for each.

The governmental funds financial statements can be found on pages 9 through 12 of this report.

**Notes to Basic Financial Statements:** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 13 through 24 of this report.

**Other Information:** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the School's adopted budget to actual results and schedules relating to the School's Pension Plan. Required supplementary information can be found on pages 25 through 32 of this report.

### Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statement of net position as of June 30:

South Tech Charter Academy Statements of Net Position (Deficit)			
	2019		2018
	<u>          </u>		<u>          </u>
<b>Current Assets</b>	\$ 1,318,590	\$	2,116,273
<b>Noncurrent Assets and Deferred Outflows</b>	<u>3,694,866</u>		<u>3,357,431</u>
Total assets and deferred outflows	<u>5,013,456</u>		<u>5,473,704</u>
<b>Current Liabilities</b>	466,801		452,417
<b>Noncurrent Liabilities and Deferred Inflows</b>	<u>6,198,221</u>		<u>5,607,651</u>
Total liabilities and deferred inflows	<u>6,665,022</u>		<u>6,060,068</u>
<b>Net Position (deficit):</b>			
Net investment in capital assets	955,387		927,134
Unrestricted (deficit)	<u>(2,606,953)</u>		<u>(1,513,498)</u>
Total net position (deficit)	\$ <u><u>(1,651,566)</u></u>	\$	<u><u>(586,364)</u></u>

**South Tech Charter Academy, Inc.  
Management's Discussion and Analysis  
June 30, 2019**

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A portion of the School's net position reflects its investment in capital assets, less any related outstanding debt used to acquire those assets. The School uses these capital assets to provide services to students; consequently, these assets are not available for future spending. Although the School's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining balance, unrestricted, may be used to meet the School's ongoing obligations.

The following table reflects the School's change in net position for the years ended June 30, 2019 and 2018.

South Tech Charter Academy Statements of Changes in Net Position			
		<u>2019</u>	<u>2018</u>
<b>Revenues:</b>			
General revenues	\$	9,160,022	\$ 9,228,849
Program revenues		<u>2,477,924</u>	<u>2,447,126</u>
Total revenues		<u>11,637,946</u>	<u>11,675,975</u>
<b>Expenses:</b>			
Instruction		7,858,421	7,420,294
Administration		1,594,299	1,285,737
Operation and maintenance of plant		2,240,069	2,201,093
Student transportation services		661,841	615,334
Fiscal services		202,314	179,877
Board expenditures		<u>146,204</u>	<u>128,754</u>
Total expenses		<u>12,703,148</u>	<u>11,831,089</u>
Change in net position		(1,065,202)	(155,114)
<b>Net Position (deficit), beginning of year</b>		<u>(586,364)</u>	<u>(431,250)</u>
<b>Net Position (deficit), end of year</b>	\$	<u><u>(1,651,566)</u></u>	\$ <u><u>(586,364)</u></u>

**Financial Analysis of the School's Funds**

As noted earlier, the School uses fund accounting to maintain control over resources that have been segregated for specific activities or objectives. The focus of the School's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the School's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the School's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the School. At the end of year 2019, unassigned fund balance of the General Fund was \$ 625,148, a decrease of \$ 690,157 for the year. The overall General Fund balance decreased by \$ 689,006.

### General Fund Budgetary Highlights

Total revenues were favorable to the budget by approximately \$ 1,045,400.

Total expenditures were unfavorable to the budget by approximately \$ 1,762,500. This is mostly due to in-kind rent that was not budgeted for, which is included in operation and maintenance of plant and local sources in the revenues noted above. See page 25 for budget and actual comparisons.

### Capital Assets and Debt Administration

**Capital assets:** The School's investment in capital assets as of June 30, 2019 amounts to \$ 955,387 net of accumulated depreciation as compared to \$ 927,134 as of June 30, 2018. This investment in capital assets is composed of leasehold improvements, furniture & equipment, vehicles, and audio visual and computer software.

**Debt:** At June 30, 2019 and 2018, the School had no outstanding debt.

### Economic Factors

Facts, decisions, or conditions that are expected to have a significant effect on the financial position or results of operations of the school in the year 2020 is that the School continues to implement 2018 Florida Statute Chapter 1006 ss. 1006.12 Safe-school officers at each public school. This statute states that for the protection and safety of school personnel, property, students, and visitors, each district school board and school district superintendent shall partner with law enforcement agencies to establish or assign one or more safe-school officers at each school facility within the district, which impacts the school budget. The impact is partially offset by the allocation from the State. A decrease in funding from the State due to lower enrollment will be offset by decreased operating expenses through improved efficiency in administrative strategies.

### Requests for Information

This financial report is designed to provide a general overview of South Tech Charter Academy, Inc. for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the South Tech Charter Academy, Inc.; 1300 S.W. 30<sup>th</sup> Avenue, Boynton Beach, FL 33437.

South Tech Charter Academy, Inc.  
Statement of Net Position  
June 30, 2019

	<b>Governmental Activities</b>
<b>Current Assets:</b>	
Cash and cash equivalents	\$ 1,119,872
Due from government agencies	97,192
Due from related party	27,829
Prepaid expenses	73,697
	<hr/>
Total current assets	1,318,590
	<hr/>
<b>Noncurrent Assets:</b>	
Note receivable	150,763
Capital assets, net of accumulated depreciation	955,387
	<hr/>
Total noncurrent assets	1,106,150
	<hr/>
Total assets	2,424,740
	<hr/>
<b>Deferred Outflows of Resources:</b>	
Deferred pension outflows	2,588,716
	<hr/>
Total assets and deferred outflows	5,013,456
	<hr/>
<b>Current Liabilities:</b>	
Accounts payable	51,677
Accrued payroll and related taxes	415,124
	<hr/>
Total current liabilities	466,801
	<hr/>
<b>Noncurrent Liabilities:</b>	
Compensated absences payable	449,036
Net pension liability	5,039,613
	<hr/>
Total noncurrent liabilities	5,488,649
	<hr/>
Total liabilities	5,955,450
	<hr/>
<b>Deferred Inflows of Resources:</b>	
Deferred pension inflows	709,572
	<hr/>
Total liabilities and deferred inflows	6,665,022
	<hr/>
<b>Net Position (deficit):</b>	
Net investment in capital assets	955,387
Unrestricted (deficit)	(2,606,953)
	<hr/>
Total net position (deficit)	\$ (1,651,566)
	<hr/> <hr/>

The accompanying notes to basic financial statements are an integral part of these statements.

South Tech Charter Academy, Inc.  
Statement of Activities  
For the Year Ended June 30, 2019

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Governmental</u>
		<u>Capital Grants and Contributions</u>	<u>Operating Grants and Contributions</u>	<u>Activities Net Revenue (Expense) and Change in Net Position</u>
<b>Functions/Programs:</b>				
Governmental activities:				
Instruction	\$ 6,724,492	\$ -	\$ 982,021	\$ (5,742,471)
Pupil personnel services	755,545	-	-	(755,545)
Instructional staff training	365,886	-	-	(365,886)
Instructional-related technology	12,498	-	-	(12,498)
Board expenditures	146,204	-	-	(146,204)
General administration	394,183	-	-	(394,183)
School administration	888,899	-	-	(888,899)
Fiscal services	202,314	-	-	(202,314)
Central services	185,752	-	-	(185,752)
Student transportation services	661,841	-	-	(661,841)
Operation and maintenance of plant	2,240,069	-	1,495,903	(744,166)
Administrative technology services	125,465	-	-	(125,465)
	<u>125,465</u>	<u>-</u>	<u>-</u>	<u>(125,465)</u>
Total governmental activities	\$ <u>12,703,148</u>	\$ <u>-</u>	\$ <u>2,477,924</u>	<u>(10,225,224)</u>
General revenues:				
FTE nonspecific revenues				8,138,182
Contributions and other revenue				<u>1,021,840</u>
Total general revenues				<u>9,160,022</u>
Change in net position				(1,065,202)
Net position (deficit), July 1, 2018				<u>(586,364)</u>
Net position (deficit), June 30, 2019				\$ <u>(1,651,566)</u>

The accompanying notes to basic financial statements are an integral part of these statements.



South Tech Charter Academy, Inc.  
 Balance Sheet - Governmental Funds  
 June 30, 2019

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Assets:</b>			
Cash and cash equivalents	\$ 1,119,872	\$ -	\$ 1,119,872
Due from government agencies	31,692	65,500	97,192
Due from related party	27,829	-	27,829
Due from special revenue fund	65,500	-	65,500
Note receivable	150,763	-	150,763
Prepaid expenditures	73,697	-	73,697
	<u>1,469,353</u>	<u>65,500</u>	<u>1,534,853</u>
Total assets	\$ <u>1,469,353</u>	\$ <u>65,500</u>	\$ <u>1,534,853</u>
<b>Liabilities:</b>			
Accounts payable	\$ 51,677	\$ -	\$ 51,677
Accrued liabilities	415,124	-	415,124
Due to general fund	-	65,500	65,500
	<u>466,801</u>	<u>65,500</u>	<u>532,301</u>
Total liabilities	<u>466,801</u>	<u>65,500</u>	<u>532,301</u>
<b>Fund Balances:</b>			
Nonspendable for prepaid expenditures and note receivable	224,460	-	224,460
Assigned - school-based student activity organizations	152,944	-	152,944
Unassigned	625,148	-	625,148
	<u>1,002,552</u>	<u>-</u>	<u>1,002,552</u>
Total fund balances	<u>1,002,552</u>	<u>-</u>	<u>1,002,552</u>
Total liabilities and fund balances	\$ <u>1,469,353</u>	\$ <u>65,500</u>	\$ <u>1,534,853</u>

The accompanying notes to basic financial statements are an integral part of these statements.

South Tech Charter Academy, Inc.  
 Reconciliation of the Balance Sheet - Governmental Funds  
 to the Statement of Net Position  
 June 30, 2019

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**Total Fund Balances - Governmental Funds** \$ 1,002,552

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources; therefore, they are not reported in the governmental funds.

Cost of capital assets	\$ 1,930,524	
Accumulated depreciation	<u>(975,137)</u>	955,387

Certain funds related to pension assets and liabilities are not reported in the governmental funds.

Deferred outflows, relating to the net pension liability		2,588,716
Deferred inflows, relating to the net pension liability		<u>(709,572)</u>

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Compensated absences	(449,036)	
Net pension liability	<u>(5,039,613)</u>	<u>(5,488,649)</u>

**Net Position (Deficit) of Governmental Activities** \$ (1,651,566)

The accompanying notes to basic financial statements are an integral part of these statements.

**South Tech Charter Academy, Inc.  
Statement of Revenues, Expenditures and  
Changes in Fund Balances - Governmental Funds  
For the Year Ended June 30, 2019**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Revenues:</b>			
State sources	\$ 8,138,182	\$ -	\$ 8,138,182
Federal sources	-	982,021	982,021
Local sources	<u>2,517,743</u>	<u>-</u>	<u>2,517,743</u>
Total revenues	<u>10,655,925</u>	<u>982,021</u>	<u>11,637,946</u>
<b>Expenditures:</b>			
Instruction	5,765,936	579,379	6,345,315
Pupil personnel services	671,878	39,085	710,963
Instructional staff training	8,806	356,102	364,908
Instructional-related technology	12,498	-	12,498
Board expenditures	143,729	-	143,729
General administration	382,091	-	382,091
School administration	844,670	-	844,670
Fiscal services	192,130	-	192,130
Central services	182,914	-	182,914
Student transportation services	654,386	7,455	661,841
Operation and maintenance of plant	2,236,327	-	2,236,327
Administrative technology services	120,068	-	120,068
Capital outlay	<u>129,498</u>	<u>-</u>	<u>129,498</u>
Total expenditures	<u>11,344,931</u>	<u>982,021</u>	<u>12,326,952</u>
Net changes in fund balances	(689,006)	-	(689,006)
<b>Fund Balances, July 1, 2018</b>	<u>1,691,558</u>	<u>-</u>	<u>1,691,558</u>
<b>Fund Balances, June 30, 2019</b>	<u>\$ 1,002,552</u>	<u>\$ -</u>	<u>\$ 1,002,552</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**South Tech Charter Academy, Inc.  
 Reconciliation of the Statement of Revenues,  
 Expenditures and Change in Fund Balances -  
 Governmental Funds to the Statement of Activities  
 For the Year Ended June 30, 2019**

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**Change in Fund Balances - Governmental Funds** \$ (689,006)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, these costs are allocated over their estimated useful lives as a provision for depreciation.

Cost of capital assets	\$	129,498	
Provision for depreciation		<u>(101,245)</u>	28,253

Certain changes related to pension assets and liabilities are not reported in the net change in the governmental funds.

Change in deferred outflows		186,121	
Change in deferred inflows		<u>(183,404)</u>	

Some expenses reported in the statement of activities require the use of current financial resources and, therefore not reported as expenditures in the governmental funds.

Change in compensated absences		(81,240)	
Change in the net pension liability		<u>(325,926)</u>	

**Change in Net Position of Governmental Activities** \$ (1,065,202)

The accompanying notes to basic financial statements are an integral part of these statements.

## Note 1 - Organization and Operations

South Tech Charter Academy (the "School"), is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act, and Section 228.056, Florida Statutes. The School commenced operations in July 2004 and offers classes for grades nine through twelve in the City of Boynton Beach, Florida. One thousand fifty one (1,051) students were enrolled in classes when the school year ended June 30, 2019.

## Note 2 - Summary of Significant Accounting Policies

**Reporting entity:** The School operates under a charter granted by the sponsoring School Board, the School Board of Palm Beach County, Florida. The current charter was effective until June 30, 2019. As the Sponsor, the School Board of Palm Beach County, Florida cannot request an extension, only the Charter School can do so. As with the other two South Tech Charters, the Sponsor stated that their legal department was overwhelmed and requested that South Tech Academy request a six-month extension. The School's Governing Board granted this request. The Sponsor has taken no further action as of mid-September 2019. As South Tech Academy is designated a "high performing charter school" by the Florida Department of Education, a fifteen-year contract with the School Board is currently being negotiated.

The School may also be financially accountable if an organization is fiscally dependent on the School regardless of whether the organization has a separately elected governing board, a governing board appointed by another government, or a jointly approved board. In addition, component units can be other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

As a result of evaluating the above criteria, management has determined that no component units exist for which the School is financially accountable which would require inclusion in the School's financial statements.

**Basis of presentation:** Based on the guidance presented in the American Institute of Certified Public Accountants Audit and Accounting Guide – Not-for-Profit Organizations and provisions of Section 228.056(9), Florida Statutes, the School is presented as a governmental organization for financial statement reporting purposes.

**Government-wide financial statements:** Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

This government-wide focus is more on the ability to sustain the School as an entity and the change in the School's net position resulting from the current year's activities.

## Note 2 - Summary of Significant Accounting Policies (continued)

**Fund financial statements:** Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School reports the following major funds:

- **General Fund** – This fund is employed in accounting for all the operating activities of the School except those required to be accounted for in another fund.
- **Special Revenue Fund** – This fund is used to account for federal grants that are legally restricted to expenditures for particular purposes.

**Net position:** Net position is classified in three categories. The general meaning of each is as follows:

- Net investment in capital assets – represents the difference between the cost of any capital assets, less accumulated depreciation reduced by the outstanding balance of any borrowings used for the acquisition, construction or improvements of those assets, if any.
- Restricted net position – consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- Unrestricted – indicates that portion of net position that can be used for future operations.

**Fund balance:** The School has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance classifications to report on the nature and extent to which the School is bound to have constraints on the specific purposes for which amounts in those funds can be spent.

The following classifications describe the relative strength of the spending constraints:

- Nonspendable – amounts that are not in spendable form (such as prepaid items and deposits) or are legally or contractually required to be maintained intact.
- Restricted – amounts constrained to specific purposes by external providers (such as grantors) or imposed by law through constitutional provisions, or by enabling legislation.
- Committed – amounts constrained to specific purposes by formal action of the School itself, using its highest level of decision making authority (i.e., the School Board) through Resolution. To be reported as committed, amounts cannot be used for any other purpose unless the School's Board takes the same highest level action (i.e., Resolution) to remove or change the constraint.

**Note 2 - Summary of Significant Accounting Policies (continued)**

- Assigned – amounts the School intends to use for a specific purpose but are neither restricted nor committed. Assignments can be made by the School's body or any delegated authority at their direction.
- Unassigned – amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the School considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned or unassigned fund balances are available, the School considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the School Board or its delegated official or body has provided otherwise in its commitment or assignment actions.

**Measurement focus and basis of accounting:** Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the governmental-wide statement uses the economic resources measurement focus.

Governmental activity in the government-wide financial statements is presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The governmental fund basic financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Measurable means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

**Cash and cash equivalents:** Cash and cash equivalents are defined as demand deposits, money market accounts, and short-term investments with original maturities of three months or less from the date of acquisition.

**Due from government agencies:** Amounts due to the School by governments or agencies are for grants or programs under which the services have been provided by the School.

**Due to/from other funds:** Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. The balances result from the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions recorded in the accounting system including reimbursement receivables from award grantor agency, and payments between funds are made.

**Prepaid expenses/expenditures:** Certain payments to vendors reflect cost applicable to a future accounting period and are recorded as prepaid items in both government-wide and fund financial statements.

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Capital assets:** Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Capital assets are defined by the School as assets with an initial cost of \$ 1,000 and useful life of over one year. Donated capital assets are valued at their estimated fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized and depreciated over the remaining useful lives of the related capital assets. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Leasehold improvements	10-30 years
Audio visual and computer software	5-10 years
Furniture and equipment	5-10 years
Vehicles	8-10 years

**Compensated absences:** Compensated absences (i.e. paid absences for employee vacation leave and sick leave) are recorded as expenditures in governmental funds when leave is used or when accrued as payable to employees entitled to cash payment in lieu of taking leave. In the government-wide financial statements, compensated absences are recorded as an expense when earned by the employees. The liability for compensated absences is classified as a long-term liability that is due within one year because the amount of vacation and sick time to be used after the following year cannot be reasonably estimated.

**Deferred outflows/inflows of resources:** In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. At June 30, 2019, the School had deferred outflows of \$ 2,588,716, which is related to the net pension liability.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. At June 30, 2018, the School had deferred inflows of \$ 709,572, which is related to the net pension liability.

**Unearned revenue:** Unearned revenue arises when the School receives resources before it has a legal claim to them.

**Grant and contract revenue:** Grant and contract revenue is recognized when the allowable costs as defined by the individual grant or contract are incurred.

**Revenue recognition:** Student funding is provided by the State of Florida through the School Board. Such funding is recorded as entitlement revenue in the government-wide financial statements and state source revenue in the fund financial statements and is net of a 5% administration fee retained by the School Board. This funding is received on a prorata basis over the twelve month period and is adjusted for changes in full-time equivalent (FTE) student population.



## Note 2 - Summary of Significant Accounting Policies (continued)

**Income taxes:** The School is a department of a nonprofit corporation whose revenue is derived primarily from other governmental entities. The School is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in these basic financial statements.

**Use of estimates:** The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**Date of management's review:** Subsequent events have been evaluated through (DATE), which is the date the financial statements were available to be issued.

## Note 3 - Budgets

The School formally adopted budgets for the General and Special Revenue funds by function for the year ended June 30, 2019. The budgets have been prepared in accordance with accounting principles generally accepted in the United States of America. A comparison of the actual results of operations to the final budgeted amounts for the General Fund and Special Revenue Fund are presented as required supplemental information.

## Note 4 - Deposits

At June 30, 2019 the total carrying amount of the School's cash balances was \$ 1,119,872. The bank balance at local depositories was \$ 1,149,303.

State statutes require, and it is the School's policy, that all deposits be made into, and be held by, financial institutions designated by the treasurer of the State of Florida as qualified public depositories as defined by Chapter 280 of the Florida Statutes. This statute requires that every qualified public depository institution maintain eligible collateral to secure the public entity's funds. The minimal collateral to be pledged by an institution, the collateral eligible for pledge, and reporting requirements of the qualified public depositor to the treasurer is defined by the statute. Collateral is pooled in a multiple qualified public depository institution pool with the ability to assess members of the pool should the need arise. The School's deposits are held in a qualified public depository. They are covered by the collateral pool, as the School has identified itself as a public entity at June 30, 2019.

## Note 5 - Note Receivable

The School previously entered into a note receivable from South Tech Success Center, Inc. ("SSC") (Note 8). This note provided up to \$ 350,000 to SSC to fund start-up operations. The note bears no interest and all outstanding principal is due and payable on June 30, 2021. The School previously advanced \$ 27,702 and advanced an additional \$ 123,061 on the note during the year. The outstanding balance of the note at June 30, 2019 was \$ 150,763.

## Note 6 - Capital Assets

A summary of changes in governmental capital assets is as follows:

	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Capital assets, being depreciated:				
Leasehold improvements	\$ 941,650	\$ -	\$ -	\$ 941,650
Audio visual and computer software	417,013	-	-	417,013
Furniture and equipment	422,693	129,498	-	552,191
Vehicles	19,670	-	-	19,670
<b>Total capital assets, being depreciated</b>	<b>1,801,026</b>	<b>129,498</b>	<b>-</b>	<b>1,930,524</b>
Accumulated depreciation:				
Leasehold improvements	126,592	35,566	-	162,158
Audio visual and computer software	383,249	11,929	-	395,178
Furniture and equipment	348,874	52,492	-	401,366
Vehicles	15,177	1,258	-	16,435
<b>Total accumulated depreciation</b>	<b>873,892</b>	<b>101,245</b>	<b>-</b>	<b>975,137</b>
<b>Net capital assets</b>	<b>\$ 927,134</b>	<b>\$ 28,253</b>	<b>\$ -</b>	<b>\$ 955,387</b>

The provision for depreciation for the year ended June 30, 2019 amounted to \$ 101,245 of which \$ 91,120 was allocated to instruction and \$ 10,125 was allocated to school administration.

As part of the School's charter contract, all capital assets purchased with public funds will automatically revert to the district school board upon the non-renewal or termination of the contract.

## Note 7 - Contingencies and Commitments

**Grant funding:** The School received financial assistance from federal, state, and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and may be subject to audit by the grantor agencies. In accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Uniform Guidance) and the Florida Single Audit Act, the School is required to conduct "single audits" when the required threshold, which is \$ 750,000 for both federal and state financial assistance, is met. The School exceeded the federal threshold and thus a single audit is required under the Uniform Guidance.

## Note 8 - Related Party Transactions

The School is related to South Tech Preparatory Academy, Inc. ("STP") through common board members. The School received grant funding of \$ 307,883 from the State of Florida Department of Education that was passed through to STP for its use. In addition, at June 30, 2019, the School has a receivable balance from STP in the amount of \$ 27,829 which represents reimbursement of certain shared expenditures.

#### Note 8 - Related Party Transactions (continued)

The School is also related to SSC through common board members. SSC is expected to begin operations in September 2019. The Schools entered into an agreement to provide short term financing to assist with SSC's start up. The outstanding balance of the financing agreement at June 30, 2019 was \$ 150,763 (Note 5).

#### Note 9 - Lease

The School leases facilities for its operations under an agreement with Palm Beach County. The lease agreement became effective July 1, 2004 and expired on June 30, 2019, concurrent with the charter agreement. The agreement provides that the School pays \$ 1 for the use of the County's facilities. The School recorded an in-kind donation and respective rent expense in the amount of approximately \$ 124,700 per month, based on a fair value of \$ 9.31 per square foot. Total in-kind revenue and expense in connection with the facility lease amounted to approximately \$ 1,495,900 for the year ended June 30, 2019.

#### Note 10 - Florida Retirement System

As provided by Chapters 121 and 112, Florida Statutes, the Florida Retirement System ("FRS") provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension and/or FRS Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Web site: [www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications).

##### **Pension Plan:**

Plan Description - The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

Benefits Provided - Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service.

## Note 10 - Florida Retirement System (continued)

Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers' class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

**Contributions** - Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from July 1, 2018 through June 30, 2019, were as follows: Regular – 8.26%; Special Risk Administrative Support – 34.98%; Special Risk – 24.50%; Senior Management Service – 24.06%; Elected Officers' - 48.70%; and DROP participants – 14.03%. These employer contribution rates include 1.66% HIS Plan subsidy for the periods from July 1, 2018 through June 30, 2019.

### **HIS Plan:**

**Plan Description** - The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

**Benefits Provided** - For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$ 5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$ 30 and a maximum HIS payment of \$ 150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

**Note 10 - Florida Retirement System (continued)**

**Contributions** - The HIS Plan is funded by required contributions from FRS participating employer's asset by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the HIS contribution for the period from July 1, 2018 through June 30, 2019 was 1.66%. The School contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** - At June 30, 2019, the School reported liabilities of \$ 3,149,260 for its proportionate share of the FRS Plan's net pension liability and \$ 1,890,353 for the HIS Plan's net pension liability for a total net pension liability of \$ 5,039,613. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The School's proportion of the net pension liability was based on a projection of the School's 2018-19 fiscal year contributions relative to the 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the School's proportion was 0.01044954% for the FRS plan and 0.01787893% for the HIS plan, which was an increase of 0.00071951% and 0.00071308%, respectively from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the School recognized pension expense of \$ 142,270 for the FRS Plan and \$ 180,939 for the HIS Plan for a total pension expense of \$ 323,209.

At June 30, 2019, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>		
	<u>FRS Plan</u>	<u>HIS Plan</u>	<u>Total</u>
Differences between expected and actual experience	\$ 259,027	\$ 29,798	\$ 288,825
Changes of assumptions	1,036,637	193,523	1,230,160
Net difference between projected and actual earnings on pension plan investments	-	1,178	1,178
Changes in proportion and differences between School contributions and proportionate share of contributions	325,114	274,038	599,152
School contributions subsequent to the measurement date	<u>463,260</u>	<u>6,141</u>	<u>469,401</u>
Total	<u>\$ 2,084,038</u>	<u>\$ 504,678</u>	<u>\$ 2,588,716</u>

**Note 10 - Florida Retirement System (continued)**

	Deferred Inflows of Resources		
	FRS Plan	HIS Plan	Total
Differences between expected and actual experience	\$ 12,795	\$ 2,783	\$ 15,578
Changes of assumptions	-	202,074	202,074
Net difference between projected and actual earnings on pension plan investments	419,011	-	419,011
Changes in proportion and differences between School contributions and proportionate share of contributions	41,914	30,995	72,909
<b>Total</b>	<b>\$ 473,720</b>	<b>\$ 235,852</b>	<b>\$ 709,572</b>

Deferred outflows of resources related to the Pension Plan, totaling \$ 469,401 related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the subsequent reporting period ending June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year Ended June 30:	FRS Plan	HIS Plan	Total
2020	\$ 422,584	\$ 74,884	\$ 497,468
2021	\$ 285,084	\$ 74,795	\$ 359,879
2022	\$ 72,411	\$ 54,661	\$ 127,072
2023	\$ 206,653	\$ 45,784	\$ 252,437
2024	\$ 137,348	\$ 8,571	\$ 145,919
Thereafter	\$ 22,980	\$ 3,988	\$ 26,968

**Actuarial Assumptions** - The Florida Retirement System Actuarial Assumption Conference is responsible for setting the assumptions used in the funding valuations of both pension plans pursuant to section 216.136 (10), Florida Statutes. The Pension Plan's valuation is performed annually. The HIS Plan has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the Pension Plan was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because the HIS Plan is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the Pension Plan. The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

**Note 10 - Florida Retirement System (continued)**

	FRS Plan	HIS Plan
Inflation	2.60%	2.60%
Salary increases	3.25%, average, including inflation	3.25%, average, including inflation
Investment rate of return	7.00%, net of pension plan investment expense, including inflation	N/A
Municipal bond rate	N/A	3.58%

**Long-term Expected Rate of Return** - The long-term expected rate of Return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	2.9%	2.9%	1.8%
Fixed income	18.0%	4.4%	4.3%	4.0%
Global equity	54.0%	7.6%	6.3%	17.0%
Real estate	11.0%	6.6%	6.0%	11.3%
Private equity	10.0%	10.7%	7.8%	26.5%
Strategic investments	6.0%	6.0%	5.7%	8.6%
Total	<u>100.0%</u>			
Assumed Inflation - Mean			2.6%	1.9%

(1) As outlined in the Pension Plan's investment policy

**Discount Rate** - The discount rate used to measure the total pension liability was 7.00% for the FRS Plan. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

The discount rate used to measure the total pension liability was 3.87% for the HIS Plan. In general, the discount rate for calculating the HIS Plan's total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS Plan benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the municipal bond rate of 3.58% was used to determine the total pension liability. The Bond Buyer General Obligation Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**Note 10 - Florida Retirement System (continued)**

**Sensitivity of the School's Proportionate Share of the Net Position Liability to Changes in the Discount Rate** - The following table represents sensitivity of the School's proportionate share of the net pension liability to changes in the discount rate. The sensitivity analysis, below, shows the impact of the School's proportionate share of the net pension liability if the discount rate was 1.00% lower or 1.00% higher than the current discount rate at June 30, 2018.

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
School's proportionate share of the net pension liability for FRS Plan	\$ <u>5,744,238</u>	\$ <u>3,149,260</u>	\$ <u>990,674</u>
	1% Decrease 2.87%	Current Discount Rate 3.87%	1% Increase 4.87%
School's proportionate share of the net pension liability for HIS Plan	\$ <u>2,152,730</u>	\$ <u>1,890,353</u>	\$ <u>1,671,210</u>

**Note 11 - Risk Financing**

The School is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School places all insurance risk, less nominal deductibles, in the hands of commercial carriers. At the present time, management believes that any claims the School may have are insured and that any expense associated with them will not materially affect the financial position of the School.



**South Tech Charter Academy, Inc.**  
**Budgetary Comparison Schedule - General Fund**  
**For the Year Ended June 30, 2019**

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<b>Favorable (Unfavorable) Variance</b>
<b>Revenues:</b>				
State sources	\$ 8,452,332	\$ 8,263,073	\$ 8,138,182	\$ (124,891)
Local sources	1,295,070	1,347,430	2,517,743	1,170,313
Total revenues	<u>9,747,402</u>	<u>9,610,503</u>	<u>10,655,925</u>	<u>1,045,422</u>
<b>Expenditures:</b>				
Instruction	5,904,621	5,875,723	5,765,936	109,787
Pupil personnel services	551,344	528,693	671,878	(143,185)
Instructional-related technology	126,989	8,500	12,498	(3,998)
Board expenditures	135,465	163,380	143,729	19,651
General administration	361,079	364,341	382,091	(17,750)
School administration	664,019	803,830	844,670	(40,840)
Fiscal services	196,548	192,242	192,130	112
Central services	211,752	182,093	182,914	(821)
Student transportation services	633,838	657,050	654,386	2,664
Operation and maintenance of plant	793,926	692,533	2,236,327	(1,543,794)
Administrative technology services	124,335	114,059	120,068	(6,009)
Capital outlay	-	-	129,498	(129,498)
Total expenditures	<u>9,703,916</u>	<u>9,582,444</u>	<u>11,344,931</u>	<u>(1,762,487)</u>
Net change in fund balance	<u>\$ 43,486</u>	<u>\$ 28,059</u>	<u>\$ (689,006)</u>	<u>\$ (717,065)</u>

South Tech Charter Academy, Inc.  
 Budgetary Comparison Schedule - Special Revenue Fund  
 For the Year Ended June 30, 2019

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<b>Favorable (Unfavorable) Variance</b>
<b>Revenues:</b>				
Title I funds	\$ 431,000	\$ 505,436	\$ 488,842	\$ (16,594)
IDEA grant revenues	346,071	346,250	359,875	13,625
Title II funds	61,456	61,464	70,811	9,347
Perkins grant	19,865	22,244	19,725	(2,519)
Title IV funds	37,000	37,193	39,255	2,062
Title 1, Part C	9,000	5,161	3,513	(1,648)
	<u>904,392</u>	<u>977,748</u>	<u>982,021</u>	<u>4,273</u>
Total revenues				
<b>Expenditures:</b>				
Instruction	533,579	576,857	579,379	(2,522)
Pupil personnel services	35,995	38,915	39,085	(170)
Instructional staff training	327,952	354,553	356,102	(1,549)
Student transportation services	6,866	7,423	7,455	(32)
	<u>904,392</u>	<u>977,748</u>	<u>982,021</u>	<u>(4,273)</u>
Total expenditures				
Net change in fund balance	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**South Tech Charter Academy, Inc.  
Schedule of Proportionate Share of Net Pension Liability  
Florida Retirement System Pension Plan  
Last 10 Fiscal Years \*  
(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
South Tech Charter Academy, Inc.'s proportion of the net pension liability	0.00974409%	0.00836097%	0.00834050%	0.00973003%	0.01044954%
South Tech Charter Academy, Inc.'s proportionate share of the net pension liability	\$ 594,532	\$ 1,136,874	\$ 2,105,972	\$ 2,878,078	\$ 3,149,260
South Tech Charter Academy, Inc.'s covered-employee payroll	\$ 5,345,522	\$ 5,236,574	\$ 5,704,323	\$ 5,112,666	\$ 6,742,656
South Tech Charter Academy, Inc.'s proportionate share of the net pension liability as a percentage of its covered-employee payroll	11.12%	21.71%	36.92%	56.29%	46.71%
Plan fiduciary net position as a percentage of total pension liability	96.09%	92.00%	84.88%	83.89%	84.26%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Charter Academy, Inc.  
Schedule of Proportionate Share of Net Pension Liability  
Retiree Health Insurance Subsidy Program  
Last 10 Fiscal Years \*  
(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
South Tech Charter Academy, Inc.'s proportion of the net pension liability	0.01633962%	0.01399307%	0.01554903%	0.01716585%	0.01787893%
South Tech Charter Academy, Inc.'s proportionate share of the net pension liability	\$ 1,527,795	\$ 1,573,434	\$ 1,812,164	\$ 1,835,609	\$ 1,890,353
South Tech Charter Academy, Inc.'s covered-employee payroll	\$ 5,345,522	\$ 5,236,574	\$ 5,704,323	\$ 5,112,666	\$ 6,742,656
South Tech Charter Academy, Inc.'s proportionate share of the net pension liability as a percentage of its covered-employee payroll	28.58%	30.05%	31.77%	35.90%	28.04%
Plan fiduciary net position as a percentage of total pension liability	0.99%	0.50%	0.97%	1.64%	2.15%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Charter Academy, Inc.**  
**Schedule of Contributions**  
**Florida Retirement System Pension Plan**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 213,437	\$ 203,848	\$ 203,823	\$ 253,297	\$ 297,803
Contributions in related to the contractually required contribution	\$ <u>(213,437)</u>	\$ <u>(203,848)</u>	\$ <u>(203,823)</u>	\$ <u>(253,297)</u>	\$ <u>(297,803)</u>
Contribution deficiency (excess)	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>
South Tech Charter Academy, Inc.'s covered-employee payroll	\$ 5,345,522	\$ 5,236,574	\$ 5,704,323	\$ 5,112,666	\$ 6,742,656
Contributions as a percentage of covered payroll	3.99%	3.89%	3.57%	4.95%	4.42%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Charter Academy, Inc.**  
**Schedule of Contributions**  
**Retiree Health Insurance Subsidy Program**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 55,974	\$ 53,490	\$ 79,698	\$ 90,846	\$ 96,958
Contributions in related to the contractually required contribution	\$ <u>(55,974)</u>	\$ <u>(53,490)</u>	\$ <u>(79,698)</u>	\$ <u>(90,846)</u>	\$ <u>(96,958)</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
South Tech Charter Academy, Inc.'s covered-employee payroll	\$ 5,345,522	\$ 5,236,574	\$ 5,704,323	\$ 5,112,666	\$ 6,742,656
Contributions as a percentage of covered payroll	1.05%	1.02%	1.40%	1.78%	1.44%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Charter Academy, Inc.**  
**Schedule of Investment Returns**  
**Florida Retirement System Pension Plan**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

---

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual money-weighted annual rate of return, net of investment expenses	17.57%	3.77%	0.57%	13.59%	9.28%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

DRAFT

**South Tech Charter Academy, Inc.**  
**Schedule of Investment Returns**  
**Retiree Health Insurance Subsidy Program**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

---

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual money-weighted annual rate of return, net of investment expenses	17.57%	3.77%	0.57%	13.59%	9.28%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

DRAFT



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors  
South Tech Charter Academy, Inc.  
Boynton Beach, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of South Tech Charter Academy, Inc. (the "School") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated (DATE).

#### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

South Tech Charter Academy, Inc.

**Purpose of this Report**

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

DRAFT

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors  
South Tech Charter Academy, Inc.  
Boynton Beach, Florida

**Report on Compliance for Each Major Federal Program**

We have audited South Tech Charter Academy, Inc.'s, (the "School") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2019. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

## Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

## INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF DIRECTORS

To the Board of Directors  
South Tech Charter Academy, Inc.  
Boynton Beach, Florida

### **Report on the Financial Statements**

We have audited the financial statements of South Tech Charter Academy, Inc. (the "School") as of and for the year ended June 30, 2019 and have issued our report thereon dated (DATE).

### **Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Audit Requirements for Federal Awards (Uniform Guidance); and Chapter 10.850, Rules of the Auditor General.

### **Other Reports and Schedules**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance required by the Uniform Guidance and Schedule of Findings and Question Costs. Disclosures in those reports and schedule, which are dated (DATE), should be considered in conjunction with this management letter.

### **Prior Audit Findings**

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding annual financial report.

### **Official Title**

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are South Tech Charter Academy, Inc. and 501571.

### **Financial Condition and Management**

Section 10.854(1)(e)2., Rules of the Auditor General, requires us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

South Tech Charter Academy, Inc.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its website the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its website the information specified in Section 1002.33(9)(p), Florida Statutes.

**Additional Matters**

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

**South Tech Charter Academy, Inc.  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2019**

<u>Federal Agency/Federal Program</u>	<u>CFDA Number</u>	<u>Contract/ Grant Number</u>	<u>Expenditures</u>	<u>Transfers to Subrecipients</u>
<b>Federal Agency Name:</b>				
Indirect Programs:				
U.S. Department of Education - Passed through Florida Department of Education -				
Title I Grants to Local Educational Agencies	84.010	50D-2129B-9CB01	\$ 488,842	\$ 176,370
Special Education Grants to States	84.027	50D-2639B-9CB01	359,875	95,181
Career and Technical Education - Basic Grants to States	84.048	50D-1619B-9CS01	19,725	-
Improving Teacher Quality State Grants	84.367	50D-2249B-9CT01	70,811	14,371
Education of Migratory Children	84.011	50D-2179B-9CF01	3,513	2,858
Student Support and Academic Enrichment Grants	84.424	50D-2419A-9C001	<u>39,255</u>	<u>19,103</u>
Total U.S. Department of Education			<u>982,021</u>	<u>307,883</u>
Total Expenditures of Federal Awards			<u>\$ 982,021</u>	<u>\$ 307,883</u>

See Notes to Schedule of Expenditures of Federal Awards.

**Note 1 - Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards includes the federal award activity of South Tech Charter Academy, Inc. (the "School") under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net position, or cash flows of the School.

**Note 2 - Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 3 - Contingency**

The grant revenue amounts received are subject to audit and adjustment. If any expenditures or expenses are disallowed by the grantor agencies as a result of such an audit, any claim for reimbursement to the grantor agencies would become a liability of the School. In the opinion of management, all grant expenditures are in compliance with the terms of the grant agreements and applicable Federal and state laws and other applicable regulations.

**Note 4 - Indirect Cost Rate**

The School did not elect to use the 10% de minimis indirect cost rate.

**Note 5 - Related Party**

As discussed in Note 8 of the financial statements, the School received grant funding of \$ 307,883 from the State of Florida Department of Education that was passed through to South Tech Preparatory Academy, which is a related party to the School.



**A. Summary of Auditor's Results**

1. The auditor's report dated (DATE) expresses an unmodified opinion on the financial statements of South Tech Charter Academy, Inc.
2. No material weaknesses relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of South Tech Charter Academy, Inc. were disclosed during the audit.
4. No material weaknesses relating to the audit of the major federal programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major Federal programs for South Tech Charter Academy, Inc. expresses an unmodified opinion.
6. There are no audit findings relative to the major Federal programs for South Tech Charter Academy, Inc. reported in Part C of this schedule.
7. The programs tested as major programs are as follows:

<u>Federal Award Program</u>	<u>CDFA Number</u>
Department of Education - Title I Grants to Local Educational Agencies	84.010

8. The threshold for distinguishing Type A and Type B programs was \$ 750,000.
9. South Tech Charter Academy, Inc. was determined to be a low risk auditee.

**B. Findings – Financial Statement Audit**

No matters were reported.

**C. Findings and Questioned Costs – Major Federal Award Programs**

No matters were reported.

**D. Other Issues**

1. A separate management letter was not issued.
2. A summary schedule of prior audit findings is not required because there were no prior audit findings related to federal programs.
3. No corrective action plan is required because there were no findings reported under the Uniform Guidance.

**Summary of Proposed Terms  
 Loan to South Tech Charter Academy, Inc.  
 For Non-revolving Line of Credit  
 September 16, 2019**

This summary of basic terms among South Tech Charter Academy, Inc. (the “Borrower”), South Tech Preparatory Academy, Inc. and South Tech Success Center (each a “Guarantor”) and Building Hope Finance (“BHF”) and together with the Borrower (the “Parties”) memorializes the Parties’ understanding of the material terms relating to a proposed loan (the “Loan”) to fund working capital need of the South Tech Charter Schools.

<b>SOUTH TECH CHARTER SCHOOLS:</b>	South Tech Charter Academy, Inc. South Tech Preparatory Academy, Inc. SouthTech Success Center
<b>BORROWER:</b>	South Tech Charter Academy, Inc.
<b>LENDER:</b>	Building Hope Finance
<b>GUARANTOR(S):</b>	South Tech Preparatory Academy, Inc. SouthTech Success Center.
<b>PURPOSE OF THE LOAN:</b>	To provide working capital for the Borrower and the affiliate South Tech Charter Schools to bridge payment of expenses prior to receipt of grant funding or funding from the State of Florida.
<b>EXPIRATION DATE:</b>	Term sheet must be signed by September 20, 2019
<b>TERMS OF MORTGAGE LOAN:</b>	
Loan Amount	Not to exceed \$700,000.00
Interest Rates and Terms	6.0%  The loan requires monthly payments of interest, with all outstanding unpaid interest and principal due at maturity.
Maturity Date:	October 1, 2020

Disbursement	<p>The Loan proceeds shall be disbursed upon Borrowers Request. Disbursements shall occur no more frequently than once a month. The minimum disbursement amount shall be at least \$100,000.</p> <p>The borrower may not reborrow any portion of the loan that has been repaid. This is a non-revolving line of credit.</p>
Payment Dates	The 1 <sup>st</sup> day of every month.
Lender Fee	Loan fee of \$10,000 for underwriting and preparation of loan documentation, to be paid at closing.
<b>PRE-CLOSING CONDITIONS:</b>	
Conflicts of Interests / Related Party Transactions	<p>Details of all related party conflicts of interest and related party transactions.</p> <p>Any related party vendor must have a contract.</p>
No Material Adverse Changes	No Material Adverse Changes in the organizations, the charters, or State or Federal law pertaining to charter schools or charter school financing.
Charter Agreements	The Charter School tenant shall have been issued its charter agreement and be in good standing with the applicable authorizer.
Credit Committee Approval	The Loan must be approved by the BHF credit committee, pursuant to the BHF Loan Policies.
<b>SECURITY FOR THE LOAN:</b>	
Pledge of all Business Assets	The Borrower and Guarantor(s) shall pledge all business assets to secure the loan. Lender intends to



	file a UCC1 Financing Statement to evidence the pledge.
<b>COVENANTS:</b>	
Liquidity Covenant	<p>Borrower must maintain unrestricted cash, cash equivalents and liquid investments equal to no less than 45 days when divided by the quotient of annual operating expenditures, including interest, divided by 365 (“DCOH”) beginning with December 1, 2019 and on each testing date thereafter.</p> <p>Testing dates shall be December 1<sup>st</sup>, March 1<sup>st</sup>, June 1<sup>st</sup> and September 1<sup>st</sup>.</p>
Additional Debt	The Borrower and Guarantor(s) shall be prohibited from incurring additional debt until the Loan is repaid, except for the contemplated financing of approximately \$10 million facilities financing contemplated by South Tech Preparatory Academy, Inc and any associated FFE financing for that project that may be required.
Maintenance of Charter	Nonrenewal, probation, termination or revocation of a charter contract is an immediate Event of Default.
Insurance	Insurance is required at coverage and amounts reasonably requested by BHF.
Reporting	<p>The South Tech Charter Schools shall provide BHF:</p> <ul style="list-style-type: none"> <li>• Annual audited financial statements and management letters within 120 days of FYE. Audited financial statements to include demonstration of compliance with financial covenants.</li> <li>• Annual budget acceptable to BHF.</li> <li>• Quarterly unaudited financial statements within 45 days after quarter end.</li> </ul>

	<ul style="list-style-type: none"> <li>• Quarterly certificates as to compliance with Loan covenants.</li> <li>• Quarterly bank and investment statements.</li> <li>• Enrollment statistics April 30<sup>th</sup> and on the date which is one month prior to the State reporting date and at the time the State report is filed.</li> <li>• Minutes from all Board of Directors meetings if not publicly available, at the request of BHF</li> <li>• Other information that BHF may reasonably request.</li> </ul> <p>At any time while an Event of Default has occurred and is continuing, the Borrower and the Charter School shall provide monthly financial statements and any other information that is requested by the BHF.</p>
<b>MISCELLANEOUS:</b>	
Legal/Workout Costs	In a continuing hard money default Borrower and Lessees agree to cover reasonable legal and workout costs of BHF.
Agreement to Indemnify and Hold Harmless BHF	Borrower and Lessees agree to indemnify and hold harmless BHF for providing any waivers, consents, directions or approvals and for exercising its fiduciary responsibilities including, but not limited to, acceleration and foreclosure.

This summary of terms is not a commitment to lend. The terms and conditions set forth herein are subject to modification or restructuring based upon BHF's due diligence and legal reviews. These are basic terms for discussion of the business deal – there will be other terms, covenants, etc.

IN WITNESS WHEREOF, and acknowledging acceptance and agreement of the foregoing, the Parties affix their signatures hereto on this \_\_\_ day of \_\_\_\_\_, 2019.

**SOUTHTECH PREPARATORY ACADEMY, INC.**  
**CONSENT AGENDA**  
**September 17, 2019**

**Old Business**

None.

**Administrative Items**

- PA-1** I recommend that the Board approve submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.
- PA-2** I recommend that the Board approve Policy 1.02 Governing Board revision.
- PA-3** I recommend that the Board approve SouthTech Preparatory Academy's Active Assailant Procedures SY19-20 draft.
- PA-4** I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.
- PA-5** I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending July 31, 2019 as required by the Sponsor.
- PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for months ending July 31, 2019 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.
- PC-4** I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Emergency Items**

- PE-1** I recommend that the Board authorize the SouthTech Preparatory Academy Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**REVISED: 9-16-19**

**Motion:**

I recommend that the Board approve submitting the names of personnel eligible for the Best and Brightest Scholarship Program prior to the deadline on November 1, 2019.

**Summary Information:**

As per the Department of Charter Schools, School District of Palm Beach County, Governing Boards of charter schools are to forward to the Department of Charter Schools the following for teachers eligible for the Best and Brightest Scholarship prior to November 1, 2019 (nothing will be accepted after that date):

- Teacher name
- Teacher employee ID number
- Teacher certification number
- School name

The charter school's Governing Board is to keep on file the completed application form and all documentation of evidence that supports the teachers' eligibility for the scholarship.

The exact number of employees eligible for the scholarship is unknown at this time as all SAT scores have not been received. The scholarship is funded by the state and has no budgetary impact. Please see attached for more information.

Attachments: None.

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
PA-2**

**Motion:**

I recommend that the Board approve Policy 1.02 Governing Board revision.

**Summary Information:**

The Board approved the nomination of Robert Kesten to the Governing Board.

Attachments: Policy 1.02 Governing Board

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.



**GOVERNING BOARD**

The By-Laws of South Tech Preparatory Academy, Inc. specify that the Governing Board of South Tech Preparatory Academy, Inc. be no less than nine (9) members and no more than fifteen (15) members. These limits may be changed by revising the By-laws. The By-Laws also specify that members are elected for a period of three (3) years, with one-third of the members elected each year. There are no term limits specified.

To accomplish staggered terms, The Founding Board established terms defined below at its meeting of July 30, 2012. Board members elected subsequent to that meeting assume the term of the Board member they replaced.

BOARD MEMBER		TERM ENDS
James Notter	Chair	September 30, 2019
Aram Bloom	Vice Chair	September 30, 2020
Dan Heller	Treasurer	September 30, 2020
Ayesha Edmond	Secretary	September 30, 2021
Carl McKoy		September 30, 2020
Roger Dunson		September 30, 2021
Russ Feldman		September 30, 2021
Diane Heinz		September 30, 2021
Suzanne Nicolini		September 30, 2019
Jonathan Flah		September 30, 2020
Robert Kesten		September 30, 2020
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2021

Authority: By-laws of SouthTech Preparatory Academy, Inc.

History: New: 7/31/2012; 11/12/15; 10/13/16; 12/8/16; 09/14/17; 12/14/17; 08/09/17; 10/11/18; 01/17/19; 03/14/19; 9/17/19

**Motion:**

I recommend that the Board approve SouthTech Preparatory Academy's Active Assailant Procedures SY19-20 draft.

**Summary Information:**

The Active Assailant Response Plan is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The Plan has been developed to assist staff members and other stakeholders during a school-based emergency with an active assailant incident. The Active Assailant Response Plan provides an outline to guide stakeholders through an emergency situation with an active assailant. An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

The Active Assailant Plan is considered to be a "living document" that should be reviewed and updated as necessary.

Attachments: STPA Active Assailant Plan

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

# SouthTech Preparatory Academy



## Active Assailant Response Procedures

**SY 2019-2020**

**Introduction:** The STPA Active Assailant Response Plan is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The Plan has been developed to assist our staff members and other stakeholders during a school-based emergency with an active assailant incident.

**Purpose:** The Active Assailant Response Plan provides an outline to guide stakeholders through an emergency situation with an active assailant.

**Definition:** An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

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SouthTech Preparatory Academy

**August 8, 2019**

**Title of Procedures:** Active Assailant Plan

**SouthTech Preparatory Academy** has assembled a team of school-based administrators, teachers, mental health professionals, and local law enforcement to develop the Active Assailant Response Plan. The members of the team include:

School administrators-Principal and Assistant Principal, Superintendent and Assistant Superintendent  
School-based mental health professionals – School Counselor(s)  
Representatives of the Threat Assessment Team – Assistant Dean  
Representative(s) of the School Safety Team – Dean of Students  
Teachers  
School Safety Officer – Boynton Beach Police Officer assigned to campus  
Parent Liaison  
Test Coordinator/Title 1 Coordinator  
Confidential Secretary  
ESE Coordinator

**The SouthTech Preparatory active assailant response plan was reviewed by the governing board on August 8, 2019 and approved. The Plan is a living document to be amended as needed.**

**Initiate Procedures:**

The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.

The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.

The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.

Staff will be updated and informed via the REMIND APP.

**Emergency Notification Procedures**

**IN THE EVENT OF AN ACTIVE ASSAILANT SITUATION ON CAMPUS, NEVER  
ACTIVATE THE FIRE ALARM AS A MEANS OF EMERGENCY NOTIFICATION.**

Updated 8.20.19- Principal

The first employee to identify an active assailant situation will **ALERT** others.

The first employee to identify an active assailant situation will activate an **ALERT – using the FortifyFL app on their phone or other electronic device**. All school employees and students will have this emergency notification app on their phone and all school issued devices. When activated, an emergency alert will be sent to first responders, school officials and others programmed to receive the notification. The employee should then notify the Principal.

A designated chain of command is in place to release an emergency notification, which can be accomplished through several methods and at various locations throughout the school. A consistent emergency alert message will be disseminated simultaneously over several communication systems, including:

1. The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.
2. The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.
3. The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.
4. Staff will be updated and informed via the REMIND APP.
5. Principal or designee will send a pre-prepared notification alert via an emergency alert app (REMIND) to parents notifying them of the Code Red, to wait for further instructions, and to remind them: “do not come to the school until further notified to do so, as emergency vehicle traffic will be hampered and will further complicate emergency vehicle response.”

## SouthTech Preparatory Academy Emergency Procedures

In response to an active assailant incident, school employees are granted the authority to choose the course of action that they believe is the safest for their students under four options: **Lockdown, Evade, Hide, or Fight.**

### **Option 1 - Lockdown Option**

- Ensure all doors are locked at all times.
- Cover the door window.
- If you encounter an assailant and can safely do so, notify school administration immediately by the safest and most advantageous means possible.
- Move students to designated hardened corner(s) of the room.
- Account for every student.\*
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- Silence cell phones and keep students quiet.
- Turn off any source of noise, such as learning devices.
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.
- If students are outside the building:
  1. If the assailant is outside the building and getting students inside is a viable option, move them inside rapidly as a group and into a room with a designated hardened corner(s), if possible.
  2. If the assailant is inside the building, move the students as a group behind one of the adjacent buildings, using the building as a shield.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process.**

**DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

### **Option 2 - Evade**

If you have direct contact with the assailant, you should immediately begin a controlled evacuation. If there is an accessible escape path, teachers should attempt to evacuate the building with their students. Depending upon age, students should evacuate regardless of whether others agree to follow. (This campus is limited in safe evacuation options and locking down in rooms (Option 1) until the threat is cleared is probably the best option for protection against an armed assailant.)

- Students in hallways or outside the building should immediately seek shelter in the closest secure area.
- Always have an escape route in mind that will get you and your students out of danger.
- Assist children or others who cannot run to the best of your ability.
- Plan in advance for helping special needs students. A buddy system may be the best option.
  
- Leave your belongings behind.
- If not in charge of students, evacuate regardless of whether others agree to follow.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Try to keep all students together.
- Do not attempt to move the wounded.
- Call 9-1-1 when it is safe to do so.
- Go to the agreed upon pre-arranged site.

Evacuation Sites for STP include:

West Evacuation route – Diagnostic Centers of America- East front lot

East Evacuation route – Literacy Coalition, North Parking Lot

South West Evacuation route – Bright Horizons PreSchool, Northeast Parking Lot

South Evacuation Route- Boynton Beach High School

### **Option 3: Hide, Run**

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

#### **IF AN ACTIVE ASSAILANT IS NEARBY, BUT NOT VISIBLE OR AT A DISTANCE- RUN**

- Use any available cover (buildings, cars, landscaping, etc. for cover.
- Try to get as far away from the assailant as possible
- Help those who are disabled or unable to run
- Run, but don't stampede.
- Try to avoid contact with other runners.
- Once away from danger, try to reconnect with your teacher and student group
- Account for every student\*

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process**

#### **IF AN ACTIVE ASSAILANT IS NEARBY AND HIDING SEEMS THE BEST OPTION - HIDE**

- Ensure that the door is locked.
- Cover the door window.
- Move students to designated hardener corner(s) of the room.



- Account for every student\*.
- Call 9-1-1 as soon as possible. Even if you cannot talk, the operator can listen.
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- **Any noise attracts attention. Silence cell phones and keep students quiet.**
- **Turn off any source of noise, such as learning devices.**
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process. DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

## **LAW ENFORCEMENT RESPONSE**

**Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:**

**Comply with all police/law enforcement instructions.**

- The first responding officers will be focused on stopping the active shooter and that is all.
- As other first responders arrive they will be clearing areas for follow-on emergency and medical teams
- Go in the direction of the officers.
- Do not ask for directions or help.
- Remain calm - do as instructed
- Put down any items in your hands
- Raise your hands when coming in contact with officers
- Keep your hands visible at all times
- Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety
- Avoid pointing, screaming, yelling
- If you have information about additional shooters or hazards inform them clearly.

If you find a weapon or have taken a weapon from an active assailant DO NOT carry it out in your hands.

**When appropriate, be able to provide information that you know:**

- Number of shooters.

- Identity and description.
- Number of victims you saw and location.
- Type and number of weapons possibly in the possession of the shooter.
- Number and location of individuals still in the building or in danger.
- Keys, codes, or access information to all areas.

## **POST-INCIDENT ACTION**

**When law enforcement has determined that the active assailant emergency is under control, an “ALL CLEAR” will be given as a “Code GREEN” over the PA System and using the REMIND app. You may or may not be allowed back into the school or on campus. Wait for instructions.**

**Accountability:** If in charge of students, attempt to gain accountability as soon as possible. Take roll using attendance sheet and make note of any missing students. Notify the Parent Coordinator of any missing students using text or Remind app.

**Reunification\*:** If you had to evacuate the campus to one of the Pre-determined reunification sites, take the following steps:

**The Reunification Process is a work in progress, and will be constructed based on both on-campus and off-campus reunification scenarios, and will be constructed from the Standard Reunification Method (SRN-V2) developed by the I Love You Guys Foundation. This portion of the Active Assailant Response Procedures will be completed no later than August 30, 2019. In the interim, should an event requiring parent reunification be needed, Administration will advise staff using walkie-talkie radios, cellular devices, and intercoms, if inside the building, or walkie-talkie radios, cellular devices, and bull horns if outside the building, to provide appropriate instructions to staff and students. If possible, the main building would be a preferable site, but the parking lot would be a viable alternate or, if the campus was evacuated and return was not a viable option, adjacent parking areas or alternate evacuation sites would be chosen based on practicality.**

Inform **(Insert name of Parent Coordinator)**, Parent Coordinator of your location and number of students – request staff assistance.

1. Establish a parent check-in location.
2. Move the students to the student staging area, beyond the field of vision of parents/guardians (if possible).
3. Once students are in staging area, notify parents of location of reunification site.
4. “Greeters” direct parents/guardians to the parent check-in location, and help them understand the process.
5. Parents/guardians complete Reunification Cards.
6. Procedure allows parents/guardians to self-sort during check in, streamlining the process.
7. The “Reunifier” recovers student from the student staging area and delivers to the parent.
8. Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.

9. Medical, notification, or investigative contingencies are anticipated.
10. Pedestrian “flows” are created so lines don’t cross.
11. When it’s all said and done, successful reunification is about managing the student and parent experience.

See attached samples for: Staging the Reunification Area, SRM signage, SRM Process, and Reunification Card template.

\*This process has been adapted from the Standard Reunification Method V. 2, I Love You Guys Foundation

**Counseling:** Following an active shooter event, counseling and support will be provided through school trained staff and counselors, community resources, and other mental health providers. Counseling would be coordinated by the Principal through the SouthTech Schools Superintendent’s Office or designee. If the Superintendent or Deputy Superintendent are not available, Shawna Scott, ESE Specialist, would act on their behalf on this matter.

**Media.** All media access and communication will be directed to the Superintendent or Asst. Superintendent only

#### **COORDINATION:**

**The active assailant procedures have been coordinated with local agencies.**

Local Police: Chief Michael G. Gregory of the Boynton Beach Police Department, 561-742-6104

Fire Department: Boynton Beach Fire Department – John Moore, 561-742-6610

Boynton Beach High School – Elisa Bracero, 561-752-1228

**Reunification Information (PLEASE PRINT CLEARLY)**

**Have photo identification out and ready to show school district personnel.**

Student Name.....  
Student Grade ..... Student Cell Phone Number.....  
Name of person picking up student.....  
Signature.....  
Phone number of person picking up student .....  
Relationship to student being picked up.....  
Photo identification matches name of person picking up student? Y or N

-----  
Tear here (leave bottom with school personnel upon reunification)

*Parent completes:*

Print Student Name Again .....  
Student Grade ..... Student Birthday .....

*School personnel completes upon release of student:*

TIME .....INITIALS.....  
OTHER.....

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
PA-4**

**Motion:**

I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.

**Summary Information:**

Please see the attached Letter of Resignation dated 9/17/2019

Attachments: Superintendent's Letter of Resignation

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is \$48,359 Salary and Benefits for STPA SY20 Budget.

September 12, 2019


Dear Colleagues,

Please accept this letter of resignation from the position of Superintendent of SouthTech Schools effective at close of business, September 30, 2019, and to waive the contractual requirement of one hundred twenty days written notice of termination due to extenuating circumstances.

As I end this SouthTech journey of some twenty-eight years, I do so with gratitude to those who have made it possible. One could never hope to work with a better Governing Board or LEA and School Staff members than those which I have been privileged, nor could one hope to work with better students or school climates than afforded by SouthTech Schools.

While I leave you with challenges, I believe that SouthTech leadership is greater than those challenges and will overcome them. Please know that if I may be of assistance in the future, my heart will always be with, and for, SouthTech Schools.

Respectfully yours,



James R. "Jim" Kidd,  
Superintendent  
SouthTech Schools

JRK:bjf

**Motion:**

I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10<sup>th</sup> Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Summary Information:**

Governing Board Policy 3.45 contains the following language: "All vacancies shall be advertised with the exception of those positions for which the Academy Superintendent recommends the appointment of a current and qualified employee or for which the Academy Superintendent has identified a qualified candidate for Board consideration and recommends that individual for the vacancy." In accordance with Policy 3.45, advertising the position is not a requirement based upon my recommendation of the candidate. Mr. Boggess was hired about four and one-half years ago with the Board's intent that he be groomed to replace me upon my position becoming vacant. My letter of resignation effective September 30<sup>th</sup>, 2019 effectively creates that vacancy. Mr. Boggess is well-groomed for the position and I have found him to possess the qualities and abilities to take SouthTech Schools into the future. Therefore I, as Superintendent of SouthTech Schools, recommend Jay Boggess for the position of SouthTech Schools' Superintendent and stand ready to be a resource for him, both during the transition and at any time in the future that he so desires.

Attachments: Governing Board Policy 3.45

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item cannot be determined until the new contract is negotiated.

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
PB-1**

**Motion:**

I recommend that the Board approve the Personnel actions for the previous month.

**Summary Information:**

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

Attachments: Personnel Actions List

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is indicated on the individual contracts of new hires.



**SOUTH TECH PREPARATORY ACADEMY  
PERSONNEL ACTIONS  
September 2019**

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

New Hires:

Jaime Settle	STEM Instructor	8/9/19
Justine Olazabal	Language Arts	8/9/19
Sharmez Rolle	Math-Permanent Sub	8/9/19

Transfer:

Diana Jimenez from STA to STP Technology Specialist	9/13/19
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**Resignations/Terminations**

Resignation:

Anthony Principe	Assistant Dean	8/29/19
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Termination:

Adeline Suarez Avila	Technology Specialist	9/13/19
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**Retirement/Leave of Absence**

NONE

**Board Meeting  
September 17, 2019**

**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 July 31, 2019 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.

10:41 AM

08/13/19

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
**1111 · South Tech Prep 9852918542, Period Ending 07/31/2019**

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	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	<b>87,254.39</b>
<b>Cleared Transactions</b>	
<b>Checks and Payments - 32 Items</b>	<b>-253,553.79</b>
<b>Deposits and Credits - 4 Items</b>	<b>338,763.34</b>
<b>Total Cleared Transactions</b>	<b>85,209.55</b>
<b>Cleared Balance</b>	<b>152,463.94</b>
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 8 Items</b>	<b>-5,654.56</b>
<b>Total Uncleared Transactions</b>	<b>-5,654.56</b>
<b>Register Balance as of 07/31/2019</b>	<b>146,809.38</b>
<b>New Transactions</b>	
<b>Checks and Payments - 12 Items</b>	<b>-35,929.12</b>
<b>Total New Transactions</b>	<b>-35,929.12</b>
<b>Ending Balance</b>	<b>110,880.26</b>

## SouthTech Preparatory Academy Reconciliation Detail

1111 · South Tech Prep 9852918542, Period Ending 07/31/2019

Type	Date	Num	Name	Cir	Amount	Balance
<b>Beginning Balance</b>						67,254.39
<b>Cleared Transactions</b>						
<b>Checks and Payments - 32 Items</b>						
Bill Pmt -Check	05/30/2019	5313	Christine Air Service	X	-202.00	-202.00
Bill Pmt -Check	06/19/2019	5354	Palm Beach County ...	X	-222.00	-424.00
Bill Pmt -Check	06/19/2019	5350	Elite Pest Solutions, ...	X	-150.00	-574.00
Bill Pmt -Check	06/19/2019	5349	Dziaba, Georgianna	X	-28.34	-602.34
Bill Pmt -Check	07/01/2019	5360	Preventive Fire	X	-2,118.56	-2,720.90
General Journal	07/15/2019	708	Payroll	X	-41,404.80	-44,125.70
General Journal	07/15/2019	708	Payroll	X	-11,792.43	-55,918.13
General Journal	07/15/2019	708	Payroll	X	-52.65	-55,970.78
Bill Pmt -Check	07/18/2019	5361	1325 Gateway, LLC	X	-103,774.17	-159,744.95
Bill Pmt -Check	07/18/2019	5369	EGIS Insurance	X	-20,554.00	-180,298.95
Bill Pmt -Check	07/18/2019	5372	FPL	X	-3,800.76	-184,099.71
Bill Pmt -Check	07/18/2019	5380	American Express-9...	X	-2,179.20	-186,278.91
Bill Pmt -Check	07/18/2019	5368	DSD Services Inc	X	-1,720.00	-187,998.91
Bill Pmt -Check	07/18/2019	5377	Special Markets Ins...	X	-1,849.00	-189,847.91
Bill Pmt -Check	07/18/2019	5376	Observe 4 Success,...	X	-1,250.00	-190,897.91
Bill Pmt -Check	07/18/2019	5362	AdvancED	X	-1,200.00	-192,097.91
Bill Pmt -Check	07/18/2019	5378	Spectrum Public Rel...	X	-1,000.00	-193,097.91
Bill Pmt -Check	07/18/2019	5367	Dex Imaging	X	-627.08	-193,724.99
Bill Pmt -Check	07/18/2019	5365	City of Boynton Bea...	X	-460.43	-194,185.42
Bill Pmt -Check	07/18/2019	5374	Konica Minolta Busi...	X	-443.12	-194,628.54
Bill Pmt -Check	07/18/2019	5366	Comcast	X	-392.19	-195,020.73
Bill Pmt -Check	07/18/2019	5363	American Express-9...	X	-342.30	-195,363.03
Bill Pmt -Check	07/18/2019	5373	Great American Fin...	X	-283.55	-195,646.58
Bill Pmt -Check	07/18/2019	5375	Maxis 360	X	-200.00	-195,846.58
Bill Pmt -Check	07/18/2019	5364	Charter School Servi...	X	-150.00	-195,996.58
Bill Pmt -Check	07/18/2019	5370	ESRM Communicati...	X	-42.00	-196,038.58
Bill Pmt -Check	07/18/2019	5379	Sun Sentinel	X	-37.25	-196,075.83
Bill Pmt -Check	07/25/2019	5363	FPL	X	-3,211.33	-199,287.16
General Journal	07/30/2019	728	Payroll	X	-42,096.19	-241,383.35
General Journal	07/30/2019	728	Payroll	X	-12,085.76	-253,469.11
General Journal	07/30/2019	728	Payroll	X	-52.65	-253,521.76
Check	07/31/2019			X	-32.03	-253,553.79
<b>Total Checks and Payments</b>					<b>-253,553.79</b>	<b>-253,553.79</b>
<b>Deposits and Credits - 4 Items</b>						
General Journal	07/03/2019	705		X	7,190.00	7,190.00
General Journal	07/10/2019	707		X	20,883.00	28,173.00
Deposit	07/10/2019			X	310,561.62	338,734.62
Deposit	07/31/2019			X	28.72	338,763.34
<b>Total Deposits and Credits</b>					<b>338,763.34</b>	<b>338,763.34</b>
<b>Total Cleared Transactions</b>					<b>85,209.55</b>	<b>85,209.55</b>
<b>Cleared Balance</b>					<b>85,209.55</b>	<b>152,463.94</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 Items</b>						
Bill Pmt -Check	06/19/2019	5355	Rangel, Luz		-21.27	-21.27
Bill Pmt -Check	07/18/2019	5371	FL Consortium of Pu...		-250.00	-271.27
Bill Pmt -Check	07/25/2019	5386	McCollough, Keefe		-3,270.00	-3,541.27
Bill Pmt -Check	07/25/2019	5384	Go Clean Inc.		-1,400.00	-4,941.27
Bill Pmt -Check	07/25/2019	5385	Great American Fin...		-283.55	-5,224.82
Bill Pmt -Check	07/25/2019	5382	Buckeye Plumbing ...		-190.00	-5,414.82
Bill Pmt -Check	07/25/2019	5381	Apple Inc		-138.00	-5,552.82
Bill Pmt -Check	07/25/2019	5387	Verizon Wireless		-101.74	-5,654.56
<b>Total Checks and Payments</b>					<b>-5,654.56</b>	<b>-5,654.56</b>
<b>Total Uncleared Transactions</b>					<b>-5,654.56</b>	<b>-5,654.56</b>
<b>Register Balance as of 07/31/2019</b>					<b>79,554.99</b>	<b>146,809.38</b>

10:41 AM

08/13/19

## SouthTech Preparatory Academy Reconciliation Detail

1111 · South Tech Prep 9852918542, Period Ending 07/31/2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>New Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Bill Pmt -Check	08/01/2019	5389	DSD Services Inc		-5,332.90	-5,332.90
Bill Pmt -Check	08/01/2019	5391	Go Clean Inc.		-4,500.00	-9,832.90
Bill Pmt -Check	08/01/2019	5392	John Wiley & Sons		-3,077.55	-12,910.45
Bill Pmt -Check	08/01/2019	5393	National Print & Des...		-922.00	-13,832.45
Bill Pmt -Check	08/01/2019	5388	Banyan Printing		-288.00	-14,100.45
Bill Pmt -Check	08/01/2019	5390	Elits Pest Solutions, ...		-150.00	-14,250.45
Bill Pmt -Check	08/09/2019	5394	Blue Cross/ Blue Shi...		-17,882.26	-32,132.71
Bill Pmt -Check	08/09/2019	5397	Palm Beach County ...		-2,570.18	-34,702.89
Bill Pmt -Check	08/09/2019	5399	Study Edge		-770.00	-35,472.89
Bill Pmt -Check	08/09/2019	5398	Pro Tech Fire Sprink...		-400.00	-35,872.89
Bill Pmt -Check	08/09/2019	5396	ESRM Communicati...		-42.00	-35,914.89
Bill Pmt -Check	08/09/2019	5395	Dex Imaging		-14.23	-35,929.12
<b>Total Checks and Payments</b>					<b>-35,929.12</b>	<b>-35,929.12</b>
<b>Total New Transactions</b>					<b>-35,929.12</b>	<b>-35,929.12</b>
<b>Ending Balance</b>					<b>43,625.87</b>	<b>110,880.28</b>


>002266 3225813 0001 008229 10Z  
 SOUTH TECH PREPARATORY ACADEMY, INC.  
 OPERATING  
 1300 SW 30TH AVENUE  
 BOYNTON BEACH FL 33426




**Statement Date:** July 31, 2019  
**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

Introducing our new fraud text alert service! With BankUnited's fraud monitoring service, keeping your debit card safe is as easy as sending a text.

## COMMUNITY INT BUSINESS CKG Account \*\*\*\*\*8542

### Account Summary

Statement Balance as of 06/30/2019			\$67,254.39
Plus	3	Deposits and Other Credits	\$338,734.62
Less	31	Withdrawals, Checks, and Other Debits	\$253,521.76
Less		Service Charge	\$32.03
Plus		Interest Paid	\$28.72
Statement Balance as of 07/31/2019			<b>\$152,463.94</b>

### Interest Summary

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$28.72
Interest Paid Year to Date	\$258.56

### Activity By Date

Date	Description	Withdrawals	Deposits	Balance
07/01/2019	CHECK #5349	\$28.34		\$67,226.05
07/03/2019	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$7,190.00	\$74,416.05



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*8542

## Activity By Date

Date	Description	Withdrawals	Deposits	Balance
07/03/2019	CHECK #5350	\$150.00		\$74,266.05
07/03/2019	CHECK #5360	\$2,118.56		\$72,147.49
07/10/2019	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$20,983.00	\$93,130.49
07/10/2019	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$310,561.62	\$403,692.11
07/11/2019	5BCW EEDIRDEP 5BCW_STP (BankU South Tech Preparatory	\$41,404.80		\$362,287.31
07/12/2019	5BCW BILLING 5BCW_STP (BankU South Tech Preparatory	\$52.65		\$362,234.66
07/12/2019	5BCW TAX 5BCW_STP (BankU South Tech Preparatory	\$11,792.43		\$350,442.23
07/15/2019	Stop Payment Fee	\$30.00		\$350,412.23
07/19/2019	CHECK #5368	\$1,720.00		\$348,692.23
07/22/2019	CHECK #5361	\$103,774.17		\$244,918.06
07/23/2019	CHECK #5354	\$222.00		\$244,696.06
07/24/2019	CHECK #5372	\$3,800.76		\$240,895.30
07/25/2019	CHECK #5363	\$342.30		\$240,553.00
07/25/2019	CHECK #5380	\$2,179.20		\$238,373.80
07/26/2019	CHECK #5362	\$1,200.00		\$237,173.80
07/26/2019	CHECK #5364	\$150.00		\$237,023.80
07/26/2019	CHECK #5365	\$460.43		\$236,563.37
07/26/2019	CHECK #5367	\$627.08		\$235,936.29
07/26/2019	CHECK #5369	\$20,554.00		\$215,382.29
07/26/2019	CHECK #5370	\$42.00		\$215,340.29
07/26/2019	CHECK #5373	\$283.55		\$215,056.74
07/26/2019	CHECK #5374	\$443.12		\$214,613.62
07/26/2019	CHECK #5375	\$200.00		\$214,413.62
07/26/2019	CHECK #5376	\$1,250.00		\$213,163.62
07/26/2019	CHECK #5378	\$1,000.00		\$212,163.62
07/29/2019	CHECK #5313	\$202.00		\$211,961.62
07/29/2019	CHECK #5366	\$392.19		\$211,569.43



P.O. Box 521599 Miami, FL 33152-1599

Statement Date: July 31, 2019  
Account Number: \*\*\*\*\*8542

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
07/29/2019	CHECK #5379	\$37.25		\$211,532.18
07/29/2019	5BCW EEDIRDEP BankUnited (5BC South Tech Preparatory	\$42,096.19		\$169,435.99
07/30/2019	5BCW BILLING BankUnited (5BC South Tech Preparatory	\$52.65		\$169,383.34
07/30/2019	5BCW TAX BankUnited (5BC South Tech Preparatory	\$12,085.76		\$157,297.58
07/31/2019	CHECK #5377	\$1,649.00		\$155,648.58
07/31/2019	CHECK #5383	\$3,211.33		\$152,437.25
07/31/2019	Interest Paid		\$28.72	\$152,465.97
07/31/2019	Service Charge	\$2.03		\$152,463.94

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
5313	07/29	\$202.00	5365	07/26	\$460.43	5375	07/26	\$200.00
5349*	07/01	\$28.34	5366	07/29	\$392.19	5376	07/26	\$1,250.00
5350	07/03	\$150.00	5367	07/26	\$627.08	5377	07/31	\$1,649.00
5354*	07/23	\$222.00	5368	07/19	\$1,720.00	5378	07/26	\$1,000.00
5360*	07/03	\$2,118.56	5369	07/26	\$20,554.00	5379	07/29	\$37.25
5361	07/22	\$103,774.17	5370	07/26	\$42.00	5380	07/25	\$2,179.20
5362	07/26	\$1,200.00	5372*	07/24	\$3,800.76	5383*	07/31	\$3,211.33
5363	07/25	\$342.30	5373	07/26	\$283.55			
5364	07/26	\$150.00	5374	07/26	\$443.12			

Items denoted with an "\*" indicate processed checks out of sequence.

Rates by Date

Date	Rate
06/30	0.15%



**Statement Date: July 31, 2019**  
**Account Number: \*\*\*\*\*8542**

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	\$67,254.39	07/11	\$362,287.31	07/22	\$244,918.06	07/26	\$212,163.62
07/01	\$67,226.05	07/12	\$350,442.23	07/23	\$244,696.06	07/29	\$169,435.99
07/03	\$72,147.49	07/15	\$350,412.23	07/24	\$240,895.30	07/30	\$157,297.58
07/10	\$403,692.11	07/19	\$348,692.23	07/25	\$238,373.80	07/31	\$152,463.94

**Other Balances**

Minimum Balance this Statement Period \$67,226.05



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Statement Date: July 31, 2019

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**

10:35 AM

08/13/19

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
1112 - South Tech Internal 8666, Period Ending 07/31/2019

---

	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	92,929.31
<b>Cleared Transactions</b>	
Checks and Payments - 4 items	-616.93
Deposits and Credits - 9 items	16,449.72
<b>Total Cleared Transactions</b>	<u>17,832.79</u>
<b>Cleared Balance</b>	<u>110,762.10</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-386.94
<b>Total Uncleared Transactions</b>	<u>-386.94</u>
<b>Register Balance as of 07/31/2019</b>	<u>110,375.16</u>
<b>New Transactions</b>	
Checks and Payments - 3 items	-1,203.00
<b>Total New Transactions</b>	<u>-1,203.00</u>
<b>Ending Balance</b>	<u>109,172.16</u>

10:35 AM

08/13/19

## SouthTech Preparatory Academy Reconciliation Detail

1112 - South Tech Internal 8666, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						92,929.31
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 Items</b>						
Bill Pmt -Check	06/11/2019	200317	Rivera, Marisol	X	-80.00	-80.00
General Journal	06/11/2019	729	Alvarado, Cynthia	X	-80.00	-160.00
Bill Pmt -Check	07/18/2019	200319	American Express-9...	X	-426.72	-586.72
Check	07/31/2019			X	-30.21	-616.93
<b>Total Checks and Payments</b>					<b>-616.93</b>	<b>-616.93</b>
<b>Deposits and Credits - 9 Items</b>						
Bill Pmt -Check	06/11/2019	200305	Alvarado, Cynthia	X	0.00	0.00
Bill Pmt -Check	07/01/2019		Alvarado, Cynthia	X	0.00	0.00
General Journal	07/01/2019	728R	Alvarado, Cynthia	X	80.00	80.00
Deposit	07/17/2019			X	8,076.16	8,156.16
Deposit	07/23/2019			X	4,654.00	12,810.16
Deposit	07/24/2019			X	24.00	12,834.16
Deposit	07/25/2019			X	1,815.00	14,649.16
Deposit	07/29/2019			X	3,788.00	18,437.16
Deposit	07/31/2019			X	12.56	18,449.72
<b>Total Deposits and Credits</b>					<b>18,449.72</b>	<b>18,449.72</b>
<b>Total Cleared Transactions</b>					<b>17,832.79</b>	<b>17,832.79</b>
<b>Cleared Balance</b>					<b>17,832.79</b>	<b>110,762.10</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 Items</b>						
Bill Pmt -Check	03/14/2019	200283	Johnson, Lakiya		-6.94	-6.94
Bill Pmt -Check	08/11/2019	200310	Martinez, Ayma		-80.00	-86.94
Bill Pmt -Check	07/26/2019	200320	Handy, Nicole		-300.00	-386.94
<b>Total Checks and Payments</b>					<b>-386.94</b>	<b>-386.94</b>
<b>Total Uncleared Transactions</b>					<b>-386.94</b>	<b>-386.94</b>
<b>Register Balance as of 07/31/2019</b>					<b>17,445.85</b>	<b>110,375.16</b>
<b>New Transactions</b>						
<b>Checks and Payments - 3 Items</b>						
Bill Pmt -Check	08/01/2019	200321	Alvarado, Cynthia		-80.00	-80.00
Bill Pmt -Check	08/05/2019	200322	Culinary Solutions Inc		-403.00	-483.00
Bill Pmt -Check	08/09/2019	200323	LifeTouch NSS Acct...		-720.00	-1,203.00
<b>Total Checks and Payments</b>					<b>-1,203.00</b>	<b>-1,203.00</b>
<b>Total New Transactions</b>					<b>-1,203.00</b>	<b>-1,203.00</b>
<b>Ending Balance</b>					<b>16,242.85</b>	<b>109,172.16</b>



P.O. Box 521599 Miami, FL 33152-1599

**Statement Date: July 31, 2019**

Account Number: \*\*\*\*\*8666

**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

>001314 3225813 0001 008229 10Z  
SOUTH TECH PREPARATORY ACADEMY, INC.  
INTERNAL  
1300 SW 30TH AVENUE  
BOYNTON BEACH FL 33426



**Customer Message Center**



Introducing our new fraud text alert service! With BankUnited's fraud monitoring service, keeping your debit card safe is as easy as sending a text.

**COMMUNITY INT BUSINESS CKG Account \*\*\*\*\*8666**

**Account Summary**

Statement Balance as of 06/30/2019			\$92,929.31
Plus	6	Deposits and Other Credits	\$18,357.16
Less	2	Withdrawals, Checks, and Other Debits	\$506.72
Less		Service Charge	\$30.21
Plus		Interest Paid	\$12.56
Statement Balance as of 07/31/2019			\$110,762.10

**Interest Summary**

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$12.56
Interest Paid Year to Date	\$101.74

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
07/03/2019	CHECK #200317	\$80.00		\$92,849.31
07/17/2019	Customer Deposit		\$8,075.50	\$100,924.81
07/17/2019	Dep Correction Cr		\$0.66	\$100,925.47

Statement Date: July 31, 2019

Account Number: \*\*\*\*\*8666

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
07/23/2019	Customer Deposit		\$4,654.00	\$105,579.47
07/25/2019	Customer Deposit		\$1,815.00	\$107,394.47
07/25/2019	CHECK #200319	\$426.72		\$106,967.75
07/26/2019	Customer Deposit		\$24.00	\$106,991.75
07/29/2019	Customer Deposit		\$3,788.00	\$110,779.75
07/31/2019	Stop Payment Fee	\$30.00		\$110,749.75
07/31/2019	Interest Paid		\$12.56	\$110,762.31
07/31/2019	Service Charge	\$0.21		\$110,762.10

**Check Transactions**

Check #	Date	Amount	Check #	Date	Amount
200317	07/03	\$80.00	200319*	07/25	\$426.72

Items denoted with an "\*" indicate processed checks out of sequence.

**Rates by Date**

Date	Rate
06/30	0.15%

**Balances by Date**

Date	Balance	Date	Balance	Date	Balance	Date	Balance
06/30	\$92,929.31	07/17	\$100,925.47	07/25	\$106,967.75	07/29	\$110,779.75
07/03	\$92,849.31	07/23	\$105,579.47	07/26	\$106,991.75	07/31	\$110,762.10

**Other Balances**

Minimum Balance this Statement Period	\$92,849.31
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P.O. Box 521599 Miami, FL 33152-1599

**Statement Date: July 31, 2019**

**Account Number: \*\*\*\*\*8666**



At BankUnited, we want to make sure that using your debit card is always as safe and convenient as possible. That's why we're launching fraud text alerts as part of our ongoing fraud monitoring program. If we have your mobile phone number on file, you will be automatically enrolled in our fraud text alert service. To learn more about our new service, please call us at 1-877-779-2265.



Statement Date: July 31, 2019

Account Number: \*\*\*\*\*8666

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**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**



7:29 AM  
08/12/19

**SouthTech Preparatory Academy**  
**Reconciliation Summary**  
1113 · ST Prep MM 8690, Period Ending 07/31/2019

---

	<u>Jul 31, 19</u>
<b>Beginning Balance</b>	293,867.01
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 Item</b>	<u>87.35</u>
<b>Total Cleared Transactions</b>	<u>87.35</u>
<b>Cleared Balance</b>	<u>293,954.36</u>
<b>Register Balance as of 07/31/2019</b>	293,954.36
<b>Ending Balance</b>	293,954.36

7:29 AM  
08/12/19

**SouthTech Preparatory Academy**  
**Reconciliation Detail**  
1113 - ST Prep MM 8690, Period Ending 07/31/2019

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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>293,867.01</b>
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 Item</b>						
Deposit	07/31/2019			X	87.35	87.35
<b>Total Deposits and Credits</b>					<b>87.35</b>	<b>87.35</b>
<b>Total Cleared Transactions</b>					<b>87.35</b>	<b>87.35</b>
<b>Cleared Balance</b>					<b>87.35</b>	<b>293,954.36</b>
<b>Register Balance as of 07/31/2019</b>					<b>87.35</b>	<b>293,954.36</b>
<b>Ending Balance</b>					<b>87.35</b>	<b>293,954.36</b>

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P.O. Box 521599 Miami, FL 33152-1599

>005219 3220692 0001 008229 10Z  
 SOUTH TECH PREPARATORY ACADEMY, INC.  
 MONEY MARKET  
 1300 SW 30TH AVENUE  
 BOYNTON BEACH FL 33426

**Statement Date: July 31, 2019**

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

**Customer Message Center**


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**BUSINESS MONEY MARKET Account \*\*\*\*\*8690**
**Account Summary**

Statement Balance as of 06/30/2019			\$293,867.01
Plus	0	Deposits and Other Credits	\$0.00
Less	0	Withdrawals, Checks, and Other Debits	\$0.00
Less		Service Charge	\$0.00
Plus		Interest Paid	\$87.35
Statement Balance as of 07/31/2019			\$293,954.36

**Interest Summary**

Beginning Interest Rate	0.35%
Interest Paid this Statement Period	\$87.35
Interest Paid Year to Date	\$596.86

**Activity By Date**

Date	Description	Withdrawals	Deposits	Balance
07/31/2019	Interest Paid		\$87.35	\$293,954.36

**Rates By Date**

Date	Rate
06/30	0.35%

Statement Date: July 31, 2019

Account Number: \*\*\*\*\*8690

**Balances by Date**

Date	Balance	Date	Balance
06/30	\$293,867.01	07/31	\$293,954.36

**Other Balances**

Minimum Balance this Statement Period \$293,867.01



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**Statement Date: July 31, 2019**

Account Number: \*\*\*\*\*8690

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Have you carried the correct balance forward when starting a new page in your checkbook register?

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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.

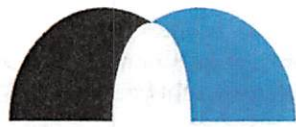
1. Tell us your name and account number.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need further information.
3. Tell us the dollar amount of the suspected error.

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**



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**We appreciate your business.**



**Board Meeting  
September 17, 2019**

**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 July 31, 2019 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 July 31, 2019

Date	Num	Name	Amount
<b>1111 · South Tech Prep 9852918542</b>			
07/18/2019	5361	1325 Gateway, LLC	-103,774.17
07/30/2019	728	Payroll	-42,096.19
07/15/2019	708	Payroll	-41,404.80
07/18/2019	5369	EGIS Insurance	-20,554.00
07/30/2019	728	Payroll	-12,085.76
07/15/2019	708	Payroll	-11,792.43
07/18/2019	5372	FPL	-3,800.76
07/25/2019	5386	McCollough, Keefe	-3,270.00
07/25/2019	5383	FPL	-3,211.33
07/18/2019	5380	American Express-91002	-2,179.20
07/01/2019	5360	Preventive Fire	-2,118.56
07/18/2019	5368	DSD Services Inc	-1,720.00
07/18/2019	5377	Special Markets Insurance Cons...	-1,649.00
07/25/2019	5384	Go Clean Inc.	-1,400.00
07/18/2019	5376	Observe 4 Success, LLC.	-1,250.00
07/18/2019	5362	AdvancED	-1,200.00
07/18/2019	5378	Spectrum Public Relations	-1,000.00
07/18/2019	5367	Dex Imaging	-627.08
07/18/2019	5365	City of Boynton Beach Utilities D...	-460.43
07/18/2019	5374	Konica Minolta Business Solutions	-443.12
07/18/2019	5366	Comcast	-392.19
07/18/2019	5363	American Express-91002	-342.30
07/18/2019	5373	Great American Financial Service	-283.55
07/25/2019	5385	Great American Financial Service	-283.55
07/18/2019	5371	FL Consortium of Public Charter ...	-250.00
07/18/2019	5375	Maxis 360	-200.00
07/25/2019	5382	Buckeye Plumbing Services, Inc	-190.00
07/18/2019	5364	Charter School Services Corp	-150.00
07/25/2019	5381	Apple Inc	-138.00
07/25/2019	5387	Verizon Wireless	-101.74
07/15/2019	708	Payroll	-52.65
07/30/2019	728	Payroll	-52.65
07/18/2019	5370	ESRM Communications LLC	-42.00
07/18/2019	5379	Sun Sentinel	-37.25
07/31/2019			-32.03
<b>Total 1111 · South Tech Prep 9852918542</b>			<b>-258,584.74</b>
<b>1112 · South Tech Internal 8666</b>			
07/18/2019	200319	American Express-91002	-426.72
07/25/2019	200320	Handy, Nicole	-300.00
07/31/2019			-30.21
07/01/2019		Alvarado, Cynthia	0.00
<b>Total 1112 · South Tech Internal 8666</b>			<b>-756.93</b>
<b>TOTAL</b>			<b>-259,341.67</b>



**Board Meeting  
September 17, 2019**

**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 July 31, 2019 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 July 31, 2019 and For the Year Ending June 30, 2020**  
**July 31, 2019**

	<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	\$ 551,439	\$ -	\$ -	\$ -	\$ 551,439
Investments	1160					-
Grant receivables	1130	23,312				23,312
Other current assets	12XX	73,175				73,175
Deposits	1210	87,400				87,400
Due from other funds	1140					-
Other long-term assets	1400					-
Total Assets		<u>\$ 735,326</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 735,326</u>
<b>LIABILITIES AND FUND BALANCE</b>						
Liabilities						
Accounts payable	2120	\$ 48,899	\$ -	\$ -	\$ -	\$ 48,899
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	33,019				33,019
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	66,575				66,575
Total Liabilities		<u>148,493</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>148,493</u>
Fund Balance						
Nonspendable	2710	160,575				160,575
Restricted	2720					-
Committed	2730					-
Assigned	2740	70,975				70,975
Unassigned	2750	355,283				355,283
<b>Total Fund Balance</b>		<u>586,833</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>586,833</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u>\$ 735,326</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 735,326</u>

**South Tech Prep Academy with MSID Number (3441)**  
**Palm Beach County, Florida**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)**  
**For the Month Ended July 31, 2019 and For the Year Ending June 30, 2020**

	FTE Projected								
	FTE Actual								
	545								
	538	99% Percent of Projected							
		General Fund				Special Revenue			
				% of YTD				% of YTD	
Account Number	Month/ Quarter	Actual	YTD Actual	Annual Budget	Actual to Annual Budget	Month/ Quarter	YTD Actual	Annual Budget	Actual to Annual Budget
<b>Revenues</b>									
FEDERAL SOURCES									
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%
Federal through state and local	3200					-	-	296,048	0%
STATE SOURCES									
FEFP	3310	275,403	275,403	3,312,562	8%				
Capital outlay	3397			-					
Class size reduction	3355	42,438	42,438	514,429	8%				
School recognition	3361								
Other state revenue	33XX	-	-	23,725	0%				
LOCAL SOURCES									
Interest	3430	116	116	1,500	8%				
Local capital improvement tax	3413								
Other local revenue	34XX	18,405	18,405	107,500	17%				
<b>Total Revenues</b>		<b>336,362</b>	<b>336,362</b>	<b>3,959,716</b>	<b>8%</b>	<b>-</b>	<b>-</b>	<b>296,048</b>	<b>0%</b>
<b>Expenditures</b>									
Current Expenditures									
Instruction	5000	106,502	106,502	1,834,672	6%	2,409	2,409	177,629	1%
Instructional support services	6000	14,487	14,487	243,614	6%	1,250	1,250	118,419	1%
Board	7100	2,000	2,000	44,060	5%				
General administration	7200	17,595	17,595	213,079	8%				
School administration	7300	34,516	34,516	421,521	8%				
Facilities and acquisition	7400								
Fiscal services	7500	6,560	6,560	83,120	8%				
Food services	7600								
Central services	7700	4,928	4,928	61,058	8%				
Pupil transportation services	7800	-	-	303,000	0%				
Operation of plant	7900	63,698	63,698	822,798	8%				
Maintenance of plant	8100	10,732	10,732	51,482	21%				
Administrative technology services	8200	2,552	2,552	47,278	5%				
Community services	9100	833	833	100,000	1%				
Debt service	9200								
<b>Total Expenditures</b>		<b>264,403</b>	<b>264,403</b>	<b>4,225,682</b>	<b>6%</b>	<b>3,659</b>	<b>3,659</b>	<b>296,048</b>	<b>1%</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		<b>71,959</b>	<b>71,959</b>	<b>(265,966)</b>	<b>-27%</b>	<b>(3,659)</b>	<b>(3,659)</b>	<b>-</b>	
<b>Other Financing Sources (Uses)</b>									
Transfers in	3600	23,312	23,312	361,000		3,659	3,659		
Transfers out	9700	(3,659)	(3,659)			-	-		
<b>Total Other Financing Sources (Uses)</b>		<b>19,653</b>	<b>19,653</b>	<b>361,000</b>	<b>5%</b>	<b>3,659</b>	<b>3,659</b>	<b>-</b>	
<b>Net Change in Fund Balances</b>		<b>91,612</b>	<b>91,612</b>	<b>95,035</b>		<b>-</b>	<b>-</b>	<b>-</b>	
Fund balances, beginning		520,591	520,591	520,591	100%				
Adjustments to beginning fund balance		(25,370)	(25,370)						
<b>Fund Balances, Beginning as Restated</b>		<b>495,221</b>	<b>495,221</b>	<b>520,591</b>	<b>95%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balances, Ending</b>		<b>\$ 586,833</b>	<b>\$ 586,833</b>	<b>615,626</b>	<b>95%</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
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								-	-	296,048	0%
				23,312	23,312	268,753	9%	275,403	275,403	3,312,562	8%
								23,312	23,312	268,753	9%
								42,438	42,438	514,429	8%
								-	-	-	
								-	-	23,725	0%
								116	116	1,500	8%
								-	-	-	
								18,405	18,405	107,500	17%
				23,312	23,312	268,753	9%	359,674	359,674	4,524,517	8%
								108,911	108,911	2,012,300	5%
								15,737	15,737	362,033	4%
								2,000	2,000	44,060	5%
								17,595	17,595	213,079	8%
								34,516	34,516	421,521	8%
								-	-	-	
								6,560	6,560	83,120	8%
								-	-	-	
								4,928	4,928	61,058	8%
								-	-	303,000	0%
								63,698	63,698	822,798	8%
								10,732	10,732	51,482	21%
								2,552	2,552	47,278	5%
								833	833	100,000	1%
								-	-	-	
								268,062	268,062	4,521,729	6%
				23,312	23,312	268,753	9%	91,612	91,612	2,788	3286%
				(23,312)	(23,312)	(361,000)		26,971	26,971	361,000	
								(26,971)	(26,971)	(361,000)	
				(23,312)	(23,312)	(361,000)		-	-	-	
								91,612	91,612	2,788	
								520,591	520,591	520,591	100%
								(25,370)	(25,370)	-	
								495,221	495,221	520,591	95%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	\$ 586,833	\$ 586,833	\$ 523,379	112%

**Board Meeting  
September 17, 2019**

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

**Agenda Item  
PC-4**

**Motion:**

I recommend that the Board approve the audited financial statements for the fiscal year end June 30, 2019.

**Summary Information:**

The school's financial statements have been audited by the Keefe McCullough CPA accounting firm, in compliance with State and District guidelines and the conditions of our charter.

Attachments: Audited Financial Statements

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

**South Tech Preparatory  
Academy, Inc.**

Basic Financial Statements  
and Additional Information  
For the Year Ended June 30, 2019

DRAFT

## South Tech Preparatory Academy, Inc.

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MANAGEMENT'S DISCUSSION  
AND ANALYSIS

DRAFT



## BASIC FINANCIAL STATEMENTS

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REQUIRED SUPPLEMENTARY  
INFORMATION

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
South Florida Preparatory Academy, Inc.  
Boynton Beach, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of South Tech Preparatory Academy, Inc. (the "School") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and budgetary comparison schedules – general fund and special revenue fund on pages 25 and 26 and the schedules related to the pension plan on pages 27 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated (DATE), on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

Our discussion and analysis of South Florida Preparatory Academy's (the "School") financial performance provides an overview of the School's financial activities for the years ended June 30, 2019 with certain comparative information for 2018. Please read it in conjunction with the School's financial statements which immediately follow this discussion.

## Financial Highlights

The following are highlights of financial activity for the year ended June 30, 2019:

- The School's assets and deferred outflows exceeded its total liabilities and deferred inflows as of June 30, 2019 by \$ 133,146.
- The School's net position decreased by \$ 209,235 during the current fiscal year as a result of this year's operations.

## Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the School's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements:** The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

- The statement of net position presents information on all the School's assets, liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the School is improving or deteriorating.
- The statement of activities presents information showing how the School's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by grants and entitlements from the state for full-time equivalent funding. The School does not have any business-type activities. The governmental activities of the School primarily include instruction and instructional support services.

The government-wide financial statements can be found on pages 7 and 8 of this report.

**Fund Financial Statements:** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School only has one category of funds - governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating the School's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the School's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and change in fund balance provide reconciliation to facilitate this comparison between governmental funds and governmental activities.

The School maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance. The General and Special Revenue Funds are considered to be the School's major funds.

The School adopts an annual budget for its governmental funds. A budgetary comparison statement has been provided for the General and Special Revenue Funds to demonstrate compliance with the budgets adopted for each.

The governmental funds financial statements can be found on pages 9 through 12 of this report.

**Notes to Basic Financial Statements:** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 13 through 24 of this report.

**Other Information:** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the School's adopted budget to actual results and schedules relating to the School's Pension Plan. Required supplementary information can be found on pages 25 through 32 of this report.

### Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statement of net position as of June 30:

South Florida Preparatory Academy Statements of Net Position		
	<u>2019</u>	<u>2018</u>
<b>Current Assets</b>	\$ 501,051	\$ 767,169
<b>Noncurrent Assets and Deferred Outflows</b>	<u>711,579</u>	<u>662,638</u>
Total assets and deferred outflows	<u>1,212,630</u>	<u>1,429,807</u>
<b>Current Liabilities</b>	133,516	193,275
<b>Noncurrent Liabilities and Deferred Inflows</b>	<u>945,968</u>	<u>894,151</u>
Total liabilities and deferred inflows	<u>1,079,484</u>	<u>1,087,426</u>
<b>Net Position:</b>		
Net Investment in capital assets	69,855	25,798
Unrestricted	<u>63,291</u>	<u>316,583</u>
Total net position	<u>\$ 133,146</u>	<u>\$ 342,381</u>

**South Tech Preparatory Academy, Inc.  
Management's Discussion and Analysis  
June 30, 2019**

A portion of the School's net position reflects its investment in capital assets, less any related outstanding debt used to acquire those assets. The School uses these capital assets to provide services to students; consequently, these assets are not available for future spending. Although the School's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining balance, unrestricted, may be used to meet the School's ongoing obligations.

The following table reflects the School's change in net position for the years ended June 30, 2019 and 2018:

South Florida Preparatory Academy Statements of Changes in Net Position			
		2019	2018
<b>Revenues:</b>			
General revenues	\$	4,253,700	\$ 4,197,230
Program revenues		307,883	290,715
		<u>4,561,583</u>	<u>4,487,945</u>
Total revenues			
<b>Expenses:</b>			
Instruction		2,605,171	2,249,906
Administration		762,305	796,840
Operation and maintenance of plant		851,718	789,997
Student transportation services		346,902	323,859
Fiscal services		87,962	68,926
Central services		74,581	66,822
Board expenditures		42,179	39,440
		<u>4,770,818</u>	<u>4,335,790</u>
Total expenses			
Change in net position		(209,235)	152,155
<b>Net Position, July 1</b>		<u>342,381</u>	<u>190,226</u>
<b>Net Position, June 30</b>	\$	<u><u>133,146</u></u>	\$ <u><u>342,381</u></u>

**Financial Analysis of the School's Funds**

As noted earlier, the School uses fund accounting to maintain control over resources that have been segregated for specific activities or objectives. The focus of the School's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the School's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the School's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the School. At the end of year 2019, unassigned fund balance of the General Fund was \$ 255,179, an decrease of \$ 163,370 for the year. The overall General Fund balance decreased by \$ 206,359.



### General Fund Budgetary Highlights

Total revenues were favorable to the budget by approximately \$ 119,000.

Total expenditures were unfavorable to the budget by approximately \$ 331,000. See page 26 for budget and actual comparisons.

### Capital Assets and Debt Administration

**Capital assets:** The School's investment in capital assets as of June 30, 2019 was \$ 69,855 net of accumulated depreciation as compared to \$ 25,798 as of June 30, 2018. This investment in capital assets is composed of audio visual and computer software and furniture.

**Debt:** At June 30, 2019 and 2018, the School had no outstanding debt.

### Economic Factors

Facts, decisions, or conditions that are expected to have a significant effect on the financial position or results of operations of the school in the year 2020 is that the School implemented 2018 Florida Statute Chapter 1006 ss. 1006.12 Safe-school officers at each public school. This statute states that for the protection and safety of school personnel, property, students, and visitors, each district school board and school district superintendent shall partner with law enforcement agencies to establish or assign one or more safe-school officers at each school facility within the district, which will impact the school budget. The impact is partially offset by an allocation from the State. The student enrollment and the funding from the State of Florida is expected to remain steady in the year 2020 compared to 2019. Decreased operating expenses have been implemented for 2020.

### Requests for Information

This financial report is designed to provide a general overview of South Tech Preparatory Academy, Inc. for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the South Tech Preparatory Academy, Inc.; 1325 Gateway Boulevard, Boynton Beach, FL 33426.

South Tech Preparatory Academy, Inc.  
Statement of Net Position  
June 30, 2019

	<b>Governmental Activities</b>
<b>Current Assets:</b>	
Cash	\$ 453,180
Due from government agencies	28,197
Prepays	<u>19,674</u>
Total current assets	<u>501,051</u>
<b>Noncurrent Assets:</b>	
Deposits	87,400
Capital assets, net of accumulated depreciation	<u>69,855</u>
Total noncurrent assets	<u>157,255</u>
Total assets	<u>658,306</u>
<b>Deferred Outflows of Resources:</b>	
Deferred pension outflows	<u>554,324</u>
Total assets and deferred outflows	<u>1,212,630</u>
<b>Current Liabilities:</b>	
Accounts payable	14,062
Accrued liabilities	91,625
Due to related party	<u>27,829</u>
Total current liabilities	<u>133,516</u>
<b>Noncurrent Liabilities:</b>	
Compensated absences payable	32,463
Net pension liability	<u>847,982</u>
Total noncurrent liabilities	<u>880,445</u>
Total liabilities	<u>1,013,961</u>
<b>Deferred Inflows of Resources:</b>	
Deferred pension inflows	<u>65,523</u>
Total liabilities and deferred inflows	<u>1,079,484</u>
<b>Net Position:</b>	
Net investment in capital assets	69,855
Unrestricted	<u>63,291</u>
Total net position	<u>\$ 133,146</u>

The accompanying notes to basic financial statements are an integral part of these statements.

South Tech Preparatory Academy, Inc.  
Statement of Activities  
For the Year Ended June 30, 2019

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Governmental Activities Net Revenue (Expense) and Change in Net Position</u>
		<u>Capital Grants and Contributions</u>	<u>Operating Grants and Contributions</u>	
<b>Functions/Programs:</b>				
Governmental activities:				
Instruction	\$ 2,371,607	\$ -	\$ 307,883	\$ (2,063,724)
Pupil personnel services	188,213	-	-	(188,213)
Instructional staff training	31,498	-	-	(31,498)
Instructional-related technology	13,853	-	-	(13,853)
Board expenditures	42,179	-	-	(42,179)
General administration	215,296	-	-	(215,296)
School administration	469,980	-	-	(469,980)
Fiscal services	87,962	-	-	(87,962)
Central services	74,581	-	-	(74,581)
Student transportation services	346,902	-	-	(346,902)
Operation and maintenance of plant	851,718	-	-	(851,718)
Administrative technology services	77,029	-	-	(77,029)
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total governmental activities	\$ <u>4,770,818</u>	\$ <u>-</u>	\$ <u>307,883</u>	<u>(4,462,935)</u>
General revenues:				
FTE nonspecific revenues				4,131,386
Contributions and other revenue				<u>122,314</u>
Total general revenues				<u>4,253,700</u>
Change in net position				(209,235)
Net position, July 1, 2018				<u>342,381</u>
Net position, June 30, 2019				\$ <u>133,146</u>

The accompanying notes to basic financial statements are an integral part of these statements.

South Tech Preparatory Academy, Inc.  
 Balance Sheet - Governmental Funds  
 June 30, 2019

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Assets:</b>			
Cash	\$ 453,180	\$ -	\$ 453,180
Due from government agencies	28,197	-	28,197
Prepays	19,674	-	19,674
Deposits	87,400	-	87,400
	<u>588,451</u>	<u>-</u>	<u>588,451</u>
Total assets	\$ <u>588,451</u>	\$ <u>-</u>	\$ <u>588,451</u>
<b>Liabilities:</b>			
Accounts payable	\$ 14,062	\$ -	\$ 14,062
Accrued liabilities	91,625	-	91,625
Due to related party	27,829	-	27,829
	<u>133,516</u>	<u>-</u>	<u>133,516</u>
Total liabilities	<u>133,516</u>	<u>-</u>	<u>133,516</u>
<b>Fund Balances:</b>			
Nonspendable for prepaids and deposits	107,074	-	107,074
Assigned to school-based student activity organizations	92,682	-	92,682
Unassigned	255,179	-	255,179
	<u>454,935</u>	<u>-</u>	<u>454,935</u>
Total fund balances	<u>454,935</u>	<u>-</u>	<u>454,935</u>
Total liabilities and fund balances	\$ <u>588,451</u>	\$ <u>-</u>	\$ <u>588,451</u>

The accompanying notes to basic financial statements are an integral part of these statements.

South Tech Preparatory Academy, Inc.  
 Reconciliation of the Balance Sheet - Governmental Funds  
 to the Statement of Net Position  
 June 30, 2019

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**Total Fund Balances - Governmental Funds** \$ 454,935

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources; therefore, they are not reported in the governmental funds.

Cost of capital assets	\$	269,319	
Accumulated depreciation		<u>(199,464)</u>	69,855

Certain funds related to pension assets and liabilities are not reported in the governmental funds.

Deferred outflows, relating to the net pension liability			554,324
Deferred inflows, relating to the net pension liability			<u>(65,523)</u>

Long-term liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds.

Net pension liability			(847,982)
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Amounts accrued for compensated absences are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental funds.

			<u>(32,463)</u>
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<b>Net Position of Governmental Activities</b>			<u><u>\$ 133,146</u></u>
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The accompanying notes to basic financial statements are an integral part of these statements.

**South Tech Preparatory Academy, Inc.  
Statement of Revenues, Expenditures and  
Changes in Fund Balances - Governmental Funds  
For the Year Ended June 30, 2019**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
<b>Revenues:</b>			
Federal sources	\$ -	\$ 307,883	\$ 307,883
State sources	4,131,386	-	4,131,386
Local sources	122,314	-	122,314
	<u>4,253,700</u>	<u>307,883</u>	<u>4,561,583</u>
Total revenues			
<b>Expenditures:</b>			
Current:			
Instruction	2,011,009	285,142	2,296,151
Pupil personnel services	161,731	22,741	184,472
Instructional staff training	30,568	-	30,568
Instructional-related technology	13,853	-	13,853
Board expenditures	42,179	-	42,179
General administration	215,296	-	215,296
School administration	457,805	-	457,805
Fiscal services	86,233	-	86,233
Central services	72,755	-	72,755
Student transportation services	346,902	-	346,902
Operation and maintenance of plant	851,452	-	851,452
Administrative technology services	77,029	-	77,029
Capital outlay	93,247	-	93,247
	<u>4,460,059</u>	<u>307,883</u>	<u>4,767,942</u>
Total expenditures			
Net change in fund balances	(206,359)	-	(206,359)
<b>Fund Balances, July 1, 2018</b>	<u>661,294</u>	<u>-</u>	<u>661,294</u>
<b>Fund Balances, June 30, 2019</b>	<u>\$ 454,935</u>	<u>\$ -</u>	<u>\$ 454,935</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**South Tech Preparatory Academy, Inc.  
 Reconciliation of the Statement of Revenues,  
 Expenditures and Changes in Fund Balances - Governmental  
 Funds to the Statement of Activities  
 For the Year Ended June 30, 2019**

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**Net Change in Fund Balances - Governmental Funds** \$ (206,359)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, these costs are allocated over their estimated useful lives as a provision for depreciation.

Cost of capital assets	\$	93,247	
Provision for depreciation		<u>(49,190)</u>	44,057

Certain changes related to pension assets and liabilities are not reported in the net change in the governmental funds.

Change in deferred outflows			4,884
Change in deferred inflows			<u>(4,513)</u>

Some expenses reported in the statement of activities require the use of current financial resources and, therefore not reported as expenditures in the governmental funds.

Change in compensated absences		(3,052)	
Change in the net pension liability		<u>(44,252)</u>	<u>(47,304)</u>

**Change in Net Position of Governmental Activities** \$ (209,235)

The accompanying notes to basic financial statements are an integral part of these statements.

## Note 1 - Organization and Operations

South Florida Preparatory Academy, Inc. (the "School") is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act, and Section 228.056, Florida Statutes. The School commenced operations in July 2013 and offers classes for grades six through eight in the City of Boynton Beach, Florida. Five hundred and forty one (541) students were enrolled in classes when the school year ended June 30, 2019.

## Note 2 - Summary of Significant Accounting Policies

**Reporting entity:** The School operates under a charter granted by the sponsoring School Board, the School Board of Palm Beach County, Florida. The current charter was renewed in April 2019 for ten years and is effective through June 30, 2029. At the end of the term of the charter, the Board may choose not to renew the charter under grounds specified in the charter, in which case the Board is required to notify the School in writing at least ninety days prior to the charter's expiration. During the term of the charter, the Board may also terminate the charter if good cause is shown.

The School may also be financially accountable if an organization is fiscally dependent on the School regardless of whether the organization has a separately elected governing board, a governing board appointed by another government, or a jointly approved board. In addition, component units can be other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

As a result of evaluating the above criteria, management has determined that no component units exist for which the School is financially accountable which would require inclusion in the School's financial statements.

**Basis of presentation:** Based on the guidance presented in the American Institute of Certified Public Accountants Audit and Accounting Guide – Not-for-Profit Organizations and provisions of Section 228.056(9), Florida Statutes, the School is presented as a governmental organization for financial statement reporting purposes.

**Government-wide financial statements:** Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.



## Note 2 - Summary of Significant Accounting Policies (continued)

This government-wide focus is more on the ability to sustain the School as an entity and the change in the School's net position resulting from the current year's activities.

**Fund financial statements:** Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School reports the following major funds:

- **General Fund** – This fund is employed in accounting for all the operating activities of the School except those required to be accounted for in another fund.
- **Special Revenue Fund** – This fund is used to account for federal grants that are legally restricted to expenditures for particular purposes.

**Net position:** Net position is classified in three categories. The general meaning of each is as follows:

- Net investment in capital assets – represents the difference between the cost of any capital assets, less accumulated depreciation reduced by the outstanding balance of any borrowings used for the acquisition, construction or improvements of those assets, if any.
- Restricted net position – consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- Unrestricted – indicates that portion of net position that can be used for future operations.

**Fund balance:** The School has implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance classifications to report on the nature and extent to which the School is bound to have constraints on the specific purposes for which amounts in those funds can be spent.

The following classifications describe the relative strength of the spending constraints:

- Nonspendable – amounts that are not in spendable form (such as prepaid items and deposits) or are legally or contractually required to be maintained intact.
- Restricted – amounts constrained to specific purposes by external providers (such as grantors) or imposed by law through constitutional provisions, or by enabling legislation.
- Committed – amounts constrained to specific purposes by formal action of the School itself, using its highest level of decision making authority (i.e., the School Board) through Resolution. To be reported as committed, amounts cannot be used for any other purpose unless the School's Board takes the same highest level action (i.e., Resolution) to remove or change the constraint.

**Note 2 - Summary of Significant Accounting Policies (continued)**

- Assigned – amounts the School intends to use for a specific purpose but are neither restricted nor committed. Assignments can be made by the School's body or any delegated authority at their direction.
- Unassigned – amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the School considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned or unassigned fund balances are available, the School considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the School Board or its delegated official or body has provided otherwise in its commitment or assignment actions.

**Measurement focus and basis of accounting:** Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the governmental-wide statement uses the economic resources measurement focus.

Governmental activity in the government-wide financial statements is presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The governmental fund basic financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Measurable means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

**Cash and cash equivalents:** Cash and cash equivalents are defined as demand deposits, money market accounts, and short-term investments with original maturities of three months or less from the date of acquisition.

**Due from government agencies:** Amounts due to the School by governments or agencies are for grants or programs under which the services have been provided by the School.

**Due to/from other funds:** Interfund receivables and payables arise from interfund transaction and are recorded by all funds affected in the period in which transactions are executed. The balances result from the time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

**Prepaid expenses/expenditures:** Certain payments to vendors reflect cost applicable to a future accounting period and are recorded as prepaid items in both government-wide and fund financial statements.

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Capital assets:** Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Capital assets are defined by the School as assets with an initial cost of \$ 1,000 and useful life of over one year. Donated capital assets are valued at their estimated fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized and depreciated over the remaining useful lives of the related capital assets. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Audio visual and computer software	3 years
Furniture	5-7 years

**Compensated absences:** Compensated absences (i.e. paid absences for employee vacation leave and sick leave) are recorded as expenditures in governmental funds when leave is used or when accrued as payable to employees entitled to cash payment in lieu of taking leave. In the government-wide financial statements, compensated absences are recorded as an expense when earned by the employees. The liability for compensated absences is classified as a long-term liability that is due within one year because the amount of vacation and sick time to be used after the following year cannot be reasonably estimated.

**Deferred outflows/inflows of resources:** In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. At June 30, 2019, the School had deferred outflows of \$ 554,324, which is related to the net pension liability.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. At June 30, 2019, the School had deferred inflows of \$ 65,523, which is related to the net pension liability.

**Unearned revenue:** Unearned revenue arises when the School receives resources before it has a legal claim to them.

**Grant and contract revenue:** Grant and contract revenue is recognized when the allowable costs as defined by the individual grant or contract are incurred.

**Revenue recognition:** Student funding is provided by the State of Florida through the School Board. Such funding is recorded as entitlement revenue in the government-wide financial statements and state source revenue in the fund financial statements and is net of a 5% administration fee retained by the School Board. This funding is received on a prorata basis over the twelve-month period and is adjusted for changes in full-time equivalent (FTE) student population.

**Income taxes:** The School is an organization exempt from income taxation under Section 501(a) as an entity described in Section 501(c)3 of the Internal Revenue Code of 1986, as amended. Accordingly, no provision for federal income taxes is included in the accompanying financial statements.

**Note 2 - Summary of Significant Accounting Policies (continued)**

**Use of estimates:** The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**Date of management’s review:** Subsequent events have been evaluated by management through (DATE), which is the date the financial statements were available to be issued.

**Note 3 - Budgets**

The School formally adopted budgets for the General and Special Revenue Funds by function for the year ended June 30, 2019. The budgets have been prepared in accordance with accounting principles generally accepted in the United States of America. A comparison of the actual results of operations to the final budgeted amounts for the General Fund and Special Revenue Fund are presented as required supplementary information.

**Note 4 - Deposits**

At June 30, 2019 the total carrying amount of the School's cash balances was \$ 453,180. The bank balance at local depositories was \$ 454,051.

State statute require, and it is the School’s policy, that all deposits be made into, and be held by, financial institutions designated by the treasurer of the State of Florida as qualified public depositories as defined by Chapter 280 of the Florida Statutes. This statute requires that every qualified public depository institution maintain eligible collateral to secure the public entity’s funds. The minimal collateral to be pledged by an institution, the collateral eligible for pledge, and reporting requirements of the qualified public depositor to the treasurer is defined by the statute. Collateral is pooled in a multiple qualified public depository institution pool with the ability to assess members of the pool should the need arise. The School’s deposits are held in a qualified public depository. They are covered by the collateral pool, as the School has identified itself as a public entity at June 30, 2019.

**Note 5 - Capital Assets**

A summary of changes in governmental capital assets is as follows:

	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Capital assets, being depreciated:				
Audio visual and computer software	\$ 160,763	\$ 81,913	\$ -	\$ 242,676
Furniture	15,309	11,334	-	26,643
Total capital assets, being depreciated	176,072	93,247	-	269,319

**Note 5 - Capital Assets (continued)**

	Balance at July 1, 2018	Additions	Deletions	Balance at June 30, 2019
Accumulated depreciation:				
Audio visual and computer software	138,942	46,403	-	185,345
Furniture	<u>11,332</u>	<u>2,787</u>	-	<u>14,119</u>
Total accumulated depreciation	<u>150,274</u>	<u>49,190</u>	-	<u>199,464</u>
Net capital assets	\$ <u>25,798</u>	\$ <u>44,057</u>	\$ -	\$ <u>69,855</u>

The provision for depreciation for the year ended June 30, 2019 amounted to \$ 49,190, of which \$ 44,271 was allocated to instruction and \$ 4,919 was allocated to school administration.

As part of the School's charter contract, all capital assets purchased with public funds will automatically revert to the district school board upon the non-renewal or termination of the contract.

**Note 6 - Contingencies and Commitments**

**Grant funding:** The School received financial assistance from federal, state, and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and may be subject to audit by the grantor agencies. In accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Uniform Guidance) and the Florida Single Audit Act, the School is not required to conduct "single audits" since the required threshold for both federal and state financial assistance is currently \$ 750,000 and the School did not exceed either threshold.

**Note 7 - Related Party Transactions**

The School is related to South Tech Charter Academy, Inc. ("STA") through common board members. The School received grant funding during the year of \$ 307,883 from the State of Florida Department of Education that was passed through from STA for its use. In addition, at June 30, 2019, the School has an amount due to STA in the amount of \$ 27,829, which represents the reimbursement of certain shared expenditures.

**Note 8 - Lease**

Effective August 1, 2015, the School entered into a facility lease with a third party. This lease is through July 2020, with two five-year renewal options. Monthly rent from August 1, 2018 through July 31, 2019 is \$ 44,630. Commencing August 1, 2019, rent will then increase the lesser of 2.5%, the published CPI, or the All Urban Consumers Index. In addition, the School will be responsible for their share of common area maintenance, which will be approximately \$ 6,700 per month. Total rent expense under this lease for the year ended June 30, 2019 was approximately \$ 615,500.

**Note 8 - Lease (continued)**

The future approximate minimum lease payments required under this lease as of June 30, 2019, including the common area maintenance, are as follows:

2020	\$	628,200
2021	\$	52,400
Thereafter	\$	NONE

**Note 9 - Florida Retirement System**

As provided by Chapters 121 and 112, Florida Statutes, the Florida Retirement System (“FRS”) provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan (“Pension and/or FRS Plan”) and the Retiree Health Insurance Subsidy (“HIS Plan”). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or by calling (877) 377-1737 or by visiting the Web site: [www.dms.myflorida.com/workforce\\_operations/retirement/publications](http://www.dms.myflorida.com/workforce_operations/retirement/publications).

**Pension Plan:**

Plan Description - The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (“DROP”) for eligible employees.

Benefits Provided - Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers’ class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

**Note 9 - Florida Retirement System (continued)**

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with a FRS employer for a period not to exceed 60 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions - Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from July 1, 2018 through June 30, 2019, were as follows: Regular – 8.26%; Special Risk Administrative Support – 34.98%; Special Risk – 24.50%; Senior Management Service – 24.06%; Elected Officers' - 11% South Tech Preparatory Academy, Inc. Plan subsidy for the periods from July 1, 2018 through June 30, 2019.

**HIS Plan:**

Plan Description - The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided - For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$ 5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$ 30 and a maximum HIS payment of \$ 150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

**Note 9 - Florida Retirement System (continued)**

**Contributions** - The HIS Plan is funded by required contributions from FRS participating employer's asset by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the HIS contribution for the period from July 1, 2018 through June 30, 2019 was 1.66%. The School contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** - At June 30, 2019, the School reported liabilities of \$ 527,674 for its proportionate share of the FRS Plan's net pension liability and \$ 320,308 for the HIS Plan's net pension liability for a total net pension liability of \$ 847,982. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The School's proportion of the net pension liability was based on a projection of the School's 2018-19 fiscal year contributions relative to the 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the School's proportion was 0.00175787% for the FRS plan and 0.00300767% for the HIS plan, which was an increase of 0.00009842% and 0.000008005%, respectively from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the School recognized pension expense of \$ 19,315 for the FRS Plan and \$ 24,566 for the HIS Plan for a total pension expense of \$ 43,881.

At June 30, 2019, the School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources		
	FRS Plan	HIS Plan	Total
Differences between expected and actual experience	\$ 53,954	\$ 4,046	\$ 58,000
Changes of assumptions	164,806	50,842	215,648
Net difference between projected and actual earnings on pension plan investments	150,160	156	150,316
Changes in proportion and differences between School contributions and proportionate share of contributions	29,486	44,852	74,338
School contributions subsequent to the measurement date	53,442	2,580	56,022
Total	<u>\$ 451,848</u>	<u>\$ 102,476</u>	<u>\$ 554,324</u>



**Note 9 - Florida Retirement System (continued)**

	Deferred Inflows of Resources		
	FRS Plan	HIS Plan	Total
Differences between expected and actual experience	\$ -	\$ 973	\$ 973
Changes of assumptions	-	30,167	30,167
Net difference between projected and actual earnings on pension plan investments	15,237	-	15,237
Changes in proportion and differences between School contributions and proportionate share of contributions	12,378	6,768	19,146
Total	<u>\$ 27,615</u>	<u>\$ 37,908</u>	<u>\$ 65,523</u>

Deferred outflows of resources related to the Pension Plan, totaling \$ 56,022 related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the subsequent reporting period ending June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension plan will be recognized in pension expense as follows:

Year Ended June 30:	FRS Plan	HIS Plan	Total
2020	\$ 136,602	\$ 17,671	\$ 154,273
2021	\$ 92,155	\$ 17,650	\$ 109,805
2022	\$ 23,407	\$ 12,899	\$ 36,306
2023	\$ 66,801	\$ 10,804	\$ 77,605
2024	\$ 44,398	\$ 2,023	\$ 46,421
Thereafter	\$ 7,429	\$ 940	\$ 8,369

**Actuarial Assumptions** - The Florida Retirement System Actuarial Assumption Conference is responsible for setting the assumptions used in the funding valuations of both pension plans pursuant to section 216.136 (10), Florida Statutes. The Pension Plan's valuation is performed annually. The HIS Plan has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the Pension Plan was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because the HIS Plan is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the Pension Plan.

**Note 9 - Florida Retirement System (continued)**

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	FRS Plan	HIS Plan
Inflation	2.60%	2.60%
Salary increases	3.25%, average, including inflation	3.25%, average, including inflation
Investment rate of return	7.00%, net of pension plan investment expense, including inflation	N/A
Municipal bond rate	N/A	3.58%

**Long-term Expected Rate of Return** - The long-term expected rate of Return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0%	2.9%	2.9%	1.8%
Fixed income	18.0%	4.4%	4.3%	4.0%
Global equity	54.0%	7.6%	6.3%	17.0%
Real estate	11.0%	6.6%	6.0%	11.3%
Private equity	10.0%	10.7%	7.8%	26.5%
Strategic investments	6.0%	6.0%	5.7%	8.6%
<b>Total</b>	<b>100.0%</b>			
Assumed Inflation - Mean			2.6%	1.9%

(1) As outlined in the Pension Plan's investment policy

**Discount Rate** - The discount rate used to measure the total pension liability was 7.00% for the FRS Plan. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation the total pension liability is equal to the long-term expected rate of return.

The discount rate used to measure the total pension liability was 3.87% for the HIS Plan. In general, the discount rate for calculating the HIS Plan's total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS Plan benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the municipal bond rate of 3.58% was used to determine the total pension liability. The Bond Buyer General Obligation Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**Note 9 - Florida Retirement System (continued)**

**Sensitivity of the School's Proportionate Share of the Net Position Liability to Changes in the Discount Rate** - The following table represents sensitivity of the School's proportionate share of the net pension liability to changes in the discount rate. The sensitivity analysis, below, shows the impact of the School's proportionate share of the net pension liability if the discount rate was 1.00% lower or 1.00% higher than the current discount rate at June 30, 2018.

	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
School's proportionate share of the net pension liability for FRS Plan	\$ <u>966,321</u>	\$ <u>527,624</u>	\$ <u>166,655</u>
	1% Decrease 2.87%	Current Discount Rate 3.87%	1% Increase 4.87%
School's proportionate share of the net pension liability for HIS Plan	\$ <u>365,083</u>	\$ <u>320,308</u>	\$ <u>283,422</u>

**Note 10 - Risk Financing**

The School is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School places all insurance risk, less nominal deductibles, in the hands of commercial carriers. At the present time, management believes that any claims the School may have are insured and that any expense associated with them will not materially affect the financial position of the School.

**South Tech Preparatory Academy, Inc.  
Statement of Revenues, Expenditures and  
Budgetary Comparison Schedule - General Fund  
For the Year Ended June 30, 2019**

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Revenues:</b>				
State sources	\$ 4,176,230	\$ 4,127,951	\$ 4,131,386	\$ 3,435
Local sources	4,500	6,500	122,314	115,814
	<u>4,180,730</u>	<u>4,134,451</u>	<u>4,253,700</u>	<u>119,249</u>
Total revenues				
<b>Expenditures:</b>				
Current:				
Instruction	1,923,199	1,917,469	2,011,009	(93,540)
Pupil personnel services	128,133	47,433	161,731	(114,298)
Instructional staff training	52,018	35,130	30,568	4,562
Instructional-related technology	7,800	12,784	13,853	(1,069)
Board expenditures	41,244	42,464	42,179	285
General administration	216,333	216,444	215,296	1,148
School administration	406,625	407,166	457,805	(50,639)
Fiscal services	83,202	83,879	86,233	(2,354)
Central services	94,288	100,181	72,755	27,426
Student transportation services	340,359	335,000	346,902	(11,902)
Operation and maintenance of plant	821,530	859,525	851,452	8,073
Administrative technology services	55,903	71,529	77,029	(5,500)
Capital outlay	-	-	93,247	(93,247)
	<u>4,170,634</u>	<u>4,129,004</u>	<u>4,460,059</u>	<u>(331,055)</u>
Total expenditures				
Net change in fund balance	\$ <u>10,096</u>	\$ <u>5,447</u>	\$ <u>(206,359)</u>	\$ <u>(211,806)</u>

South Tech Preparatory Academy, Inc.  
Statement of Revenues, Expenditures and  
Budgetary Comparison Schedule - Special Revenue Fund  
For the Year Ended June 30, 2019

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	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Revenues:</b>				
Title I funds	\$ 137,920	\$ 161,740	\$ 176,370	\$ 14,630
IDEA grant funds	110,791	110,800	95,181	(15,619)
Title II funds	19,660	19,668	14,371	(5,297)
Title IV	14,340	14,402	19,103	4,701
Title 1, Part C	<u>2,880</u>	<u>1,652</u>	<u>2,858</u>	<u>1,206</u>
Total revenues	<u>285,591</u>	<u>308,262</u>	<u>307,883</u>	<u>(379)</u>
<b>Expenditures:</b>				
Current:				
Instruction	264,497	285,493	285,142	351
Pupil personnel services	<u>21,094</u>	<u>22,769</u>	<u>22,741</u>	<u>28</u>
Total expenditures	<u>285,591</u>	<u>308,262</u>	<u>307,883</u>	<u>379</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**South Tech Preparatory Academy, Inc.**  
**Schedule of Proportionate Share of Net Pension Liability**  
**Florida Retirement System**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
South Tech Preparatory Academy, Inc.'s proportion of the net pension liability	0.00088776%	0.00172829%	0.00143620%	0.00165945%	0.00175787%
South Tech Preparatory Academy, Inc.'s proportionate share of the net pension liability	\$ 54,165	\$ 166,289	\$ 362,654	\$ 490,855	\$ -
South Tech Preparatory Academy, Inc.'s covered-employee payroll	\$ 507,016	\$ 1,249,889	\$ 1,732,814	\$ 1,720,201	\$ 1,900,090
South Tech Preparatory Academy, Inc.'s proportionate share of the net pension liability as a percentage of its covered-employee payroll	10.68%	13.30%	20.93%	28.53%	0.00%
Plan fiduciary net position as a percentage of total pension liability	96.09%	92.00%	84.88%	83.89%	84.26%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Preparatory Academy, Inc.  
Schedule of Proportionate Share of Net Pension Liability  
Florida Retirement System  
Last 10 Fiscal Years \*  
(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
South Tech Preparatory Academy, Inc.'s proportion of the net pension liability	0.00088776%	0.00172829%	0.00143620%	0.00165945%	0.00175787%
South Tech Preparatory Academy, Inc.'s proportionate share of the net pension liability	\$ 54,165	\$ 166,289	\$ 362,654	\$ 490,855	\$ -
South Tech Preparatory Academy, Inc.'s covered-employee payroll	\$ 507,016	\$ 1,249,889	\$ 1,732,814	\$ 1,720,201	\$ 1,900,090
South Tech Preparatory Academy, Inc.'s proportionate share of the net pension liability as a percentage of its covered-employee payroll	10.68%	13.30%	20.93%	28.53%	0.00%
Plan fiduciary net position as a percentage of total pension liability	96.09%	92.00%	84.88%	83.89%	84.26%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Preparatory Academy, Inc.  
Schedule of Contributions  
Florida Retirement System Pension Plan  
Last 10 Fiscal Years \*  
(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 19,446	\$ 42,137	\$ 35,097	\$ 43,199	\$ 50,098
Contributions in related to the contractually required contribution	\$ <u>(19,446)</u>	\$ <u>(42,137)</u>	\$ <u>(35,097)</u>	\$ <u>(43,199)</u>	\$ <u>(50,098)</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
South Tech Preparatory Academy, Inc.'s covered-employee payroll	\$ 507,016	\$ 1,249,889	\$ 1,732,814	\$ 1,720,201	\$ 1,900,090
Contributions as a percentage of covered payroll	3.84%	3.37%	2.03%	2.51%	2.64%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.



**South Tech Preparatory Academy, Inc.**  
**Schedule of Contributions**  
**Retiree Health Insurance Subsidy Program**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 5,100	\$ 11,057	\$ 13,724	\$ 15,494	\$ 16,503
Contributions in related to the contractually required contribution	\$ <u>(5,100)</u>	\$ <u>(11,057)</u>	\$ <u>(13,724)</u>	\$ <u>(15,494)</u>	\$ <u>(16,503)</u>
Contribution deficiency (excess)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
South Tech Preparatory Academy, Inc.'s covered-employee payroll	\$ 507,016	\$ 1,249,889	\$ 1,732,814	\$ 1,720,201	\$ 1,900,090
Contributions as a percentage of covered payroll	1.01%	0.88%	0.79%	0.90%	0.87%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

**South Tech Preparatory Academy, Inc.**  
**Schedule of Investment Returns**  
**Florida Retirement System Pension Plan**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

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	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual money-weighted annual rate of return, net of investment expenses	17.57%	3.77%	0.57%	13.59%	9.28%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

DRAFT

**South Tech Preparatory Academy, Inc.**  
**Schedule of Investment Returns**  
**Retiree Health Insurance Subsidy Program**  
**Last 10 Fiscal Years \***  
**(Unaudited)**

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	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual money-weighted annual rate of return, net of investment expenses	17.57%	3.77%	0.57%	13.59%	9.28%

\* This schedule is intended to present information for ten years. However, until a full ten-year trend is compiled, the pension plan will present information for those years for which the information is available.

DRAFT

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors  
South Florida Preparatory Academy, Inc.  
Boynton Beach, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of South Florida Preparatory Academy (the "School") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated (DATE)

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

South Tech Preparatory Academy, Inc.

**Purpose of this Report**

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

DRAFT

## INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF DIRECTORS

To the Board of Directors  
South Tech Preparatory Academy, Inc.  
Boynton Beach, Florida

### **Report on the Financial Statements**

We have audited the financial statements of South Tech Preparatory Academy (the "School") as of and for the year ended June 30, 2019, and have issued our report thereon dated (DATE).

### **Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated (DATE), should be considered in conjunction with this management letter.

### **Prior Audit Findings**

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding audit report.

### **Official Title**

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are South Tech Preparatory Academy, Inc. and 503441.

### **Financial Condition and Management**

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, requires us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

**Additional Matters**

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

KEEFE McCULLOUGH

Fort Lauderdale, Florida  
(DATE)

**SOUTHTECH SUCCESS CENTER, INC.**  
**CONSENT AGENDA**  
**September 17, 2019**

**Old Business**

**None.**

**Administrative Items**

**SCA-1** I recommend that the Board approve Policy 1.02 Governing Board revision.

**SCA-2** I recommend that the Board approve SouthTech Success Center's Active Assailant Procedures SY19-20 draft.

**SCA-3** I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.

**SCA-4** I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10th Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Personnel Items**

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

**Financial Items**

**SCC-1** I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 as required by the Sponsor.

**Emergency Items**

**SCE-1** I recommend that the Board authorize the SouthTech Success Center Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**REVISED: 09/16/19**



**Board Meeting  
September 17, 2019**

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

**Agenda Item  
PE-1**

**Motion:**

I recommend that the Board authorize the SouthTech Preparatory Academy Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**Summary Information:**

Please see attached.

Attachments: See Bridge Loan Details on STA Item

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is to be determined.

**Board Meeting  
September 17, 2019**

**Governing Board of Directors  
SouthTech Success Center, Inc.**

**Agenda Item  
SCA-1**

**Motion:**

I recommend that the Board approve Policy 1.02 Governing Board revision.

**Summary Information:**

The Board approved the nomination of Robert Kesten to the Governing Board.

Attachments: Policy 1.02 Governing Board

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

**GOVERNING BOARD**

The By-laws of SouthTech Success Center, Inc. specify that the Governing Board of SouthTech Success Center, Inc. be no less than nine (9) members and no more than fifteen members (15). These limits may be changed by revising the By-laws. The By-laws also specify that members are elected for a period of three (3) years, with one-third of the members elected each year. There are no term limits specified. To accomplish staggered terms, the Founding Board established terms defined below at it's meeting of October 16, 2003. Board members elected subsequent to that meeting assume the term of the Board member they replaced.

BOARD MEMBER		TERM ENDS
James Notter	Chair	September 30, 2019
Aram Bloom	Vice Chair	September 30, 2020
Dan Heller	Treasurer	September 30, 2020
Ayesha Edmond	Secretary	September 30, 2021
Carl McKoy		September 30, 2020
Roger Dunson		September 30, 2021
Russ Feldman		September 30, 2021
Diane Heinz		September 30, 2021
Suzanne Nicolini		September 30, 2019
Jonathan Flah		September 30, 2020
Robert Kesten		September 30, 2020
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2019
Vacant		September 30, 2021

Authority: By-laws of SouthTech Success Center, Inc.

History: New: 06/23/16, Revised: 10/13/16; 12/8/16; 12/14/17; 08/09/18; 10/11/18; 01/17/19; 03/14/19; 09/17/19

**Motion:**

I recommend that the Board approve SouthTech Success Center's Active Assailant Procedures SY19-20 draft.

**Summary Information:**

The Active Assailant Response Plan is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The Plan has been developed to assist staff members and other stakeholders during a school-based emergency with an active assailant incident. The Active Assailant Response Plan provides an outline to guide stakeholders through an emergency situation with an active assailant. An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

The Active Assailant Plan is considered to be a "living document" that should be reviewed and updated as necessary.

Attachments: STSC Active Assailant Plan

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

There is no financial impact for this item.

SOUTHTECH

SUCCESS

CENTER

# Active Assailant Response Procedures

**SY 2019-2020**

**Introduction:** The FCPCS Active Assailant Response Procedures Template is based on best practices in school settings that are recommended by law enforcement professionals and experts in emergency management operations. The template has been developed to assist our valued member schools in preparing a school-based emergency response plan for an active assailant incident.

**Purpose:** The Active Assailant Response Procedures provide an outline to guide the user through the steps of developing an effective plan. Charter school administrators should make adjustments according to their school's individual situations, size, grade levels, and resources. One plan does not fit all schools.

**Planning:** An Active Assailant is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated place. Active assailant situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically, to the extent possible, to deal with an active assailant situation.

School readiness requires that school administrators develop and exercise response plans that apply general preparedness and response protocols to specific emergencies and facility, including security resources. Training and exercising the plan is particularly essential in active assailant exercises, allowing administrators and law enforcement to identify gaps, correct weaknesses, and validate the plan.

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## **SOUTHTECH SUCCESS CENTER**

AUGUST 7, 2019

### **ACTIVE ASSAILANT RESPONSE PLAN**

**SOUTHTECH SUCCESS CENTER** has assembled a team of school-based administrators, teachers, mental health professionals, and local law enforcement to develop the Active Assailant Response Plan. The members of the team include:

Superintendent and Deputy Superintendent  
Principal  
Assistant Principals  
School Counselors  
Dean of Students  
School Police Officer assigned to SouthTech Academy  
Confidential Secretary  
ESE Coordinator

**Southtech Success Center's *Active Assailant Response Plan* was reviewed by the governing board on August 8, 2019 and approved.**

**To initiate Procedures:**

The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.

The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.

The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.

Staff will be updated and informed via the REMIND APP.

## Emergency Notification Procedures

### **IN THE EVENT OF AN ACTIVE ASSAILANT SITUATION ON CAMPUS, NEVER ACTIVATE THE FIRE ALARM AS A MEANS OF EMERGENCY NOTIFICATION.**

The first employee to identify an active assailant situation will **ALERT** others.

The first employee to identify an active assailant situation will activate an **ALERT – using the FortifyFL app on their phone or other electronic device.** All school employees and students will have this emergency notification app on their phone and all school issued devices. When activated, an emergency alert will be sent to first responders, all school staff, and others programmed to receive the notification. The employee should then notify the Principal.

A designated chain of command is in place to release an emergency notification, which can be accomplished through several methods and at various locations throughout the school. A consistent emergency alert message will be disseminated simultaneously over several communication systems, including:

1. The staff member who first sees the threat will activate an alert using the radio/intercom. The Principal, Assistant Principal or the administrative designee will make school wide notification using the overhead PA system to call a Code Red – Lockdown and will use the code word “Bulldogs” to ensure the code is followed immediately and seriously.
2. The Principal, Assistant Principal or the administrative designee will simultaneously notify the School Safety Officer via walkie-talkie using the term: “Active Red Alert” and contact and notify School Police at 561-434-8700 and then the primary emergency response agency by dialing 911. If the Principal is off campus, the Assistant Principal or the administrative designee will notify the Principal of the active red alert.
3. The School Confidential Secretary or administrative designee will notify the Superintendent and Asst. Superintendent of SouthTech Schools via cell phone (Kidd=561-436-0491, Boggess=561-779-6678) and will remain in communication with them as directed. The SouthTech Schools Superintendent’s Secretary or administrative designee will notify the Charter School Office at 561-434-8779.
4. Staff will be updated and informed via the REMIND APP.
5. Principal, Assistant Principal or administrative designee will send a pre-prepared notification alert via an emergency alert app (REMIND) to parents notifying them of the Code Red, to wait for further instructions, and to remind them: “Do not come to the school until further notified to do so, as emergency vehicle traffic will be hampered and that will further complicate emergency vehicle response.”



## Southtech Success Center Emergency Procedures

In response to an active assailant incident, school employees are granted the authority to choose the course of action that they believe is the safest for their students under four options: **Lockdown, Evade, Hide, or Fight.**

### **Option 1 - Lockdown Option**

- Ensure all doors are locked at all times.
- Cover the door window.
- If you encounter an assailant and can safely do so, notify school administration immediately by the safest and most advantageous means possible.
- Move students to designated hardened corner(s) of the room.
- Account for every student.\*
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- Silence cell phones and keep students quiet.
- Turn off any source of noise, such as learning devices.
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.
- If students are outside the building:
  1. If the assailant is outside the building and getting students inside is a viable option, move them inside rapidly as a group and into a room with a designated hardened corner(s), if possible.
  2. If the assailant is inside the building, move the students as a group behind one of the adjacent buildings, using the building as a shield.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process.**

**DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

## **Option 2 - Evade**

If you have direct contact with the assailant, you should immediately begin a controlled evacuation. If there is an accessible escape path, teachers should attempt to evacuate the building with their students. Depending upon age, students should evacuate regardless of whether others agree to follow. (This campus is limited in safe evacuation options and locking down in rooms (Option 1) until the threat is cleared is probably the best option for protection against an armed assailant.)

- Students in hallways or outside the building should immediately seek shelter in the closest secure area.
- Always have an escape route in mind that will get you and your students out of danger.
- Assist children or others who cannot run to the best of your ability.
- Plan in advance for helping special needs students. A buddy system may be the best option.
- Leave your belongings behind.
- If not in charge of students, evacuate regardless of whether others agree to follow.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Try to keep all students together.
- Do not attempt to move the wounded.
- Call 9-1-1 when it is safe to do so.
- Go to the agreed upon pre-arranged site.

Evacuation Sites for STA include:

- Calusa Park- East
- Bus Compound- South
- Crosspointe Elementary- West

## **Option Three – Hide/Run**

**If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:**

### **IF AN ACTIVE ASSAILANT IS NEARBY, BUT NOT VISIBLE OR AT A DISTANCE – RUN**

- Use any available cover (buildings, cars, landscaping, etc. for cover.
- Try to get as far away from the assailant as possible
- Help those who are disabled or unable to run
- Run, but don't stampede.
- Try to avoid contact with other runners.
- Once away from danger, try to reconnect with your teacher and student group
- Account for every student\*.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process**

**IF AN ACTIVE ASSAILANT IS NEARBY AND HIDING SEEMS THE BEST OPTION - HIDE**

- Ensure that the door is locked.
- Cover the door window.
- Move students to designated hardener corner(s) of the room.
- Account for every student\*.
- Call 9-1-1 as soon as possible. Even if you cannot talk, the operator can listen.
- Barricade with all heavy furniture and equipment in the room.
- Turn off the lights.
- **Any noise attracts attention. Silence cell phones and keep students quiet.**
- **Turn off any source of noise, such as learning devices.**
- Assist those with special needs.
- USE COVER (anything that will protect you and the students from bullets). (Full bookcase, masonry wall, heavy desk, etc. Stay down low.
- USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
- Do NOT trap or restrict your options in case there is an opportunity to run.
- Have a plan for an alternate means of escape, if possible (through a window or adjoining room) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

**\*Teacher must possess class roster throughout this process. It will be needed for student reunification later in the process. DO NOT OPEN THE DOOR FOR ANYONE.** It could be the active assailant trying to get into the room.

## **LAW ENFORCEMENT RESPONSE**

**Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:**

**Comply with all police instructions.**

- The first responding officers will be focused on stopping the active shooter and that is all.
- As other first responders arrive they will be clearing areas for follow-on emergency and medical teams
- Go in the direction of the officers.
- Do not ask for directions or help.
- Remain calm - do as instructed
- Put down any items in your hands
- Raise your hands when coming in contact with officers
- Keep your hands visible at all times
- Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety
- Avoid pointing, screaming, yelling
- If you have information about additional shooters or hazards inform them clearly.

If you find a weapon or have taken a weapon from an active assailant DO NOT carry it out in your hands.

**When appropriate, be able to provide information that you know:**

- Number of shooters.
- Identity and description.
- Number of victims you saw and location.
- Type and number of weapons possibly in the possession of the shooter.
- Number and location of individuals still in the building or in danger.
- Keys, codes, or access information to all areas.

## POST-INCIDENT ACTION

**When law enforcement has determined that the active assailant emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.**

**Accountability:** If in charge of students, attempt to gain accountability as soon as possible. Take roll using attendance sheets and make note of any missing students. Notify the parent Coordinator of any missing students using texting or Remind

**Reunification :** If students have fled the building, and were able to move to a pre-determined location off campus , please follow instructions below:

**The Reunification Process is a work in progress, and will be constructed based on both on-campus and off-campus reunification scenarios, and will be constructed from the Standard Reunification Method (SRN-V2) developed by the I Love You Guys Foundation. This portion of the Active Assailant Response Procedures will be completed no later than August 30, 2019 In the interim, should an event requiring parent reunification be needed, Administration will advise staff using cellular devices, and bull horns if outside the building, to provide appropriate instructions to staff and students. If possible, the main building would be a preferable site, but the parking lot would be a viable alternate or, if the campus was evacuated and return was not a viable option, adjacent parking areas or alternate evacuation sites would be chosen based on practicality.**

**Inform the Parent Coordinator of your location and number of students- request staff assistance.**

**Counseling:** Following an active shooter event, counseling and support will be provided via the School Counseling Department.

**Media.** Superintendent (Jim Kidd) and Deputy Superintendent (Jay Boggess) will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or information protected by Federal and State privacy

and medical information laws and regulations. Care should be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement investigation.

**COORDINATION:**

**The active assailant procedures have been coordinated with local agencies.**

Local Police: 911-Chief Michael G. Gregory of the Boynton Beach Police Department  
561-742-6104

Fire Department: John Moore 561-742-6610

Emergency Medical responders: 911

CROSSPOINTE ELEMENTARY SCHOOL 561-292-4100

REUNIFICATION INFORMATION (PLEASE PRINT CLEARLY)

HAVE PHOTO IDENTIFICATION OUT AND READY TO SHOW SCHOOL DISTRICT PERSONNEL.

STUDENT NAME \_\_\_\_\_  
STUDENT GRADE \_\_\_\_\_ STUDENT CELL # \_\_\_\_\_  
NAME OF PERSON PICKING UP STUDENT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PHONE NUMBER OF PERSON PICKING UP STUDENT \_\_\_\_\_  
RELATIONSHIP TO STUDENT BEING PICKED UP \_\_\_\_\_  
PHOTO ID MAATCHES NAME OF PERSON PICKING UP STUDENT? Y OR N

---

Tear here ( leave bottom with school personnel upon reunification)

Parent completes:

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

Student Grade \_\_\_\_\_ Student Birthday \_\_\_\_\_

School personnel completes upon release of student:

TIME \_\_\_\_\_ INITIALS \_\_\_\_\_

OTHER \_\_\_\_\_

**Board Meeting  
September 17, 2019**

**Governing Board of Directors  
SouthTech Success Center, Inc.**

**Agenda Item  
SCA-3**

**Motion:**

I recommend that the Board accept the resignation of Jim Kidd, Superintendent of SouthTech Schools effective September 30<sup>th</sup> 2019, and waive the contractual one hundred twenty days' notice of notification of contract cancellation.

**Summary Information:**

Please see the attached Letter of Resignation dated 9/17/2019

Attachments: Superintendent's Letter of Resignation

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is \$11,284 Salary and Benefits for STSC SY20 Budget.

September 12, 2019

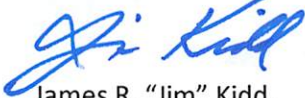
Dear Colleagues,

Please accept this letter of resignation from the position of Superintendent of SouthTech Schools effective at close of business, September 30, 2019, and to waive the contractual requirement of one hundred twenty days written notice of termination due to extenuating circumstances.

As I end this SouthTech journey of some twenty-eight years, I do so with gratitude to those who have made it possible. One could never hope to work with a better Governing Board or LEA and School Staff members than those which I have been privileged, nor could one hope to work with better students or school climates than afforded by SouthTech Schools.

While I leave you with challenges, I believe that SouthTech leadership is greater than those challenges and will overcome them. Please know that if I may be of assistance in the future, my heart will always be with, and for, SouthTech Schools.

Respectfully yours,



James R. "Jim" Kidd,  
Superintendent  
SouthTech Schools

JRK:bjf

**Motion:**

I recommend that the Board consider filling the Superintendent vacancy created by my resignation immediately to prevent the operational disruption usually experienced during changes in high-level leadership positions. Appointing Mr. Jay Boggess as interim Superintendent of SouthTech Schools effective October 1, 2019 through Board approval at this meeting will ensure continuity of leadership. Pending approval of Mr. Boggess' negotiated contract for employment as Superintendent at the October 10<sup>th</sup> Board Meeting, the interim position will convert to the Superintendent of SouthTech Schools position.

**Summary Information:**

Governing Board Policy 3.45 contains the following language: "All vacancies shall be advertised with the exception of those positions for which the Academy Superintendent recommends the appointment of a current and qualified employee or for which the Academy Superintendent has identified a qualified candidate for Board consideration and recommends that individual for the vacancy." In accordance with Policy 3.45, advertising the position is not a requirement based upon my recommendation of the candidate. Mr. Boggess was hired about four and one-half years ago with the Board's intent that he be groomed to replace me upon my position becoming vacant. My letter of resignation effective September 30<sup>th</sup>, 2019 effectively creates that vacancy. Mr. Boggess is well-groomed for the position and I have found him to possess the qualities and abilities to take SouthTech Schools into the future. Therefore I, as Superintendent of SouthTech Schools, recommend Jay Boggess for the position of SouthTech Schools' Superintendent and stand ready to be a resource for him, both during the transition and at any time in the future that he so desires.

Attachments: Governing Board Policy 3.45

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item cannot be determined until the new contract is negotiated.



**Board Meeting  
September 17, 2019**

**Governing Board of Directors  
SouthTech Success Center, Inc.**

**Agenda Item  
SCB-1**

**Motion:**

I recommend that the Board approve the Personnel actions for the previous month.

**Summary Information:**

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

Attachments: Personnel Actions List

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is indicated on the individual contracts of new hires.

**SOUTH TECH SUCCESS CENTER ACADEMY  
PERSONNEL ACTIONS  
September 2019**

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

NONE

**Resignations/Terminations**

Termination:

Maynard Harvey

Principal

9/13/19

**Retirement/Leave of Absence**

NONE

**Board Meeting  
September 17, 2019**

**Governing Board of Directors  
SouthTech Success Center, Inc.**

**Agenda Item  
SCC-3**

**Motion:**

I recommend that the Board approve and ratify the monthly financial statements for month ending July 31, 2019 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**  
**SouthTech Success Center with MSID Number 4121**  
**Palm Beach County, Florida**  
**For the Month Ended July 31, 2019 and For the Year Ending June 30, 2020**  
**July 31, 2019**

<b>ASSETS</b>	<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>
Cash and cash equivalents	1110	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	1160					-
Grant receivables	1130					-
Other current assets	12XX	34,395				34,395
Deposits	1210					-
Due from other funds	1140					-
Other long-term assets	1400					-
<b>Total Assets</b>		<u>\$ 34,395</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,395</u>
<b>LIABILITIES AND FUND BALANCE</b>						
<b>Liabilities</b>						
Accounts payable	2120	\$ 4,106	\$ -	\$ -	\$ -	\$ 4,106
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	-				-
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	69,244				69,244
<b>Total Liabilities</b>		<u>73,350</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>73,350</u>
<b>Fund Balance</b>						
Nonspendable	2710	34,395				34,395
Restricted	2720					-
Committed	2730					-
Assigned	2740	-				-
Unassigned	2750	(73,350)				(73,350)
<b>Total Fund Balance</b>		<u>(38,955)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(38,955)</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u>\$ 34,395</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,395</u>

**SouthTech Success Center with MSID Number (4121)**  
**Palm Beach County, Florida**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)**  
**For the Month Ended July 31, 2019 and For the Year Ending June 30, 2020**

FTE Projected  
FTE Actual

125  


---

102

82% Percent of Projected

	General Fund					Special Revenue					
	Account Number	Month/ Quarter		YTD Actual	% of YTD Actual to Annual Budget		Month/ Quarter		YTD Actual	% of YTD Actual to Annual Budget	
		Actual	Annual Budget		Annual Budget	Annual Budget	Actual	Annual Budget		Annual Budget	Annual Budget
<b>Revenues</b>											
FEDERAL SOURCES											
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%		
Federal through state and local	3200					-	-	69,078		0%	
STATE SOURCES											
FEFP	3310	-	-	788,723	0%						
Capital outlay	3397			-							
Class size reduction	3355	-	-	117,794	0%						
School recognition	3361										
Other state revenue	33XX	-	-	1,500	0%						
LOCAL SOURCES											
Interest	3430	-	-	100	0%						
Local capital improvement tax	3413										
Other local revenue	34XX	-	-	10,000	0%						
<b>Total Revenues</b>		-	-	918,117	0%	-	-	69,078		0%	
<b>Expenditures</b>											
Current Expenditures											
Instruction	5000	6,671	6,671	340,417	2%	4,165	4,165	41,447		10%	
Instructional support services	6000	642	642	9,449	7%	930	930	27,631		3%	
Board	7100	492	492	19,509	3%						
General administration	7200	2,335	2,335	79,845	3%						
School administration	7300	12,581	12,581	165,560	8%						
Facilities and acquisition	7400										
Fiscal services	7500	1,564	1,564	19,113	8%						
Food services	7600										
Central services	7700	1,758	1,758	20,874	8%						
Pupil transportation services	7800	-	-	75,000	0%						
Operation of plant	7900	5,868	5,868	73,210	8%						
Maintenance of plant	8100	-	-	800	0%						
Administrative technology services	8200	1,950	1,950	24,399	8%						
Community services	9100	-	-	10,000	0%						
Debt service	9200										
<b>Total Expenditures</b>		33,860	33,860	838,176	4%	5,095	5,095	69,078		7%	
<b>Excess (Deficiency) of Revenues Over Expenditures</b>		(33,860)	(33,860)	79,941	-42%	(5,095)	(5,095)	-			
<b>Other Financing Sources (Uses)</b>											
Transfers in	3600	-	-	361,000		5,095	5,095				
Transfers out	9700	(5,095)	(5,095)			-	-				
<b>Total Other Financing Sources (Uses)</b>		(5,095)	(5,095)	361,000	-1%	5,095	5,095	-			
<b>Net Change in Fund Balances</b>		(38,955)	(38,955)	440,941		-	-	-			
Fund balances, beginning		-	-	661,294	0%						
Adjustments to beginning fund balance		-	-								
<b>Fund Balances, Beginning as Restated</b>		-	-	661,294	0%	-	-	-			
<b>Fund Balances, Ending</b>		\$ (38,955)	\$ (38,955)	1,102,235	-4%	\$ -	\$ -	-		%	

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
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								-	-	69,078	0%
								-	-	788,723	0%
								-	-	117,794	0%
								-	-	-	
								-	-	1,500	0%
								-	-	100	0%
								-	-	-	
								-	-	10,000	0%
								-	-	987,195	0%
								10,836	10,836	381,864	3%
								1,572	1,572	37,080	4%
								492	492	19,509	3%
								2,335	2,335	79,845	3%
								12,581	12,581	165,560	8%
								-	-	-	
								1,564	1,564	19,113	8%
								-	-	-	
								1,758	1,758	20,874	8%
								-	-	75,000	0%
								5,868	5,868	73,210	8%
								-	-	800	0%
								1,950	1,950	24,399	8%
								-	-	10,000	0%
								-	-	-	
								38,955	38,955	907,254	4%
								(38,955)	(38,955)	79,941	-49%
								5,095	5,095	361,000	
								(5,095)	(5,095)	(361,000)	
								-	-	-	
								(38,955)	(38,955)	79,941	
								-	-	661,294	0%
								-	-	-	
								-	-	661,294	0%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	\$ (38,955)	\$ (38,955)	\$ 741,235	-5%

**Board Meeting  
September 17, 2019**

**Governing Board of Directors  
SouthTech Success Center, Inc.**

**Agenda Item  
SCE-1**

**Motion:**

I recommend that the Board authorize the SouthTech Success Center Board Chair to sign as Guarantor for the SouthTech Academy Bridge Loan, as required for the loan application.

**Summary Information:**

Please see attached.

Attachments: See Bridge Loan Details on STA Item

**Presented By:**

Jim Kidd, Superintendent

**Financial Impact:**

The financial impact for this item is to be determined.