

STA/STPA/SAC
GOVERNING BOARD
STSC FOUNDING BOARD
MEMBER PACKET
REGULAR MEETING
February 14, 2019

SouthTech Charter
Academy, Inc.

SouthTech Preparatory Academy, Inc.

SouthTech Success Center, Inc.

Founding Board

Jim Kidd, Superintendent

John-Anthony Boggess – Deputy Superintendent

Eileen Turenne, STA High School Principal

Nicole Handy, STPA Middle School Principal

Maynard Harvey, STSC Principal

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC.
STA/STPA Governing Board/SAC/STSC Founding Board Meeting Agenda
February 14, 2019**

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	Carl McKoy	James Notter
Suzanne Nicolini		

4. Open Meeting Act Statement

Chairperson asks if public notice has been made.

5. Public Presentation: Skills Regional Results – Alley McInnis and Tommy Terry

6. Approval of the Minutes for the STA/STPA Governing Board/SAC-STSC Founding Board Meeting on January 17, 2018.

Introduced by: _____ Seconded by: _____

All in favor: _____ Opposed: _____

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

8. Reports

- a. Superintendent
- b. Deputy Superintendent/Principal – STA/STPA/Adult Ed
- c. Principal – SouthTech Academy
- d. Principal – SouthTech Preparatory Academy
- e. Principal – SouthTech Success Center
- f. Committees – Personnel Committee – Aram Bloom
Nominating Committee – Suzanne Nicolini

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 January 17, 2019 to February 14, 2019.

- A-2 I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.
- A-3 I recommend that the Board ratify the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.
- A-4 I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.
- A-5 I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

- B-1 I recommend that the Board approve the revised annual contracts for employment for FY19.

Financial Items

- C-1 I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 2018 as required by the Sponsor.
- C-2 I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending December 31, 2018 as required by the Sponsor.
- C-3 I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2018 as required by the Sponsor.

Emergency Items

None.

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

12. Approval of Consent Agenda Except for Items Pulled

Introduced by _____ Seconded by _____
 All in favor _____ Opposed _____

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

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

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

Old Business

None.

Administrative Items

- PA-1 I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.
- PA-2 I recommend that the Board ratify the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.
- PA-3 I recommend that the Board approve the SouthTech Charter Academy/SouthTech

Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.

PA-4 I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

PB-1 I recommend that the Board approve the revised annual contracts for employment for FY19.

Financial Items

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

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

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

Emergency Items

None.

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

17. Approval of Consent Agenda Except for Items Pulled

Introduced by _____ Seconded by _____
All in favor _____ Opposed _____

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

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

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

Administrative Items

SCA-1 I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.

SCA-2 I recommend that the Board ratify the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.

SCA-3 I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

SCB-1 I recommend that the Board approve the revised annual contracts for employment for FY19.

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

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

South Tech Academy:

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

Introduction of the SouthTech Academy SAC Consent Agenda – Russ Feldman, Chairperson –None.

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

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

Introduced by: _____ Seconded by: _____

All in favor: _____ Opposed: _____

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

29. South Tech Preparatory Academy:

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

Introduction of the SouthTech Preparatory Academy SAC Consent Agenda – Ayesha Edmond, Chairperson – N/A

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

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

Introduced by: _____ Seconded by: _____

All in favor: _____ Opposed: _____

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

33. Board Comments

34. Motion to Adjourn

Introduced by: _____

All in favor: _____ Opposed: _____

Time _____

SOUTHTECH CHARTER ACADEMY, INC.3
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting

1. *Call to order* by Mr. Bloom at 7:07pm
2. *Pledge of Allegiance*
3. *Roll Call by Barbara Fraga:*

Present: Aram Bloom, Dan Heller, Roger Dunson, Ayesha Edmond, Russ Feldman, Jonathan Flah, Diane Heinz, Suzanne Nicolini

Absent: Carl McKoy, James Notter

Quorum

4. *Open Public Meetings Act Statement* – The meeting has been properly noticed.
5. *Public Presentation:* Mr. Kidd presented Mrs. Donna Baize, 12-Year Board Member, Parent Member and Secretary to the Governing Board an award for her many valuable years served on the Board. Mrs. Baize’s four children attended SouthTech Academy and Mr. Kidd said that Mrs. Baize had been both a friend and a Comrade-in-arms for SouthTech Schools and one of his supporters. He said that you cannot ask for more than that from a Board Member. Mr. Kidd thanked Mrs. Baize husband, Joe, and her son, Joey, for sharing Mrs. Baize with SouthTech. Mr. Bloom and Mr. Kidd presented Mrs. Baize the award on behalf of Mr. Notter and the Board.
6. *Approval of the Minutes for the STA/STPA Regular Governing Board/STSC Founding Board Meeting December 13, 2018.*

Motion by: Mrs. Nicolini

Second by: Ms. Ayesha Edmond

All in favor.

Motion carries.

7. *Treasurer’s/Financial Report:* Mr. Heller reported that the STA/STPA Finance Committee met prior to the Board meeting and they recommended approval for STA Items C-1 through C-4 and STPA Items PC-1 through PC-4.

- 8A. *Superintendent’s Report:*

Mr. Kidd said that when they get to the Consent Agenda for SouthTech Prep, he asks that someone pull Item PA-2 for discussion.

STA-STPA-STSC Charters: Mr. Kidd reported that the District still has not given us a charter that he could bring to the Board. There has been more confusion with it going forward. Next week, we will meet with District staff again, because they cannot seem to get the clerical parts of the charter ironed out. There were three items that were non-negotiable to us, and we thought we had them resolved, but it continues to be cyclical. Mr. Kidd asked Mr. Boggess to report on the conversation he had with Joe DePasquale, Director of Charter Schools.

Mr. Boggess said Mr. Kidd described it well as clerical aspects, and there have been legal battle back and forth between our attorney and their attorney. Both staffs, Superintendent included, said let us take the attorneys out of it and let staff craft the language in it and bring it back to the attorneys for legality. Both staffs agreed and sat down together, hammering through 27 different points, three of which were non-negotiable for us, and the SouthTech side received what they needed on those non-negotiables. Right before the holiday break, they sent us the draft version, that looked nothing like what we had agreed to. It was a version of the document from months prior. Mr. Boggess immediately went to the three points and they were not correct. He immediately our attorney and told him that it was not right and that we were not agreeing to this. We called them and they said it was their bad, and that the paralegal did not catch the essence of what we were trying to get accomplished, and as a result, when we get back, we will send you the version. Their staff did not have the appropriate notes from our meeting and as a result, asked if we had a draft copy of what we had worked off. Mr. Boggess said yes and sent it to them. They sent it wholesale to their attorney with our comments on the draft from the multiple meetings over the 18, nearly 20-month process. Mr. Boggess asked if there were any questions and she said she could not approve it right now. We are supposed to meet again on Tuesday and go over the 27 points again, the three non-negotiables, and their staff will make sure that they would document on their side and it will go back to the attorneys by the end of next week, conclude, and they have to submit it to Board Docs by January 28th, in order to make the February 6th Board meeting.

Mr. Feldman asked who their attorney is and Mr. Boggess responded, Denise Sagerholm. There was more discussion.

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

January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 2

Mr. Kidd said that one of the items that they refused to give in on, was the sponsor “may” share additional funding with charter schools, basically the tax referendum funding. We asked for “will” and they said that their decision will remain as it is. Mr. Arnold said that we just follow state statute on it, but Mr. Kidd thought that we agreed on that. Mr. Kidd said that when Item PA-2 is pulled, he will ask the Board to authorize Mr. Notter and himself to approve/disapprove or take whatever steps is necessary to get this worked out, even it involves a Department of Administrative Hearing (DOAH). We have three charters hung up there. We started negotiations in December, 2017. We negotiated about 30 pages for the SouthTech Academy charter because they wanted to negotiate the lease first, and they came to the negotiating meeting and Mr. Arnold was here, and they were not ready for the meeting. They did begin to negotiate the STA charter; then, they decided they wanted to negotiate STPA’s charter and would use it as a pattern for the other two. STPA was approved by the Board in April 2018, and theoretically, they were supposed to have begun within 60 days of that, and they did not. They requested an extension for six months and Mr. Notter gave them three. When the three months were almost out, they requested that we request another extension and gave them a month. They insisted on three months and Mr. Notter gave them two. In December, they came back and requested another extension, but Mr. Kidd does not believe that we agreed to that. So right now, STPA is operating without a charter now, through no fault of the schools and through the District’s insolvency. Mr. Bloom asked if they are automatically approved after 180 days if there is no opposition. Mr. Kidd said not from what he knows of the law. Usually it goes to a DOAH hearing before that. Mr. Kidd said he hates to create any more legal problems, as we already have spent approximately \$50,000 on charter negotiations.

Referendum Litigation: Mr. Kidd said that he sent an email to the Board regarding the Referendum Litigation. We are not actually on the battlefield rattling sabers, but are carrying water for those that are, and we are sharing legal expenses on it. We do stand to benefit by this if it is successful. Shawn Arnold and someone from his staff tried to serve the papers to the School District and General Counsel said they do not take anything that is to be served on the Board Chairman and the Superintendent. We had to go through a service group to serve the papers. The District requested 60 days to respond. Because we went through the service organization, they only have 21 days to respond. It will be interested to see where it ends. Mr. Kidd did a letter to the parents last Friday and the principal did a parent-link yesterday to inform parents the letter was coming home. We told the parents that we were in a situation to benefit if it was successful, although we are not the plaintiffs in the suit. We requested that the parents talk to the Board members or people in the community and explain what was going on. The School Board Chairman at the time these changes were made in the referendum when the Board was discussing, the Superintendent waffled on it about three different times. It started out that they would include Conversion Charters, but not regular charters, but then they decided that everybody ought to share in it, but ultimately decided right down to the deadline, that charter schools would not share in it. That is the way it was approved. One of three different things could be the outcome. First, the state law says that charter school students would be funded the same as any other public school student. It does not mention in any way that the tax referendum would be discretionary funding, but does incorporate that type of funding. A charter did try to litigate it in Indian River County. The law is clear and charter schools in this, equating to \$900 per year/per student over a four-year period of time. The School Board said the reason they did not want to include charters is because they could not insure that the money was spent in the way the voters wanted it to be spent. They are very stringent in their policing of it. The second option is that the judge can say that it was put on there excluding charter schools, and even though that is illegal, since it was out there and charter schools did not contest it at that time, they would rule with the District. The third probability is that they would declare the entire referendum illegal and throw it all out of court, and no one would get the money. The District would be in big trouble, \$50,000,000. You are looking at about \$200,000,000 with the referendum if it goes through, and for four years, \$800,000,000. It would help SouthTech Schools a lot and it would help our staff a lot. What ramifications would come out of this, Mr. Kidd does not know, but he knows that the District is very upset about it. He asked for questions.

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

January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 3

Mr. Flah had a question about insurances since there is no charter agreement. Mr. Kidd said he did not believe so. It is probably addressed in the law. Mrs. Nicolini asked if there was a deadline as far as making decision on distribution of the funds. Mr. Kidd said that the judge would probably freeze the funds. It will cost SouthTech money to support the suit, but he believes it is an investment.

Positions on the Board: Mr. Kidd said that there are positions we need Board members to step up to the plate for. We have the Secretary of the Governing Board position open and we need volunteers for that. Also for the Nominating Committee and Mr. Flah has expressed an interest in that committee. If we are going to handle the personnel issues at the next Board meeting, perhaps we could have a committee meeting, getting Mr. Flah on board. Think about it and let Barbara know if you are interested.

Instructional Contracts: Before the next Board meeting, Mr. Bloom and Mr. Kidd will get two contracts to the Personnel Committee for review. The state laws changed a couple of years ago, and Mr. Kidd caught it and sent the contracts to Mr. Bloom to take a look at it, and wants it to go to the Personnel Committee. Mr. Kidd does not believe that the other employees are impacted.

February 14 Board Meeting: Mr. Kidd was reminded that the next Board meeting falls on Valentine's Day. He said he does not know if it is a Board decision, but it is not his decision, to move the meeting to Wednesday, February 13. He asked Mr. Bloom to take a vote on it in Mr. Notter's absence.

Mr. Bloom asked for a motion to move the February 14th Board meeting to Wednesday, February 13 at 7:00pm.

Motion: Mrs. Nicolini Second: Mr. Dunson

Mrs. Nicolini asked if there were any issues with doing that.

Mr. Bloom asked if it could be any earlier. He was reminded about the Finance Committee and the SISC meetings that are scheduled for 6:00pm.

All in favor. Motion carried.

Mr. Bloom asked Barbara to check to see if we would have a quorum for a February 13, 2019 meeting.

Mr. Kidd said the last scheduled Board meeting of the year on June 20th should also be rescheduled to Wednesday, June 19, since that meeting was moved to the third Thursday to accommodate the summer calendar. Mr. Notter is on another Board that meets the third Thursday and would probably not be able to attend. He asked Mr. Bloom if he would want to wait to change the date or do it tonight. Mr. Bloom said that it could be on the agenda for the next Board meeting and that we could take a look at how it would affect staff and parents.

School Safety Capital Funds: Mr. Kidd said that the District told Julie Williams, in response to her query, that they were supposed to have that money in on January 15. Whether they did or not, he did not know. He wanted the Board to know that it is mid-year and we have not received any of that money. We spent some money on Prep, not much on SouthTech Academy, and whether we will be reimbursed by them, he did not know.

Mr. Kidd: The doctor has ordered Mr. Kidd bed rest for his foot for one week, so he will be working from home and available by phone.

- 8B. *Deputy Superintendent's Report:* Mr. Boggess wished the Governing Board a Happy New Year. He said that when school restarted on January 7, it was action packed for the Systems Schools, from Crisis Response Plans, Stop the Bleed, ESE Training, and from that point, it only got more intense. Staff did an excellent job of pre-planning and pro-active leadership, as opposed to reactive. Tonight's intent is to provide the Board with a Systems-wide update from the Systems staff that works behind the scenes. We are running a \$15,000,000 budget for this System and there are a variety of players that make that happen on a daily basis. Mr. Boggess recognized the Systems-level staff with their roles and responsibilities, starting with Barbara Fraga, Board Secretary, Kathryn McInerney, Chief Financial Officer, Jennifer Melillo, Director of Human Resources, Ginger DeKalb, CPA, Tonya Thompson, Accountant, Marilyn Ruiz, Systems Level Technology Specialist and JoAnn Melillo, who handles our A&S Transportation with Ms. Pat. The three persons the Board will hear from this evening are, Mrs. Shawna Kingsley-Scott, Mrs. Julie Stevenson Williams and Mr. Steve Kozak .

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD**
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 4

Steven Kozak, Business & Community Partnership Liaison Officer

Mr. Kozak said it has been a busy five months in his new role, coming out the CTE Coordinator position.

Strategic Plan

- Mr. Kozak said that in the spirit of our strategic plan, he was going to work backwards from Government/Business/Community Relations to Facilities Improvement, Program Expansion and Continuous School Improvement
- All efforts have been strategic focusing to build the programs in need and to build the school and to do what is best for all of the students.
- Mr. Kozak said he would focus on just four of strides that have been made since the beginning of this school year.

SouthTech Schools Third Annual Summit:

- Thanks to the efforts of Principal Turenne, we secured a speaker, Dr. Michael Wooten
- Julian Idle from WPTV did the opening welcoming of guests
- Keynote Speaker from the National Stage was Dr. Michael Wooten, Deputy Assistant Secretary and Acting Assistant Secretary for the Office of Career, Technical, and Adult Education. He was truly wowed by all the great information about our school that we shared with him.
- Best of the Best Student Leaders, gathered by Principal Turenne, Mr. Wigelsworth, Ms. Spitzig and Mrs. Kurtz, served as Ambassadors and greeted
- We had 90 Guests including:
 - Mayor Steven Grant
 - City Council Members including Riviera Beach Councilwoman Dr. Julia Botel
 - Representatives of PBSC, Keiser, NOVA, FAU
 - Representatives of Leadership Palm Beach
 - Representatives from all major Auto Groups
 - Milagro Center
 - Honored Alumni including Katie Baize, a Surgeon, Auto Mechanic, Cosmo Specialist and our own Auto Instructor, Eddy Martinez
- Feedback included one word that repeated again and again "Passion!"
- Will be seeking a date for the next Summit

Partnership with Harley Davidson of West Palm Beach -

- Training their next generation of motorcycle mechanics. Mr. Terry was involved and instrumental in the partnership.

Partnership with Ed Morse Auto Group -

- Mr. Brown was instrumental in getting employment, internships and shadowing for his students with them. Mr. Terry also an integral part.
- Management Meeting @ PGA — Teddy Morse — Gene Byrd
 - 18K/year donation with a 5-year Pledge

Virginia & Harvey Kimmel Family Foundation – various donations

- Visited STA – Mr. Palardis Digital Film; Mrs. Shamdasani – STEM Lab
- Donated \$10,000 to Culinary Academy; \$5,000 Boynton Beach Film Festival; \$5,000 to the STEM Program for a three-year commitment – total of \$60,000

Council for Educational Change - matches private grants – matched the \$60,000 to \$120,000

- Elaine Lifton
- Geneva Woodard

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 5

- SouthTech Schools will create a 21st century learner who is college and career-ready via a K-20 system in Palm Beach County
- Working on gifting and naming opportunities as we prepare to move forward into the next chapter of SouthTech Schools at the facility formally known as Odyssey Middle School

Julie Williams-Stevens, Grants & Support Administration

Continuous School Improvement:

The state has begun the monitoring process for all funding under ESSA or the Every Student Succeeds Act. SouthTech Schools has been selected for an onsite review of our programs that are funded by Title IX, Part A within Title I, which refers to our homeless education set-aside funds on February 5th, Title IIA which funds our professional development programs on March 13th and Carl D. Perkins which supports the funding of our Medical Academy Program April 24-26th.

Title IA- Improving the Academic Achievement of the Disadvantaged; Title I, Part C which funds our migrant programs and Title IV which is intended for Student Support and Academic Enrichment are all under self - review this year. What this means is, we must respond to the monitoring work paper review questions and ensure that documentation is on file, but we do not have to upload it to the state site or participate in an onsite visit this year for those programs.

Title I- \$505, 436- We recently made amendments to tutorial programs. At STA, we reduced the number of tutors, restructured the type of support and increased the number of bus passes available for students who attend. We also added a third Americorp Teacher. At the middle school, we decreased our allocation for computer software programs because Ms. Handy was able to secure a discounted rate and also decreased the allocation for classroom supplies.

Title IX, A-(Set aside is \$24,000) 17 Homeless students at STA currently- most are in situations where they are sharing a home with a family member; however we do have three students that are living in either a shelter, Safe Harbor or a hotel.

Title IC-\$5,161.00- Donna Tran is the Migrant Academic Advisor and Parent Outreach Coordinator; along with Freddy Ponton and Roman Salas who make home visits as needed and serve as migrant student advocates. There are 6 at STA and 1 at STPA; primary work is planting tobacco, picking cucumber, and picking corn.

Title IIA- \$61,464.00 – Professional Learning Communities for both teachers and administrative staff; Debbie Cooke continues to consult with both schools, Beginning Teacher Assistance Program- Chimere Brown (STP) and Nicole Mendenhall (STA) who serve as the school-based induction coaches assist all new teachers and teachers new to SouthTech in the on-board process and guide them through the process of achieving their professional certification. We also have teachers on staff that provide tutoring to teachers that are still on their temporary certificate and are having difficulty passing one or more of their certification exams. Specifically Ms. Nicole Julien (math coach) and Ms. Sonara (reading coach) at the high school and Ms. Chimere Brown (reading coach) and Ms. Ali Solomon (math) and Mr. Everett Thomas (science).

Title IV-\$37,193.83- This program is being used to provide stipends for the SECME and STEM Lab Coordinators in both schools, the School Based Team Leaders in both schools, the School Safety Advisors in both schools, and the Safe School Ambassador Program Advisors in both schools. It is also allowing us to have funds to provide materials for the SECME/STEM and ZSpace Labs and cover the cost of SAT fees for some students.

Perkins - \$19,865.00- Funds items such as online certification exams, electronic medical software for the LPN Program, Medical Surgical Nursing textbooks, training and consumable materials.

Program Expansion:

Title IIA-

We are currently working with Debbie Cooke to increase the number of teachers on campus that are trained Clinical Educators. As a state requirement all new teachers are supposed to be matched with a clinical educator during their first year as they work through the Professional Educator's Certification Program, most commonly referred to as BTAP on SouthTech campuses. Typically, the training is off-campus at Palm Beach State, but Debbie Cooke is a certified trainer who can bring the training directly to us.

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

New Teachers- STA (1 first-year teacher); STP (5 first-year teachers)

In addition to that we purchased a device called Swivl which can be used to collect footage of the teachers in the classroom and uploaded into a video library. SouthTech Prep is currently working on gathering footage for this video library. The intent is to create a video library of specific strategies that teachers can view and use as a model to improve their practice. We saw this as a solution to the issues we face with trying to secure coverage so that teachers can go observe each other.

Title IV- Safe School Ambassadors

We now have an active Safe School Ambassador Program on both campuses. STA’s program is run by Ms. Teresa Trumble-Thomas and STP’s program is coordinated by Ms. Victoria Young.

STA has 26 ambassadors. 10 of those ambassadors were able to participate in a full day of training back on December 4th. Upcoming activities for the ambassadors include Positive Messages where they will continue to post positive messages throughout the school. You may have seen some of them as you have walked through the campus. They will also be attending training to practice intervention strategies such as distracting, supporting, active listening, balancing, reasoning, directing and getting help and knowing when to use each strategy. Finally, they are planning a service learning project for the spring, but Mrs. Stevens is not sure what it will be yet.

SouthTech Prep has 12 Safe School Ambassadors. Their recent activities have been to sell candy grams at the Rock and Roll Festival in December and they are also planning a fundraiser for Valentine’ Day to raise awareness of social exclusion. They are also learning about the intervention strategies and logging their use of them.

Facilities Improvement and Growth:

Project Performance Accountability Form- SouthTech Academy

\$40,117.84 – Still Securing bids

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)
Security cameras will be purchased for inside and outside of the school with DVR, web-based	Security cameras will be installed throughout the campus; specifically in areas with low visibility and blind spots.	Purchase Invoice Installed cameras	By January 2019	\$25,754.00
Security screens for fencing approximately 1,900 feet at \$6./pf with vents and fasteners	Security screens will be installed on fencing along the basketball court and South side of the campus near the bus compound area to create low visibility onto the campus.	Purchase Invoice Installed security screens along the fencing	By January 2019	\$15,363.84

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 7

Project Performance Accountability Form- SouthTech Prep
 \$19,119.13 – Installed the bullet proof glass, ordered the film but have not installed it yet

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)
Bullet Resistant Glass Window at the reception desk to protect the receptionist.	Bullet Proof Resistant Glass Window has been installed at the reception desk.	Purchase Invoice Bullet Proof Resistant Glass Window	August 24, 2018	\$2,190.00
Mag-locks and intercom system for main entry double doors to provide an access checkpoint prior to entering the main building foyer.	Mag-lock doors and intercom system installed on the main entry double doors.	Purchase Invoice Mag-lock double doors and intercom system	By January 2019	\$1,750.00
Security cameras for “dead zones” inside and outside of the school to eliminate areas of low visibility.	Six security cameras and four replacement cameras	Purchase Invoice Ten security cameras	By January 2019	\$8,960.00
Window film to reduce visibility into the school building.	Window film the lower level windows including the cafeteria and main office.	Purchase Invoice Window film installed	By January 2019	\$6,219.13

School Safety Teams continue to engage in consultation meetings around school safety to ensure compliance with the law. These school safety teams include LEA level administration, school-based administration, the school safety advisors, deans of students services, school safety advisors, and school resource officers and/or FHP. Local support agencies have been included in these conversations as well. On the last Teacher Work Day, all teachers participated in Active Shooter Training and Stop the Bleed Training and we continue to work towards ensuring that most if not all of our staff are trained in CPR.

Government Relations:

Ms. Stevens has had the opportunity to have increased engagement with the state contacts by participating in webinars, attending the FASFEP Conference, and engaging with her colleagues in other districts. She also had the opportunity to write the proposal that led to Ms. Handy, Ms. Turenne and Ms. Cooke presenting our PLC work at the Learning Forward Conference. So it was thrilling to see our work shared on a national level by such a great and dynamic team. She is also currently in the process of applying to participate on the Title I Florida Committee of Practitioners with the support of Mr. Kidd and Mr. Boggess and she appreciates them very much for their confidence in her. Finally, she wanted to make sure that she takes the time to show appreciation for everyone that engages in consultation meetings with her to be able to do the job that she does. She thanked the principals and their teams, Shawna, and Eric and Steve and especially wanted to thank Kathy McInerney for her role, Marilyn Ruiz and Diana Jimenez and Frank Vodolo. We are a team behind the scenes and she appreciates them very, very much.

There was a question on whether we could move the security cameras to the new school site. The response is yes, as long as it is going to be on the same system

Mr. Feldman told Ms. Stevenson that she had grown tremendously on this job.

There was mention of the yearly Title I review, and there are different levels of reviews. This is the first year under ESSA.

SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 8

Shawna Kingsly-Scott, ESE/IDEA Specialist

- **Continuous School Improvement:**
SouthTech Schools will work towards an “A”-rated system of schools and serve as a national model for career and technical programs.
 - SouthTech was just notified that we graduated 100% of the ESE Student population for 2016/17 school year. We are finally being separated out from the data by the State and being recognized for our student achievement.
- **Program Expansion:**
SouthTech Schools will create a 21st century learner who is collage and career-ready via a K-20 system in Palm Beach County.
 - Discussions with Judge Martz in providing a funding to match what we receive through FEFP for a mental health counselor. Last email correspondence was yesterday and he’s still working hard to get something put together for us.
 - Learning Strategies in both the Middle and High School – High School is focused on the My 10 Year Plan Curriculum.
 - Palm Beach School for Autism – the students in graphic design are working on character and logo design as well as still life paintings.
 - CARD – an intake for 6 ASD students will occur next week and they will have opportunities available through the STEAM club as well as through CARD for extended services.
- **Facilities Improvement/Growth:**
SouthTech schools will host the most current facilities for career and technical programs relevant to business and industry needs. The facilities will allow for project-based learning in both the academic classroom and career academies for real world learning.
 - Youth Mental Health Training – I went last week and it was an incredible training. My entire ESE
 - department is going tomorrow. Eventually, all teachers and staff will need to be trained.
 - Train the Trainer through ISRD or through the Palm Beach County School District is on the horizon.
- **Government Relations:**
SouthTech Schools will increase its involvement in the community, strengthening and expanding community, business and industry partnership, and increasing alumni engagement.
 - AMM – Got to meet up with all of the different school districts
 - Desktop Monitoring with the State found to be within compliance at both the middle and high school.
 - Tim Tebow’s “A Night to Shine” event for Cosmetology

Mr. Boggess ended with a Steve Jobs quote, “You don’t hire brilliant people to tell them what to do. You hire brilliant people so they could tell you what to do.” This is essentially what we have done within the System of Schools – we hired brilliant people and then Mr. Kidd and Mr. Boggess ask them what their thoughts are, where we are, how we are doing and ask them to check in. That is leadership. He told Mr. Feldman that he hit the nail on the head in his observation of how much Ms. Stevenson has grown exponentially, but it is the principals, the assistant principals, and we are pouring into what leadership is supposed to look like in public education. We are redefining what public education looks like in this nation. This is what it needs to look like in the nation.

8C. *High School Principal:* No report

8D. *Middle School Principal:* Assistant Principal, Mr. Hardy, gave the report.

8E. *SouthTech Success Center Principal:* No report.

8F. *SouthTech Adult Education Director:* No report.

8G. *Committee Reports:* No reports.

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

SouthTech Academy – None.

SouthTech Preparatory Academy – None.

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

January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 9

10. *Introduction of Consent Agenda for SouthTech Academy* – Mr. Kidd introduced the Consent Agenda, but first he addressed the Board and the staff present. He thanked the group, especially those who spoke and those who did not, because he feels the same for them on a daily basis. The passion that they have for what they do, for all those in the room, into the classroom, and right on down to the custodial staff. The passion is what makes the difference between SouthTech Schools and anything else that you will find just about everywhere.

Old Business

None.

Administrative Items

- A-1** I recommend that the Board approve the donations for the period from December 13, 2018 to January 17, 2019.
- A-2** I recommend that the Board approve Policy 1.02 Governing Board revision.
- A-3** I recommend that the Board approve the Exceptional Student Education Policies & Procedures for 2017-2018 through 2019-2020.

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 November 30, 2018 as required by the Sponsor.
- C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending November 30, 2018 as required by the Sponsor.
- C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending November 30, 2018 as required by the Sponsor.
- C-4** I recommend that the Board approve the SouthTech Academy Amended Budget for SY19.

Emergency Items

None.

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

None.

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

Motion: Mr. Flah Second: Mr. Heller

All in favor. Motion carries.

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

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 Policy 1.02 Governing Board revision.
- PA-2** I recommend that the Board approve the charter renewal agreement with the Palm Beach County School District for SouthTech Preparatory Academy (STPA) and authorize the chairman to execute all related documents.

Personnel Items

None.

Financial Items

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending November 30, 2018 as required the Sponsor.
- PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending November 30, 2018 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending November 30, 2018 as required by the Sponsor.

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
SOUTHTECH SUCCESS CENTER, INC. FOUNDING BOARD
January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 10**

PC-4 I recommend that the Board approve the SouthTech Academy Amended Budget for SY19.

Emergency Items

None.

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

Mr. Heller pulled Item PA-2.

17. *Approval of SouthTech Preparatory Academy Consent Agenda except for Item PA-2:*

Motion: Mr. Heller Second: Ms. Heinz

All in favor. Motion carries.

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

Item PA-2 I recommend that the Board approve the charter renewal agreement with the Palm Beach County School District for SouthTech Preparatory Academy (STPA) and authorize the chairman to execute all related documents.

Motion: Mr. Flah Second: Mrs. Nicolini

Mr. Bloom said that the item had been discussed, but there was a request for authorization. Mr. Kidd said the authorization would be for Mr. Notter and Mr. Kidd to be able to approve it and for Mr. Notter to sign off on it before it would be put on the School Board agenda for the February 6, 2019 meeting, which it is supposed to be. There is just not enough time, without having a special meeting and they would bring it back to the Governing Board for ratification. Mr. Kidd asked for an amended motion.

The amended motion is as follows:

The Chair and Superintendent are authorized to continue negotiations with Palm Beach County School District for South Tech Prep Academy charter renewal agreement. Authorization includes authority to execute all necessary documents, accept and propose any changes and take any positions necessary to advance and conclude negotiations, including, but not limited to, litigating the issue before the Division of Administrative Hearings.

Motion: Mr. Flah Second: Mrs. Nicolini

All in favor. Motion carries.

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

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

Administration Items

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

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

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

Motion: Mr. Feldman Second: Mr. Heller

Motion carries. All in favor.

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

None.

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

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

South Tech Academy:

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

Mrs. Nicolini mentioned that the graduation date for this year is May 16 at 2:00pm at the Fairgrounds, and the Governing Board will be seated on stage with gowns. She also mentioned that Mr. Terry informed us that the Skills Regionals will be held on February 5 and 6, and that every academy is participating. The contests will not be at SouthTech, so they do not need Board to serve as judges.

Introduction of the SouthTech Academy SAC Consent Agenda – Mrs. Nicolini: From the floor.

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.*

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

January 17, 2019 Minutes of the Governing Board/SAC/Founding Board Meeting Page 11

29. **Governing Board in Capacity of School Advisory Council (SAC) for:**
South Tech Preparatory Academy
School Improvement Steering Committee (SISC) Report – Ms. Edmond, Chairperson reported that there was no meeting. The next meeting is scheduled for January 23, 2019.
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*
31. *Approval of SAC Consent Agenda Except for Items Pulled: N/A*
32. *Approval of Each Pulled Item (Item-by Item) – Introduction by Chairperson: N/A*
33. *Board Comments:*
Ms. Edmonds thank the staff for their hard work and wished them continued success.
Mr. Flah said everyone is doing a phenomenal job and he told Steve Kozak that he is glad they are working together closely, and that he hopes he could be an asset to the Board.
Mr. Heller thanked Mr. Kozak, Ms. Williams and Mrs. Kingsley for their reports, efforts and their passion. He said that they humble some of us on the Board who feel they do not feel they do enough. You and the kids are the reason that we exist, and it goes for Jay Boggess and everyone else on staff, who he knows puts their heart, effort and passion into this. He knows that it will continue to improve.
Mr. Dunson said it is good to see so many people with so much passion for what they do and he thanked everyone and said that it makes it easier to sit in the meeting and freeze. It is a fantastic team.
Mr. Feldman thanked everyone and said he appreciates all that they do.
Mrs. Nicolini thanked everyone, but she sees what they do daily and she appreciates how hard they work. It is not easy, but they succeed.
Ms. Heinz told Mrs. Kingsley that while she was talking, she was thinking how wonderful it would have been, if in a time machine, she could have had her identify her ADHD, instead of some nuns with some very long rulers.
Mr. Bloom thanked everyone for taking the time to make the presentations, so obviously, the passion, but also the competence. He congratulated them and thanked them for making it all worth it.
34. *Motion to Adjourn:*
Mr. Flah motioned to adjourn at 8:50pm until the Regular Board meeting on February 14, 2019 at 7:00pm.

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

SOUTHTECH CHARTER ACADEMY, INC.
CONSENT AGENDA
February 14, 2019

Old Business

None.

Administrative Items

- A-1** I recommend that the Board approve the donations for the period from January 17, 2019 to February 14, 2019.
- A-2** I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.
- A-3** I recommend that the Board ratify the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.
- A-4** I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.
- A-5** I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

- B-1** I recommend that the Board approve the revised annual contracts for employment for FY19.

Financial Items

- C-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 2018 as required by the Sponsor.
- C-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending December 31, 2018 as required by the Sponsor.
- C-3** I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2018 as required by the Sponsor.

Emergency Items

None.

**Board Meeting
March 14, 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 January 17, 2019 to February 14, 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

Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
Adam	Shuman		1/25/19	Ck #1076 \$100
Adam	Fiveson		1/17/19	\$35.00

Non-Cash

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
-------------------	------------------	-----------------	-------------	----------------------

Marketable Donations

<u>First Name</u>	<u>Last Name</u>	<u>Business</u>	<u>Date</u>	<u>Contributions</u>
-------------------	------------------	-----------------	-------------	----------------------

]

]

**Board Meeting
February 14, 2019**

**Board of Directors
South Tech Charter Academy, Inc.**

**Agenda Item
A-2**

Motion:

I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.

Summary Information:

Due to the four-day workweek and school closure the week following June 20, 2019, it is recommended that the Board date be changed to Tuesday, June 18, 2019 on the calendar.

Attachment: None.

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

**Board Meeting
February 14, 2019**

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

**Agenda Item
A-3**

Motion:

I recommend that the Board approve the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.

Summary Information:

This part of the school calendar must be planned well before the end of school so that system programming can be accomplished. The information will be sent to the District in February. The full FY20 calendar will be brought before the Board before year's end.

The FY20 SouthTech Schools calendar is a composite of all important school dates, including student attendance days, report card distribution, employee contract periods, holidays, professional development meetings, emergency makeup, teacher work days, personalized education plan meetings, recruitment open houses, System Administrators meetings, SISC meetings and Governing Board meetings.

Attachments: SouthTech C&I Calendar Dates list and FY20 SouthTech School Calendar

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.



Beginning – Ending dates for **SouthTech Academy & SouthTech Success Center** 4x4 calendar dates for the 2019-2020 School Year.

<u>Screen Title</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Grade Posting Begin</u>	<u>Grade Posting Ends</u>	<u>Time</u>	<u>Number of Dates</u>
Full Year	08/12/2019	05/29/2020				179
Semester 1	08/12/2019	12/20/2019				85
Quarter 1	08/12/2019	10/14/2019				43
<i>Blocked Q1</i>	08/12/2019	09/10/2019	09/19/2019	09/13/2019	17:00	21
<i>Blocked Q2</i>	09/11/2019	10/14/2019	10/08/2019	10/16/2019	17:00	22
Quarter 2	10/15/2019	12/20/2019				42
<i>Blocked Q3</i>	10/15/2019	11/14/2019	11/13/2019	11/19/2019	17:00	21
<i>Blocked Q4</i>	11/15/2019	12/20/2019	12/17/2019	01/07/2020	17:00	21
Semester 2	01/07/2020	05/29/2020				94
Quarter 3	01/07/2020	03/20/2020				52
<i>Blocked Q5</i>	01/07/2020	02/12/2020	02/11/2020	02/14/2020	17:00	26
<i>Blocked Q6</i>	02/13/2020	03/20/2020	03/17/2020	03/30/2020	17:00	26
Quarter 4	03/31/2020	05/29/2020				42
<i>Blocked Q7</i>	03/31/2020	04/30/2020	04/29/2020	05/04/2020	17:00	22
<i>Blocked Q8</i>	05/01/2020	05/29/2020	05/26/2020	06/01/2020	17:00	20
Blocked Q8	Grade 12~ Posting Begins 05/05/2019					

REPORT CARD DISTRIBUTION DATES

<i>Blocked Q1</i>	09/18/2019	<i>Blocked Q5</i>	02/19/2020
<i>Blocked Q2</i>	10/21/2019	<i>Blocked Q6</i>	04/03/2020
<i>Blocked Q3</i>	11/22/2019	<i>Blocked Q7</i>	05/07/2020
<i>Blocked Q4</i>	After EOC scores arrive	<i>Blocked Q8</i>	Mailed after June 10, 2020

JULY 2019				
MON	TUE	WED	THU	FRI
1 School Closed	2 School Closed	3 School Closed	4 School Closed HOLIDAY	5 School Closed
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed
15 School Closed	16 School Closed	17 School Closed	18 School Closed	19 School Closed
Floating Week for all 220 Employees Contract ONLY				
22 Begin 220 A, I, IS, NI 210-I 213-I	23	24 SAM	25 RECRUITMENT OPEN HOUSE	26 School Closed 4 Day Week
29 Begin 202-1	30	31		

OCTOBER 2019				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9 HOLIDAY ALL	10 Midterm Exams P1-P2 Students Early Dismissal DHM / SISC Board Meeting	11 Midterm Exams P3-P4 Students Early Dismissal
14 Make up Students Early Dismissal End Grading Period 2	15 Begin Grading Period 3	16	17	18 No Students Teacher Work Day FACM/LTM BTAP / SAM
21 Report Card Distribution	22	23	24	25
28	29	30	31 RECRUITMENT OPEN HOUSE	

JANUARY 2020				
MON	TUE	WED	THU	FRI
		1 HOLIDAY ALL	2 HOLIDAY ALL	3 HOLIDAY ALL
6 No Students Teacher Work Day FACM/LTM BTAP / SAM	7 Begin Grading Period 5 Begin 2nd Semester	8	9	10 Report Card Distribution
13	14	15	16 DHM / SISC Board Meeting	17
20 HOLIDAY ALL	21	22 FACM	23	24
27	28 PARENT NIGHT/ Parent Training	29	30	31

AUGUST 2019				
MON	TUE	WED	THU	FRI
			1 SAM Begin 191-IS	2 School Closed 4 Day Week
5 Pre-School Begin 196-I FACM/LTM BTAP	6 Pre-School New Student Orientation	7 Pre-School	8 Pre-School DHM Board Meeting	9 Pre-School BTAP
12 STUDENTS FIRST DAY Begin 1st Semester Begin Grading Period 1	13	14	15 ADULT ED RECRUITMENT OPEN HOUSE	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6	7 SUMMIT	8 No Students Teacher Work Day FACM/LTM BTAP / SAM
11	12	13	14 End Grading Period 3 DHM / SISC Board Meeting	15 Begin Grading Period 4
18 FACM	19	20	21	22 Report Card Distribution
25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	28 HOLIDAY ALL	29 HOLIDAY ALL

FEBRUARY 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12 End Grading Period 5	13a Begin Grading Period 6 DHM/SISC Board Meeting	14
Tentative Regional SkillsUSA Competition				
17	18	19 FACM Report Card Distribution	20	21
24	25	26	27 RECRUITMENT OPEN HOUSE	28 No Students Teacher Work Day FACM/LTM/ BTAP/SAM

SEPTEMBER 2019				
MON	TUE	WED	THU	FRI
2 HOLIDAY ALL	3	4 PARENT NIGHT/ TITLE I	5	6
9	10 End Grading Period 1	11 Begin Grading Period 2	12	13
16	17 DHM/SISC Annual / Regular Governing Board Meeting	18 Report Card Distribution	19	20
23	24 College FAIR/Parent Training	25 FACM	26	27
30 HOLIDAY ALL				

DECEMBER 2019				
MON	TUE	WED	THU	FRI
2	3	4	5 Adult Ed RECRUITMENT OPEN HOUSE	6
9	10	11	12 Students Early Dismissal Staff Luncheon DHM / SISC Board Meeting	13
16	17	18 FACM Final Exams-Sem. 1 P1-P2 Students Early Dismissal	19 Final Exams-Sem. 1 P3-P4 Students Early Dismissal	20 End 1st Semester End Grading Students Early Dismissal Period 4 Makeup Day
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 HOLIDAY ALL	31 HOLIDAY ALL			

MARCH 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11 ADULT ED RECRUITMENT OPEN HOUSE	12 SISC Board Meeting	13
16	17	18 Midterm Exams P1-P2 Students Early Dismissal	19 Midterm Exams P3-P4 Students Early Dismissal FACM/ DHM	20 Exams Make-up Students Early Dismissal End Grading Period 6
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 No Students Teacher Work Day FACM/LTM/ BTAP/SAM	31 Begin Grading Period 7			

School Calendar 2019-2020

SOUTH TECH ACADEMY

PENDING BOARD APPROVAL

APRIL 2020				
MON	TUE	WED	THU	FRI
		1 FSA	2 FSA	3 FSA Report Card Distribution
6 FSA	7 FSA DHM/ SISC Board Meeting	8 FSA	9 FSA	10 HOLIDAY ALL
13 FSA	14 FSA	15 FSA	16 FSA	17 FSA
20 FSA	21 FSA	22 FSA FACM	23 FSA RECRUITMENT OPEN HOUSE	24 FSA
27 FSA	28 FSA	29	30 End Grading Period 7	
Tentative State SkillsUSA Competition				

MAY 2020				
MON	TUE	WED	THU	FRI
				1 Begin Grading Period 8
4	5	6 Senior Exams (Tentative)	7 Senior Exams (Tentative) Report Card Distribution	8 Senior Grades Make-Up (Tentative)
11	12	13	14 DHM / SISC Board Meeting	15 Senior Check Out (Tentative)
18	19	20	21	22
25 HOLIDAY ALL	26	27 DHM Final Exams - Sem. 2 - P1-P2 Students Early Dismissal	28 Final Exams - Sem. 2 P3-P4 Students Early Dismissal	29 Final Exams Make Up - Sem. 2 Students Early Dismissal STUDENTS LAST DAY End Grading Period 8

JUNE 2020				
MON	TUE	WED	THU	FRI
1 EMD Post School BTAP/ FACM End 196-I 191-1S	2 EMD End 202-I	3 EMD	4 EMD	5 EMD End 210-I
8 EMD	9 EMD	10 EMD Report Cards Mailed After June 18, 2020 End 213-I	11	12 School Closed 4 Day Week
15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A,I,15, NI
22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
Tentative National SkillsUSA Competition				
29	30			

Grade 9-12 School Hours 7:00 AM to 1:45 PM

HOLIDAYS				
Date	Holiday	A/NI	IS	I/A
July 04, 2019	Independence Day	X	X	X
Sep 02, 2019	Labor Day	X	X	PD
Sep 30, 2019	Fall Holiday	X	X	X
Oct 09, 2019	Fall Holiday	X	X	X
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
Jan 20, 2020	M. L. King's Birthday	X	X	PD
Mar 23-27, 2020	Spring Break	X	X	X
Apr 10, 2020	Spring Holiday	X	X	X
May 25, 2020	Memorial Day	X	X	PD

Teacher Work Days - Pre/Post School	
Oct 18, 2019	August 05 - 09, 2019 (STA / STSC Pre-School)
Nov 08, 2019	June 01, 2020 (Post School)
Jan 06, 2020	
Feb 28, 2020	
March 30, 2020	

Student Attendance Days			
Period	Begins	Ends	# of Days
BQ1	Aug 12, 2019	Sep 10, 2019	21
BQ2	Sept 11, 2019	Oct 14, 2019	22
BQ3	Oct 15, 2019	Nov 14, 2019	21
BQ4	Nov 15, 2019	Dec 20, 2019	21
BQ5	Jan 07, 2020	Feb 12, 2020	26
BQ6	Feb 13, 2020	Mar 20, 2020	26
BQ7	Mar 31, 2020	Apr 30, 2020	22
BQ8	May 01, 2020	May 29, 2020	20

Employee Contract Periods			
Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days
	Jul 22, 2019	Jun 10, 2020	213 Days
	Jul 22, 2019	Jun 05, 2020	210 Days
	Jul 29, 2019	Jun 02, 2020	202 Days
	Aug 02, 2019	Jun 01, 2020	197 Days
	Aug 05, 2019	Jun 01, 2020	196 Days

EMD - Emergency Make-Up Days	
June 01, 2020	June 08, 2020
June 02, 2020	June 09, 2020
June 03, 2020	June 10, 2020
June 04, 2020	June 11, 2020
June 05, 2020	June 12, 2020

Report Card Distribution Dates	
Grading Period	Distribution Dates
BQ1	Sep 18, 2019
BQ2	Oct 21, 2019
BQ3	Nov 22, 2019
BQ4	After EOC scores arrive
BQ5	Feb 19, 2020
BQ6	Apr 03, 2020
BQ7	May 07, 2020
BQ8	Mailed after Jun 12, 2020

- Board Meeting/Workshop @ 7:00PM - with Administration and Public
 - LTM Learning Team Meeting with Instructional Staff
 - BTAP Beginning Teacher Assistance Program Meeting with Administration
 - DHM Department Head Meeting with Administration
 - FACM Faculty Meeting with Instr. Staff, Guidance and Administration
 - SAM System Administrators Meeting @ 8:00AM with Administration and Managers
 - Recruitment Open House / Parent Night @ 6:30PM with All Employees
 - STSC School Improvement Steering Committee @ 6:00PM with Administration and Public
- NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

🕒 Employees work 10 Hr Days M-Th and Friday school is closed
 🟡 Floating Week for all 220 Employees Contract ONLY
 FSA FLORIDA STANDARDS ASSESSMENTS (No off-campus Activities, W/O Prior Admin Approval)

JULY 2019				
MON	TUE	WED	THU	FRI
1 School Closed	2 School Closed	3 School Closed	4 School Closed HOLIDAY	5 School Closed
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed
15	16	17	18	19 School Closed 4 Day Week
Floating Week for all 220 Employees Contract ONLY				
22 Begin 2nd Semester 210-1, 15, 16, 210-1 219-1	23 SAM STP ~ RECRUITMENT OPEN HOUSE	24 SAM STP ~ RECRUITMENT OPEN HOUSE	25 STA/STSC RECRUITMENT OPEN HOUSE	26 School Closed 4 Day Week
29 Begin 202-1	30	31		

AUGUST 2019				
MON	TUE	WED	THU	FRI
5 Pre-School Begin 198-1	6 Pre-School New Student Orientation STA/STSC	7 Pre-School New Student Orientation STP	8 Pre-School Board Meeting	9 Pre-School
12 STUDENTS FIRST DAY Begin 1st Semester	13	14	15 ADULT ED RECRUITMENT OPEN HOUSE	16
19	20	21	22	23
26	27	28 STP ~ SISC/MEET THE TEACHER/PARENT NIGHT/TITLE I	29	30

SEPTEMBER 2019				
MON	TUE	WED	THU	FRI
2 HOLIDAY ALL	3	4 STA/STSC ~ PARENT NIGHT/ TITLE I	5	6
9	10	11	12	13
16	17 SISC ~ STA SISC ~ STCS Annual / Regular Governing Board Meeting	18	19	20
23	24 College FAIR	25 STP ~ RECRUITMENT OPEN HOUSE	26	27
30 HOLIDAY ALL				

OCTOBER 2019				
MON	TUE	WED	THU	FRI
1	2	3	4	
7	8 SISC ~ STP	9 HOLIDAY ALL	10 SISC ~ STA/STSC Board Meeting	11
14	15 STA/STCS Fall Training for Parents	16	17	18 No Students Teacher Work Day SAM
21	22	23 STP ~ Fall Training for Parents	24	25
28	29	30	31 STA/STSC RECRUITMENT OPEN HOUSE	

NOVEMBER 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6 SISC ~ STP	7 SUMMIT	8 No Students Teacher Work Day SAM
11	12	13	14 SISC ~ STA/STSC Board Meeting	15
18	19	20	21	22
25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	28 HOLIDAY ALL	29 HOLIDAY ALL

DECEMBER 2019				
MON	TUE	WED	THU	FRI
2	3	4	5 Adult Ed RECRUITMENT OPEN HOUSE	6
9	10	11	12 SISC ~ STA/STSC Board Meeting Early Dismissal	13
16	17	18	19	20 End 1st Semester
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 HOLIDAY ALL	31 HOLIDAY ALL			

JANUARY 2020				
MON	TUE	WED	THU	FRI
6 No Students Teacher Work Day SAM	7 Begin 2nd Semester	8	9	10
13	14	15	16 SISC ~ STA/STSC Board Meeting	17
20 HOLIDAY ALL	21	22 SISC ~ STP RECRUITMENT OPEN HOUSE	23	24
27	28 STA/STSC PARENT NIGHT/ Parent Training	29	30	31

FEBRUARY 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13 SISC ~ STA/STSC Board Meeting	14
Tentative Regional SkillsUSA Competition				
17	18	19 STP ~ PARENT NIGHT/ Parent Training	20	21
24	25	26	27 STA/STSC RECRUITMENT OPEN HOUSE	28 No Students Teacher Work Day

MARCH 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11 SISC ~ STP	12 SISC ~ STA/STSC Board Meeting	13
16	17	18	19 ADULT ED RECRUITMENT OPEN HOUSE	20
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 No Students Teacher Work Day SAM	31			

APRIL 2020					MAY 2020					JUNE 2020				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3					1	1 EMD Post School 191-15 196-1	2 EMD End 202-1	3 EMD	4 EMD	5 EMD End 210-1
6	7 SISC ~ STA/STSC Board Meeting	8 SISC ~ STP	9	10 HOLIDAY ALL	4	5	6	7	8	8 EMD	9 EMD	10 EMD End 213-1	11	12 School Closed 4 Day Week
13	14	15 STP ~ RECRUITMENT OPEN HOUSE	16	17	11	12 STP ~ 8th Grade Graduation	13	14 SISC ~ STA/STSC Board Meeting	15	15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A,I,IS, NI
20	21	22	23 STA/STSC RECRUITMENT OPEN HOUSE	24	18	19	20	21	22	22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
27	Tentative State SkillsUSA Competition				25 HOLIDAY ALL	26	27	28	29 End 2nd Semester STUDENTS LAST DAY	Tentative National SkillsUSA Competition				
Grade 9-12 School Hours 7:00 AM to 1:45 PM					Grade 9 School Hours 7:00 AM to 1:45 PM					Grade 6-8 Grades School Hours 9:00 AM to 3:45 PM				

STA/STSC ~ Student Attendance Days				STA/STCS ~ Report Card Distribution Dates		STP ~ Student Attendance Days				STP ~ Report Card Distribution Dates			
Period	Begins	Ends	# of Days	Grading Period	Distribution Dates	Period	Begins	Ends	# of Days	Grading Period	Distribution Dates		
BQ1	Aug 12, 2019	Sep 10, 2019	21	BQ1	Sep 18, 2019	Q1	Aug 12, 2019	Oct 17, 2019	46	Q1	October 29, 2019		
BQ2	Sept 11, 2019	Oct 14, 2019	22	BQ2	Oct 21, 2019	Q2	Oct 21, 2019	Dec 20, 2019	39	Q2	Jan 16, 2020		
BQ3	Oct 15, 2019	Nov 14, 2019	21	BQ3	Nov 22, 2019	Q3	Jan 07, 2020	Mar 20, 2020	52	Q3	April 08, 2020		
BQ4	Nov 15, 2019	Dec 20, 2019	21	BQ4	After EOC scores arrive	Q4	Mar 31, 2020	May 29, 2020	42	Q4	Mailed after Jun 10, 2020		
BQ5	Jan 07, 2020	Feb 12, 2020	26	BQ5	Feb 19, 2020	Employee Contract Periods				HOLIDAYS			
BQ6	Feb 13, 2020	Mar 20, 2020	26	BQ6	Apr 03, 2020								
BQ7	Mar 31, 2020	Apr 30, 2020	22	BQ7	May 07, 2020								
BQ8	May 01, 2020	May 29, 2020	20	BQ8	Mailed after Jun 10, 2020								

Scheduled Meetings

Board Meeting/Workshop @ 7:00PM ~ with Administration and Public
LTM Learning Team Meeting with Instructional Staff
BTAP Beginning Teacher Assistance Program Meeting with Administration
DHM Department Head Meeting with Administration
FACM Faculty Meeting with Instr. Staff, Guidance and Administration
SAM System Administrators Meeting @ 8:00AM with Administration and Managers
Recruitment Open House / Parent Night @ 6:30PM with All Employees
SISC School Improvement Steering Committee @ 6:00PM with Administration and Public
PEP Personal Educational Plan with administration and admissions

NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

Employee Group	Begin Date	End Date	# of Days	Date	Holiday	A/NI	IS	I/A
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days	July 04, 2019	Independence Day	X	X	X
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days	Sep 02, 2019	Labor Day	X	X	PD
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days	Sep 30, 2019	Fall Holiday	X	X	X
Instructional (I) (6 PD Holidays)	Jul 22, 2019 Jul 22, 2019 Jul 29, 2019 Aug 05, 2019	Jun 19, 2020 Jun 10, 2020 Jun 05, 2020 Jun 02, 2020 Jun 01, 2020	220 Days 213 Days 210 Days 202 Days 196 Days	Oct 09, 2019	Fall Holiday	X	X	X
				Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
				Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
				Jan 20, 2020	M. L. King's Birthday	X	X	PD
				Mar 23-27, 2020	Spring Break	X	X	X
				Apr 10, 2020	Spring Holiday	X	X	X
				May 25, 2020	Memorial Day	X	X	PD

Teacher Work Days - Pre/Post School		EMD - Emergency Make-Up Days	
Oct 18, 2019	August 01-09, 2019 (STP Pre-School)	June 01, 2020	June 08, 2020
Nov 08, 2019	August 05-09, 2019 (STA / STSC Pre-School)	June 02, 2020	June 09, 2020
Jan 06, 2020	June 01, 2020 (Post School)	June 03, 2020	June 10, 2020
Feb 28, 2020		June 04, 2020	June 11, 2020
March 30, 2020		June 05, 2020	June 12, 2020

Employees work 10 Hr Days M-Th and Friday school is closed
 Floating Week for all 220 Employees Contract ONLY

**Board Meeting
February 14, 2019**

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

**Agenda Item
A-4**

Motion:

I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.

Summary Information:

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

Attachments: SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

**Board Meeting
February 14, 2019**

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

**Agenda Item
A-5**

Motion:

I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Summary Information:

The current Fiscal Policies and Procedures Manual was completed in April of 2017 and required updating. Current information of position titles and responsibilities were changed to reflect new personnel and duties. There were no major changes to policies or procedures.

Attachments: Fiscal Policies and Procedures Manual

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.



SOUTHTECH SCHOOLS

Fiscal Policies and Procedures Manual

Effective: February 2019

Table of Contents

Section 1: Introduction.....	3
Section 2: Revenue – Cash Receipts, Accounts Receivable, and In-Kind Donations.....	7
Section 3: Purchasing	11
Section 4: Travel and Business Expenses	18
Section 5: Accounts Payable & Cash Disbursements Process.....	21
Section 6: Payroll Process.....	23
Section 7: Fixed Assets	26
Section 8: Accounting Period Close.....	29
Section 9: Financial Planning & Oversight.....	32
Section 10: Grants Management Process.....	37
Section 11: Fiscal Oversight Roles & Responsibilities of the Board	39
Section 12: Record Retention	41
Section 13: Whistleblower	44

Section 1: Introduction

A. Overview

This manual documents the fiscal policies and procedures to be upheld by SouthTech Schools. The fiscal policies and procedures ensure sound internal controls, fiscal responsibility, and accountability in accordance with Generally Accepted Accounting Principles (GAAP), and adherence to standards set by the Financial Accounting Standards Board (FASB). As a 501(c)(3) tax exempt nonprofit SouthTech Schools, SouthTech Schools is entrusted with funds granted by foundations and individual contributors and must adhere to the highest standards of accounting.

As a school in the State of Florida, SouthTech Schools is additionally required to operate by the standards set in The State of Florida Red Book (*Financial and Program Cost Accounting and Reporting for Florida Schools*, published by the FL DOE, Bureau of School Business Services and Office of Funding and Financial Reporting.) Additional references are – Project Application & Amendment Procedures for Federal and State Programs (Green Book) and the Uniform Grant Guidance.

Fiscal policies and procedures comprise SouthTech Schools' internal control structure. The control structure's main objective is limiting any potential unwarranted use of assets or misstatement of account balances. Several basic components of the internal control structure include:

1. the control environment
2. the accounting system
3. the control procedures
4. the accounting cycle

Most sections of this manual explicate internal control procedures and roles and responsibilities designed to mitigate specific SouthTech Schools' risks. In general, this manual documents how duties are segregated such that no one person can authorize, execute and monitor any financial transaction.

B. Internal Control Structure

1. The Control Environment

The control environment reflects the importance SouthTech Schools places on internal controls as part of its day-to-day activities. Factors that influence the control environment can include the "tone at the top" set by management and the Board of Directors, organizational structure, ways of assigning authority and responsibility, methods of management and control, personnel policies and practices, protection of informants of improper activities, and external influences such as significant funder expectations.

2. The Accounting System

The accounting system encompasses the methods, accounting software, and records used to identify, assemble, classify, record, and report accounting transactions. Ideally, the accounting system should:

- Identify and record all of SouthTech Schools' transactions.
- Provide detailed descriptions of transactions allowing for classification in financial reporting.
- Highlight the time period when transactions occurred to ensure they are recorded in the correct accounting period.

3. Control Procedures

Control procedures are the procedures set up to strengthen SouthTech Schools' internal control structure and thus safeguard the agency assets. They are divided into the following:

- Segregation of Duties: Allocation of tasks is needed so that one individual does not have the ability to both make an accounting error (either intentionally or unintentionally) and also cover it up.
- Restricted Access: Physical access to valuable and movable assets is restricted to authorized personnel. Systems access to make changes in accounting records is restricted to authorized personnel.
- Document Control: To ensure that documents are captured by the accounting system, documents are numbered and the sequence for documents accounted for. To ensure compliance with the Sarbanes-Oxley Act's provision to prevent destruction of litigation-related documents, SouthTech Schools has adopted policies and procedures for document retention.
- Processing Controls: These are designed to catch errors before they are posted to the general ledger. Common processing controls include: source document matching, clerical accuracy of documents, and general ledger account code checking.
- Reconciliation Controls: These are designed to catch errors after transactions have been posted to the general ledger.

4. The Accounting Cycle

The overall purpose of an accounting system is to accurately process, record, summarize, and report on SouthTech Schools' transactions. The component accounting cycles fall into one of four primary functions:

i. Revenue, accounts receivable, and cash receipts

Key steps in this area are:

- Processing cash receipts
- Making deposits
- Recording cash receipts in the general ledger
- Performing month-end reconciliation procedures

ii. Purchases, accounts payable, and cash disbursements

Key steps in this area are:

- Authorizing the procurement of goods and/or services
- Processing purchase transactions
- Processing invoices
- Issuing checks
- Recording disbursements
- Performing month-end reconciliation procedures
- Completing year-end reporting for 1099 tax forms

iii. Payroll

The payroll process consists of processing payroll and remitting amounts due to employees, the government, and other agencies such as health insurers, retirement plan trustees, etc.

Key steps in this area are:

- Obtaining and gathering information for processing
- Preparing payroll checks and depositing payroll taxes
- Performing month-end reconciliation procedures

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

- Preparing quarterly payroll tax returns
- Preparing W-2s, the W-3, and other annual payroll tax returns

iv. General Ledger and Financial Statements

The general ledger process consists of posting the period's transactions to the general ledger and preparing the financial statements.

Key steps in this area are:

- Preparing monthly journal entries
- Reconciling bank accounts and other general ledger accounts; reviewing outstanding checks
- Monitoring and reconciling prepaid, accrued, deferred, and fixed asset accounts
- Reviewing general ledger activity and posting adjusting journal entries
- Producing the general ledger and financial statements

C. Key Details

1. Fiscal Year

SouthTech Schools' fiscal year is July 1 to June 30.

2. Accrual Accounting

SouthTech Schools is on the accrual basis of accounting and uses this system when preparing the organization's financial statements. Unlike cash accounting, which records revenue and expenses when they enter or leave cash accounts, accrual accounting utilizes the concept of matching revenues and expenses to the time period in which they were earned or utilized.

3. Approvals

As an internal control, approval may be required for many of the processes and transactions outlined in this manual. In general, approval will be obtained from a Supervisor, the Principal of the School and the Superintendent. For processes and transactions made by the Superintendent, approval will be obtained from the Board of Directors (Board).

4. Board Involvement

The day-to-day fiscal responsibilities of SouthTech Schools are assigned to its management and fiscal staff, also called the Business Office. However, ultimate responsibility for the overall fiduciary oversight of the SouthTech Schools rests with the Board.

5. Software and Applications

SouthTech Schools uses the following to process and track financial information:

- Accounting Software: QuickBooks desktop version 18.0, hosted on a remote server with Charter Schools Services
- Online Donation System (if applicable): PayPal, GoFundMe
- Payroll processing vendor: Paymaster
- Credit card processing Company: Integrated Merchants Solutions.
- Textbooks inventory system: Destiny

6. Maintenance of this Manual and Exceptions

In order to ensure this manual accurately reflects the financial policies and procedures followed by SouthTech Schools, an annual review of the manual is undertaken. Changes and updates to SouthTech Schools' fiscal policies must be approved by the Board of Directors. In certain cases, exceptions may be made to policies and procedures contained in this manual. All exceptions must be approved by the Financial Officer.

Section 2: Revenue – Cash Receipts, Accounts Receivable, and In-Kind Donations

A. Overview

Revenue is properly received, processed, deposited, and recorded in a timely and appropriate manner. An appropriate segregation of duties, as included in the procedures below, must be in place in order to ensure a checks and balances system for the revenue process.

B. Policies & Controls

1. Cash receipts are received and recorded on a timely basis.
2. Revenue is recorded in accordance with donor stipulations and receipt is acknowledged.
3. Cash receipts are stored in a secure, locked location prior to deposit.
4. All receipts due to the organization are monitored for likelihood of collection and adequate reserves for uncollectible amounts are created.
5. Cash and checks are deposited within one week of receipt.
6. Client/donor credit card information is securely guarded.
7. Proposed donations of goods and services are analyzed for usability prior to acceptance. If the goods or services cannot be effectively utilized by organization, they are rejected, donated to another public charity, or otherwise discarded.
8. Activities are periodically reviewed for applicability to the IRS Unrelated Business Income Tax (UBIT) definition.

C. Process Overview

<i>Revenue Categories</i>			
<u>Type</u>	<u>Definition</u>	<u>Example</u>	
Cash Receipts	<ul style="list-style-type: none"> • Revenue received as a donation or as a payment for services SouthTech Schools provides 	<ul style="list-style-type: none"> • Cash • Credit cards • Checks • Online Payment 	<ul style="list-style-type: none"> • Electronic Transfers • Money orders
In-Kind Donations	<ul style="list-style-type: none"> • Donations of goods or services to be used for internal operations and/or programs 	<ul style="list-style-type: none"> • Supplies • Space • Autos 	<ul style="list-style-type: none"> • Professional Services
Accounts Receivable	<ul style="list-style-type: none"> • Revenue pledged or earned but not yet received in cash 	<ul style="list-style-type: none"> • Pledges receivable • Grants receivable 	<ul style="list-style-type: none"> • Accounts receivable
<i>Revenue Classifications</i>			
<u>Type</u>	<u>Definition</u>		
Unrestricted Revenue	<ul style="list-style-type: none"> • Contributions for which purpose or timing of use has not been restricted by donors • Earned revenue and interest income 		
Temporarily Restricted Revenue	<ul style="list-style-type: none"> • Contributions received with donor stipulations limiting use of the contribution by time or purpose 		
Permanently Restricted Revenue	<ul style="list-style-type: none"> • Contributions where donor prohibits use of principal <ul style="list-style-type: none"> – Interest earned on an endowment may be purpose restricted by the donor(s), but is often unrestricted 		

Pledges, also called promises to give, are written commitments to contribute cash or other assets to the SouthTech Schools.

Understanding Pledges		
Type	Definition	Treatment
Unconditional Pledge	<ul style="list-style-type: none"> Agreement to contribute does not depend on the occurrence of a specified future and uncertain event. 	Recorded as income at the time the pledge is made. Create an Allowance for Doubtful Accounts (5-10% of pledged revenue recommended).
Conditional Pledge	<ul style="list-style-type: none"> Agreement to contribute dependent on the occurrence of a specified, future, and uncertain event. 	Not recognized as income. Once the condition has been met, the pledge becomes unconditional and is then recognized as income.
Donor-imposed Restriction	<ul style="list-style-type: none"> Limits the use of the contributed asset to a specific purpose. 	
Donor-imposed Condition	<ul style="list-style-type: none"> Specifies a future and uncertain event that must take place. If this event does not occur, the donor is released from the obligation to contribute assets. 	

The documentation for promises to give must include:

- The name of the donor
- The amount of the gift
- When the payment of the pledge is expected
- Any restrictions on the use of the donation

All pledges and promises to give, along with supporting documentation, are communicated to Finance. The Financial Officer determines if the pledge can be recognized as revenue based on GAAP guidelines.

D. Procedures

	Superintendent	Acct	Fin. Off	Acct. Clerk	Club Mgr. or Class Registrar	ST Prep Front Office Secy.
<u>2.1 Checks, Teller checks and Cash</u>						
1. Receive cash and checks from students/parents for Clubs, proms etc.				X	X	X
2. Payments received in the following departments -Adult Education (registration form), Cosmetology (work orders), Culinary (cash register), Automotive (numbered service orders) and DECA (school store - finance system registers).					X	
3. Record all payments on a Cover sheet and hand to the Acct Clerk.					X	X
4. Donations received from parents or in the mail.			X			X
5. Copies checks and supporting documentation (Monies Collected Form , receipts, service orders) and gives a copy of the cover form to the department.				X		

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

	Superintendent	Acct	Fin. Off	Acct. Clerk	Club Mgr. or Class Registrar	ST Prep Front Office Secy.
6. Prepare and make the bank deposit (at least weekly): a. Prepare deposit slip b. Deposit at bank in correct sub-account c. Review receipt to verify amount and account d. Attach receipt from bank to Finance cash receipts backup				X		X
7. Reconcile internal account reports for different departments and ST Prep – at least every quarter.				X	X	X
8. Enter cash receipts into accounting software, classifying revenue in accordance with donor stipulations and satisfying grants or accounts receivable as applicable.		X enter in QBO	X provides info	X enter in QBO		
9. File deposit slips, check copies, and other supporting documentation (Monies Collected Form , receipts, service orders).		X	X Operating	X Internal	X	X
10.Reconcile cash received in the bank with checks/cash received (monthly).		X				
11.Monthly reports by Accountant, as requested		X				
<u>2.2 Credit Cards (payments at location)</u>						
1. For credit card forms received by mail, process the payment and redact the credit card information after credit cards clear. *Registrar, Florida Plumbing and Backflow (FPAB)					X Adult Ed + FPAB*	
2. For the two manual credit card machines at Adult Education + ST Academy (not at ST Prep) process all recorded transactions and print a report at least weekly.				X	X	
3. Prepare a report at ST Academy and/or Adult Education that includes – o All transaction receipts signed by payee o Record the course or other reason for payment o Any other receipt or registration form as appropriate				X	X	
4. Enter credit card transactions in accounting software.				X		
5. File all documents in the Finance files			X	X		
6. Record the Merchant Fees when charged by the vendor at the end of month		X	X			
7. Reconcile entries in the accounting software and vendor statement (monthly).		X	X			

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

	Superintendent	Acct	Fin. Off	Acct. Clerk	Club Mgr. or Class Registrar	ST Prep Front Office Secy.
2.3 Wire Transfers & online payments						
1. Receive notification for payments by EFT.			X			
2. Receive notification from GoFundMe (TV and Recording Class), PayPal (Adult Education certification class with a Registration Form),			X			
3. Receive check from Amazon Smiles, Zoo (check), Target (EFT/check)			X			
4. Record the payment in QuickBooks				X		
5. Enter wire deposit in accounting software.		X		X		
2.4 In-Kind Donations						
1. Determine whether to accept in-kind donation (cars, boats, motorcycles, salmon, hairdryers)					X	
2. Donations consist of Motor vehicles (used for instructional purposes and then hauled out or disposed to junk with title, values less than \$5,000 always), food products (culinary dept.), cosmetology items, or cadavers for the medical dept. – Donation Intake Form completed.					X	
3. Approval of donation by ST Academy teacher and Principal					X	
4. Prepare the STA donation letter	Signed			X		
5. Prepare the 1096 form for the IRS and the FL State.	Signed			X		
6. File copies of the tax forms, donation letters and title of motor vehicles				X		
7. Monthly report of all donations given to Board.				X		
8. Reported to auditors at EOY.		X	X			
9. Assess value of in-kind donation (annually) – Low value items do not have to be reported on Form 990.		X				
10. Enter donation in accounting system		X				
2.5 All donations						
1. Print acknowledgment letters, obtain appropriate signature, and mail to the donor.	Signed			X		

Section 3: Purchasing

A. Overview

Purchases are made in order to support SouthTech Schools' day-to-day activities and services provided. An appropriate segregation of duties is in place, as included in the procedures, in order to ensure check and balances in the purchasing process. The following applies to all purchases, including both goods and services.

B. Policies & Controls

1. All potential conflicts of interest are reported and reviewed.
2. Goods and services are purchased using the best combination of quality, service, availability, and price.
3. Only authorized purchase commitments are made and received.
4. Proper documentation is obtained and submitted for all purchases.
5. Only authorized personnel are issued credit cards and must agree to the credit card policies.
6. An agreement must authenticate every consulting engagement and appropriate documentation of services received prior to payment.
7. Each consulting arrangement is reviewed and documented to ensure that the consultant qualifies for consultant status and not for classification as an employee.
8. All agreements are reviewed on a yearly basis to make sure they remain current. The ledger is also periodically reviewed and checked against a list of agreements to make sure there are appropriate agreements for all consulting engagements.
9. A petty cash fund set at a reasonable amount is maintained and replenished on an imprest basis.

C. Process Description

Annual

Conflict of Interest

Staff with purchasing responsibilities, management, and members of the Board of Directors may not participate in self-interested or related party transactions. Each such individual authorized to obligate funds must sign a Conflict of Interest Statement on an annual basis which confirms adherence to the policy and discloses any actual or potential self-interested or related party transactions in writing.

Pre-Purchase

Competitive Bidding

For purchases or contracts costing more than \$20,000, three prices must be obtained prior to purchase commitment. Bids, which may include online or print advertisements, must detail the vendor, date, cost, and goods/services to be received. For vendors already approved by the Florida School Board, the competitive bidding process is not carried out.

Sole Sourced Vendors

When only one vendor is available for a product or service, the vendor is considered a sole sourced vendor. Competitive bidding is not required for sole sourced vendors, although a periodic check for new and emerging vendors should be performed. Any sole sourced vendor purchase should be noted.

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

Approval

Prior to purchase commitment, a **Purchase Request** must be completed for all purchases according to the approval authorization levels in the chart below.

	Superintendent	Accountant	Fin. Off	Acct. Clerk	ST Prep Front Office Secretary
3.1 Purchase Order Process					
1. Review purchase requests prepared by each department.			X	X	
2. Check against budget for that category			X		
3. Send to Superintendent, Deputy Superintendent, Supervisor and School Principal for approval.	Approve + Sign		X	X	
4. Issue a Purchase Order Number and place the order				X	
5. Approved vendor list and rates from the District are used. Negotiation for good rates is conducted with new vendors. Note: IT and Automotive will shop around to find the best prices and quality.			X	X	
6. Receive and check deliveries and send items to specific departments				X	
3.2 Payment to vendors					
1. Receive invoice and add a Purchase Order to it.				X	
2. Complete Check Requisition Form		X	X		
3. Enter invoice in Accounting Software				X	
4. Prepare the check for payment			X		
5. Approve the invoice and sign the check. The 5 signers for the checks are the Board Chair, Board Treasurer, Superintendent, Deputy Superintendent and Principal.	X *any 2 signers				

Inventory Management System

- Textbook inventory management – All textbooks are barcoded into the Textbooks inventory software by the Textbook Manager and checked out to teachers at the beginning of the semester. There are about 30,000 books in the entire system. If books are outdated or damaged, they can be removed from the inventory and donated. A separate inventory is maintained at ST Prep.
- Media Center or Library – The inventory for the Media Center is maintained by a volunteer Board Member. The inventory consists primarily of current magazines and books.
- IT inventory – The IT team maintains the inventory of electronic items using an inventory system with bar coding. Annual reports inform the Finance department about changes in inventory – purchases and disposal. This information is used by the Accountant to update the Fixed Assets in the accounting software. There are separate IT departments at both schools and they keep separate inventories.
- All club inventories such as Culinary, DECA and Cosmetology are maintained by the Club Managers. All materials are used up by the end of the fiscal year and no inventory is carried over to the next.

Consultant Services

Before beginning a consulting arrangement, SouthTech Schools evaluates criteria established by the IRS to confirm if the consultant performing the services qualifies for independent contractor status. In essence, in order to be categorized as a consultant, the party in question should be:

- Largely autonomous in their work
- Not subject to overt direction and control by the person(s) for whom the service is performed

Specific guidance and examples from the IRS may be found in the Employer's Supplemental Tax Guide, Publication 15-A, found on the internet at www.irs.gov.

A contractor agreement must be completed and approved prior to commencement of work.

Amount		Purchasing Requirements						
		Documentation			Approval Authorization			
		Email Purchase Request	Purchase Order Form	Contractor Agreement	Board	Superintendent	School Principal	Supervisor
Goods								
< = \$10,000	X	X			X	X	X	
> \$10,000 - \$20,000		X			X	X	X	
> = \$20,000		X		X	X	X	X	
Services								
< = \$10,000		X	X		X	X		
> \$10,000 - \$20,000		X	X		X	X		
> = \$20,000		X	X	X	X	X		

Purchase

Method of Payment

Purchases may be made using one of three methods of payment, listed in order of preference:

1. The vendor is requested to invoice SouthTech Schools for the good or service;
2. The purchase is made using SouthTech Schools-issued credit card; or

3. The employee pays for expenses using her or her personal funds (i.e. "out-of-pocket") and is reimbursed by SouthTech Schools.

Vendor Invoices

Payments are processed without the vendor invoice only on an exception basis. Invoices are selected based on due dates, discounts available, and availability of cash. Payments are not processed for goods not yet received. Vendor invoices must include the following for recording in the accounting system:

- General ledger account(s)
- Class(es)
- Allocation % and/or dollar amount to each account and class

Petty Cash

Petty cash funds are to be used only for small, unexpected transactions related to the different Clubs/internal accounts at SouthTech Academy + Prep and also by the Admin Office at SouthTech Prep. Petty Cash funds are maintained in an amount not to exceed \$300 per accounts. Examples:

- Operating
- Adult Education
- Culinary
- DECA
- Cosmetology 2

The Club Manager or Front Office Secretary (Prep) serve as the petty cash custodians. Petty cash funds are held in a locked location. Access to the keys and safe/cabinet is restricted to the petty cash custodians. To replenish the fund, receipts have to be submitted to the Accounting Clerk. After checking and recording those, the accounting clerk makes a petty cash reimbursement check. These checks are made payable to the petty cash custodians and are not made payable to "cash" or bearer.

Credit Card Purchases

Individuals may be issued SouthTech Schools designated credit cards to be used for authorized expenses. Cards are issued only with approval of the Superintendent. Corporate credit cards are never to be used for personal expenses and cash advances on credit cards are prohibited. Cardholders who use SouthTech Schools - designated credit cards improperly will be held liable for any and all unapproved purchases and will reimburse SouthTech Schools for unapproved purchases within 30 days of the purchase.

Merchant-issued credit cards or store cards are used on a limited basis by the designee on previously approved purchases.

Out-of-Pocket

Individuals may be reimbursed for purchases using personal or "out-of-pocket funds." Out-of-pocket funds may be reimbursed through the Accounts Payable process. Requests for reimbursement must be submitted within 30 days of the expense being incurred.

Sales Tax Exemption

SouthTech Schools has been granted exempt status by the State of Florida Department of Taxation and Finance and is exempt from sales taxes on goods and services purchased for activities related to its exempt purpose. A completed Exempt SouthTech Schools Certificate, Form DR-14 is presented to the seller at the time of purchase in order to take the exemption. Taxes for out-of-state hotel accommodations, airfare, communications, and motor fuel are not covered by this exemption.

D. References

<i>Business Partnership Agreement</i>	All consultant engagements must be documented in a formal agreement. In the case the consultant does not provide an agreement, a School template may be used.
<i>Check or ACH Requisition Form</i>	Used for all payment requests involving payment to a vendor.
<i>Conflict of Interest Statement</i>	This statement must be reviewed and signed by each new employee or Board member with purchasing authority or influence over purchasing.
<i>Credit Card Authorization Form</i>	Each staff member who is issued a SouthTech Schools credit card must review and sign this form prior to receipt of the card.
<i>Expense Reimbursement Form</i>	This form must be completed for an employee to request reimbursement for out-of-pocket expenses.
<i>Petty Cash Voucher</i>	Completed by the requester in order to obtain petty cash funds; serves as documentation, along with receipt, of purchase.
<i>Purchase Order Form</i>	Must be completed by the requestor for purchases requiring pre-approval*. This form must be reviewed and signed <i>prior to purchase commitment</i> by the authorized approver.
<i>W-9 Form</i>	Should be completed in order to add a vendor to the Vendor Master File.

*Purchase approval via email is acceptable for purchases of goods less than or equal to \$10,000.

E. Procedures

	Board	Superintendent	Fin. Off	Acct Clerk	Club Mngr. or Class Registrar	School Principals + Supervisor
3.1 Purchasing						
Goods						
1. Review purchase requests prepared by each department		X	X	X		X
2. Ensure purchase is within the approved budget.			X			
3. For purchases of \$10,000 or more, conduct comparative price shopping and document the results using the Purchase Order Form .			X	X		
4. Send to Superintendent, and/or Deputy Superintendent, Supervisor and School Principal for approval.		Approve + Sign		X		Approve + Sign
5. If petty cash is being used, fill out Petty Cash Voucher and obtain petty cash from custodian.					X	X
6. Issue a Purchase Order and make the purchase. If possible, request that the vendor invoice SouthTech Schools for the purchase. Present Form DR-14 to the vendor at the time of purchase to ensure sales tax is not charged.				X		
7. Approved vendor list and rates from the District are used. Negotiation for good rates is conducted with new vendors. Note: IT and Automotive will shop around to find the best prices and quality.				X	X	
8. Receive goods (if applicable), check order for accuracy and forward to purchase requestor.				X		

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

	Board	Superintendent	Fin. Off	Acct Clerk	Club Mngr. or Class Registrar	School Principals + Supervisor
3.1 Purchasing						
9. For purchases made via <u>vendor invoice</u> , or <u>out-of-pocket funds</u> submit the following to Finance: a. Purchase Order Form b. Signed Check Requisition Form c. Invoice or signed expense reimbursement form (if applicable) d. Packing Slip (if applicable) For purchases made with a <u>SouthTech Schools credit card</u> , submit the following to Finance: a. Purchase Order Form b. Receipt(s) For purchases made with <u>petty cash</u> , submit the following to the Petty Cash Custodian: a. Receipt b. Any unspent cash				Receive, Review, & Reconcile Forms to Invoices		X
10. Enter vendor into accounting software, if applicable.				X		
11. Record purchase in PO Spreadsheet.				X		
Services						
1. Ensure purchase is within the approved budget and obtain pre-approval for purchase on the Purchase Order Form according to the thresholds above.	Approve Contracts > \$20,000	Approve	Approve		X	X
2. Obtain a signed contract & W-9 form from the consultant.		Review & Sign	X			X
3. Determine if individual qualifies as an independent contractor.			X			
4. Scan contract and set up vendor in accounting software.			X	X		
5. Record invoice in accounting software.				X		
6. Prepare check and get the appropriate signatures.			X			

Section 4: Travel and Business Expenses

A. Overview

This section contains policies and procedures related to authorized expenses as incurred while traveling or conducting business on behalf of and for the benefit of SouthTech Schools.

B. Policies & Controls

1. Out-of-town travel and overnight travel are pre-approved and are kept to a reasonable level.
2. An effort is made to find a cost effective mode of transportation.
3. Expense reporting is complete, supported with appropriate documentation, and submitted on a timely basis for proper processing.

C. Process Description

Overview

The primary purpose for SouthTech Schools' employees' travel should be for purposes of professional development conferences and workshops, pursuing fundraising opportunities and for strategic opportunities to increase the visibility, profile, and reputation of SouthTech Schools in accordance with its strategic goals and objectives. When possible, travel arrangements should be made at least 30 days in advance to maximize opportunity for lower fares.

Travel Reimbursements

Staff traveling on business related to SouthTech Schools are entitled to transportation, hotel accommodations, meals, and incidentals, which meet reasonable standards for convenience, safety, and comfort. Staff should present an estimate for the trip in advance and have it approved by the Principal and Financial Officer at least 10 business days in advance of anticipated travel using the **In-county or Out-of-county Travel Reimbursement Form**. During travel, Staff are expected to use discretion and good judgment regarding expenses charged to SouthTech Schools. Regular commuting costs will not be reimbursed. Funds will be issued according to the following guidelines. Please note that no advance cash is issued.

Within 2 weeks of incurring expenses, a copy of the approved **In-county or Out-of-county Travel Reimbursement Form** and receipts documenting purchases must be submitted to the Financial Officer to get reimbursed.

Expense	Reimbursable	Not Reimbursable	Process
Event (conference, training etc.) registration	As approved by the Supervisor and School Principal		Prepaid by School.
Airfare / Rail	Tourist, coach or economy class ticket; Baggage fees for up to one (1) bag per traveler will be reimbursed each way	Business class ticket unless approved in advance; The cost of changing a ticket for non-work related reasons	As per receipt submitted.
Business-related meals or meals while traveling on business	Meals are reimbursed at the following rates: \$6 for breakfast, \$11 for lunch, \$19 for dinner. Total per diem reimbursement, if applicable according to time schedule is \$36.		Paid by per diem rate as per number of travel days, no receipts are required.

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

Expense	Reimbursable	Not Reimbursable	Process
Ground transportation	Taxi fare plus up to 20% gratuity and/or public transportation		Reimbursement as per receipt submitted.
Hotel	Reasonable room charges	Extra days at the hotel for business not related to SouthTech Schools	Prepaid by School
Personal automobile	Current standard mileage rate set by IRS, tolls and parking; Driving directions between locations serve as appropriate documentation for mileage reimbursement		As per travel documentation submitted by trip distances, no receipts required.
Personal cell phone and internet (while traveling)	As approved by the Supervisor and School Principal		As approved.
Rental vehicles	Rental car, gas, tolls, and parking	Rental vehicle expenses when other modes of transit are available, practical and affordable	Reimbursement as per receipt submitted.

Credit Card Purchases and Out-of-Pocket Reimbursements

Prior to processing credit card payments or employee reimbursements, the documents below are reconciled. Any discrepancies are resolved prior to payment:

1. Signed **Expense Reimbursement form**.
2. Coded and signed credit card statement, if applicable
3. Receipt(s)

The **Expense Reimbursement form** must be approved by the traveler's supervisor. Expenses should be:

- Reported on a daily basis;
- Submitted within 2 weeks of the traveler's return;

Documentation

All expenses need to be supported with appropriate original receipts. Please number the receipts and reference on the **In-county or Out-of-county Travel Reimbursement Form**.

Missing Receipts

Staff should make every effort to obtain receipts for credit card and out-of-pocket business expenses. In case where no receipt is available like highway tolls, payments upto \$25 will be made. In case a receipt has been lost, the expense will not be reimbursed to the employee.

Mobile Phones

Employees who are frequently out of the office and obtain management approval may be reimbursed for the data portion of their mobile phone plan, as per employee's contract agreement.

D. References

In-county or Out-of-county Travel Reimbursement Form	Used to gain approval for scheduled travel (at least 10 business days prior to trip when possible).
---	---

E. Procedures

	Principal / Employee's Supervisor	Fin. Off	Acct Clerk	Employee Incurring Expense
4.1 Travel & Business Expense				
1. Request Travel Clearance, at least 10 business days prior to travel, using the In-county or Out-of-county Travel Reimbursement Form .	Approve, if applicable	Approve, if applicable		X
2. Incur business or travel expenses, ensuring all purchases meet the reimbursement guidelines and that a receipt is obtained for each purchase.	Approve, if applicable			X
3. Submit receipts with a completed In-county or Out-of-county Travel Reimbursement Form .	Approve			X
4. Process employee reimbursements according to guidelines in Accounts Payable .		Approve	X	

Section 5: Accounts Payable & Cash Disbursements Process

A. Overview

This section refers to the payment of all purchases in which a vendor invoices for goods or services. Some portions of this section also apply to the reimbursement of expenses to SouthTech Schools’ employees and the payment of SouthTech Schools-issued credit card statements. An appropriate segregation of duties, as included in the procedures, is in place in order to ensure checks and balances in the accounts payable process.

B. Policies & Controls

1. Only authorized and accurate disbursements are made and recorded.
2. All major expenditures are reviewed and approved by individuals with fiscal oversight and fiduciary responsibility to the SouthTech Schools.

C. Process Overview

Vendor Invoices

Payments are not processed without a vendor invoice or some documentation of expenses. Invoices are selected based on due dates, discounts available, and availability of cash. Payments are not processed for goods not yet received; however, services may include payment prior to delivery per the agreement. A **Check Requisition Form** must be attached to each vendor invoice and must include the following for recording in the accounting system:

- General ledger account(s)
- Department
- Project/activity
- Invoice date
- Invoice Number

Check Processing

Blank check stock is kept in a secure, locked location with access limited to the Financial Officer, Accountant and Accounting Clerk. When appropriate, payments are made electronically (i.e. ACH or wire transfer) rather than by check. Signatures on checks and releases for wire transfers are obtained in accordance with the approval authorization guidelines below. Checks are cut weekly.

Approval Authorization Guidelines		
Method of Payment	Threshold	Signatories/Approvers
Checks	• Less than \$5,000: two signatures	• Two of the five signatories
	• \$5,000 or more: two signatures	
Intra-account Transfers	• Initiation and release (any amount)	• Two of the five signatories
Third Party Electronic Transfers (Wires/ACH)	• Release: less than \$5,000	• Two of the five signatories
	• Release: \$5,000 or more	• Two of the five signatories

Transfers	
<u>Type</u>	<u>Description</u>
Intra-account Transfers	Money transferred <i>internally</i> from one SouthTech Schools bank account to another
Third Party Electronic Transfers (Wires)	Money transferred <i>externally</i> from SouthTech Schools bank account to a third party's bank account or for payment

D. References

Check and ACH Requisition Form Used for all payment requests involving payment to a vendor.

E. Procedures

	Superintendent	Fin. Off and/or Accountant	Acct Clerk	Purchaser
5.1 Accounts Payable & Cash Disbursements				
1. Complete Check or ACH Requisition Form for vendor invoices.		X		X
2. Reconcile payment documents and resolve any discrepancies before entry in accounting system. Refer to Purchasing procedure 3.1 for required documents.		X		
3. Enter payment information into the accounting software, recording each expense to the appropriate account, work team/department, funder/grant, and project.			X	
4. Select invoices to pay and approve check run.		X		
5. If payment is being made via ACH or wire, initiate transfer via online banking.		X		
6. Retrieve blank check stock and cut checks.		X		
7. Route checks for signatures with supporting documentation.		X		
8. Mail checks.			X	
9. File all documentation.			X	

Section 6: Payroll Process

A. Overview

This section applies to the tracking of time worked and the processing and disbursement of salaries to employees. An appropriate segregation of duties, as included in the procedures, is in place in order to ensure checks and balances in the payroll process.

B. Policies & Controls

1. Payroll is processed for work performed.
2. Payroll amounts and deductions are properly calculated, processed, and recorded in the accounting system.
3. Payroll is verified for accuracy by an individual independent of payroll processing responsibilities.
4. Employee leave is properly approved, tracked, and communicated.
5. Status changes are made in a timely matter to prevent unauthorized or erroneous payroll disbursements.
6. Payroll files are maintained and stored securely to limit inappropriate access to confidential information.

C. Process Description

Gross pay of salaried employees is calculated by dividing the annual salary by the number of pay periods during the year. Full-time employees receive the same gross pay each pay period regardless of the number of hours worked. Hourly employees are paid based on the number hours worked, as documented on an approved timesheet, using the most recently approved hourly pay rate for that employee.

All State and Federal laws and regulations are followed when calculating pay for overtime worked by employees.

Payroll is processed on a semi-monthly basis via an outsourced payroll processing company. The payroll processing company provides the following services:

- Calculation and electronic deposit of all federal and state taxes
- Preparation of all quarterly payroll tax returns
- Preparation of the annual W-2 statements
- Preparation of the 1095 Form for health insurance verification

Changes to net pay include changes to insurance and other deductions. A Personnel Transaction & Payroll Deduction portal is used for all actions that create a change in net pay.

In accordance with the Fair Labor Standards Act, the date, amount, and description of deductions from wages must be shown on payroll records. The employee's personnel file should contain the original documents supporting the authorization of each deduction.

Finance staff accumulates confidential payroll information, including timesheets and payroll registers, and maintains them in the payroll files. Payroll files are kept locked and confidential.

D. References

<i>Personnel Transaction & Payroll Deduction Portal</i>	Used to communicate new hires, salary changes, and terminations of both hourly and salaried employees. This portal is also used to communicate changes to benefits deductions including health insurance, dental, salary garnishments, and other tax-preferred plans.
<i>Employee Overtime Form</i>	This form is used for an employee to submit any overtime hours.
<i>Employee Part-time Authorization Form</i>	This form is used to submit any part-time hours for an employee.
<i>Leave / TDE Application</i>	This form is used to request a Leave of Absence for any reason or information regarding a Temporary Duty Elsewhere.
<i>Substitute or Temporary Time Report</i>	This form is used by a substitute or temporary employee to submit hours for compensation.

E. Procedures

	Account-ant	Superintendent + Board Chairman	Fin. Off	HR Manager	All Employees
6.1 Payroll Process					
1. Determine allocation of salaries between programs/function as well as grants if applicable. Maintain allocations on a spreadsheet and updates as needed.			X		
2. Communicate the following to HR Manager: <ul style="list-style-type: none"> Changes to payroll deductions Address or personal information changes 				Receives and maintains HR records	X
3. Communicate the following to HR Manager: <ul style="list-style-type: none"> Salary adjustments Employee status changes Benefits changes 		X	X	Receives and maintains HR records	Supervisors for direct reports
4. Keep records of the following information: <ul style="list-style-type: none"> New hire information Salary adjustments Employee status changes Benefits changes Changes to payroll deductions Address or personal information changes 				X	
5. Complete timesheets.					Hourly Employees
6. Collect timesheets from hourly employees and obtain approval from Supervisors.				X	
7. Add new hires to the payroll system.				X	
8. Request vacation time and obtain supervisor approval. Report other PTO.				Notified	X

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

	Account- ant	Superintendent + Board Chairman	Fin. Off	HR Manager	All Employees
6.1 Payroll Process					
9. Prepare a report in Excel with all salaries, allocations and coding. Submit payroll to online payroll processing company.				Enter & Submit	
10. Approval of Payroll Report from the Payroll Company + salary of HR Manager.		X			
11. Enter payroll into accounting system	X				
12. Ensure that terminated employees are removed after their final paycheck has been processed.				X	
13. Review payroll report to ensure all changes are accurate and appropriate before distribution.	X			X	
14. Perform payroll reconciliations: a. Prior period to current period payroll register (bi-monthly) b. Payroll register to and GL (monthly) c. Employee deductions to payments made to insurers and other benefits providers (monthly)	X		X		
15. Maintain payroll files.				X	

	Superin- tendent	Fin. Off	HR Manager
6.2 Manual Check Process*			
1. Approve the issuance of a manual payroll check.	X	X	X
2. Input manual payroll check into the accounting software and cut check according to standard Accounts Payable process (see Section 5).		X	
3. Submit the manual payroll check information to the outsourced payroll processor on the next payroll submission.	Approve & Sign		X

*Manual payroll checks will be processed on an exception basis only.

Section 7: Fixed Assets

A. Overview

This section applies to the acquisition, tracking and disposal of fixed assets. An appropriate method of tracking must be in place to ensure the ability to value fixed assets.

B. Policies & Controls

1. Written requests for the purchase of capital assets are supported by sufficient operational and financial justification and are appropriately approved.
2. All fixed assets are properly identified, tagged, tracked, and inventoried on an annual basis.
3. Only leasehold improvements and purchases that materially add to the value of the property and prolong the useful life are deemed to be capital assets.
4. Depreciable and non-depreciable fixed assets are appropriately recorded.
5. Disposals of capital assets are properly authorized and recorded.

C. Description

SouthTech Schools considers fixed assets costing \$1,000 or more, with a useful life of more than one year, to be capital assets. Note that an exception to this rule may be batch orders of goods with identical useful life that are valued at more than \$1,000 in aggregate and are on the same invoice. This should be reviewed on a case-by-case basis. Depreciation of property and equipment is calculated by the straight-line method of the estimated useful lives of the assets. See definitions below for more information.

Understanding Fixed Assets

Capital Asset	• Fixed assets costing \$1,000 or greater with a useful life of more than one year
Asset Tag	• Special identification number that is numerically sequenced and visibly attached to the asset
Depreciation	• Calculation used to decrease the value of assets equally over the estimated useful life
Estimated Useful Life	• The length of time that a depreciable asset is expected to be useable
Fixed Asset	• Tangible property not expected to be consumed or converted to cash in the short-term

Description of Assets

<u>Asset Category</u>	<u>Asset Examples</u>	<u>Estimated Useful Life</u>
Furniture & Equipment	• Desks, chairs, copiers, telephones	5 to 15 years
Computer Equipment	• Desktop computers, laptop computers, printers	3 to 5 years
Appliances	• Refrigerators, stoves, washing machines	3 to 10 years
Leasehold Improvements	• Replacing floors, tiles, roofing	Term of Lease

Capitalization of Expenditures

Expenditures that increase the value of property, extend its life, or alter it to a new or different use are considered capital expenditures. Significant improvements to property leased by SouthTech Schools, including improvements that add value to the leasehold, are also capitalized.

Basis for Cost

The accounting records show the depreciable assets at the acquisition cost. Acquisition costs include the invoice price plus all expenses incurred to prepare the asset for operation, including such costs as preliminary engineering studies and surveys, legal fees to establish title, installation costs, freight, and labor and material used in construction or installation.

Non-depreciable capital assets (e.g., land) are carried in the records at the original net cost.

Determination of Useful Life

When an asset is acquired, useful life is estimated. Terms of time, units of production, or hours of service can all be used to reveal the useful life. The cost of an asset is determined over its useful life via depreciation or depletion. When an asset has an indeterminable useful life, such as that for land, depreciation is not taken.

In the event there is a significant change in the estimate of the remaining useful life after the asset has been placed into use, the remaining cost to be depreciated is distributed over the revised remaining life.

Fully Depreciated Assets

Fully depreciated assets remain in the fixed asset ledger with the related accumulated depreciation as long as the property is still in use to ensure accurate tracking and safeguarding of assets.

D. References

Asset Disposal Form (PD-9)

Used to track and obtain approval for the disposal of capital assets.

E. Procedures

	Superintendent	Accountant	IT Dept.	Employee Responsible for Asset
7.1 Asset Acquisition Process				
1. Obtain capital asset according to the purchasing guidelines in Section 3 .				X
2. Upon receipt of capital asset, label item with SouthTech Schools name and identifying number.			X	
3. Assign the asset an estimated useful life.		X		
4. Enter asset information into the Fixed Asset Ledger. The fixed asset ledger should contain the following information: a. Name and description of asset b. Estimated useful life c. Tag number, Serial number, model, or other identification d. Acquisition date, and cost e. Location and condition of asset f. Disposition data, including date of disposition		X		
5. Track depreciation of assets and adjust amounts in accounting system on an annual basis.		X		
6. Complete physical inventory of capital assets and reconcile to fixed asset ledger (annually).		X Reconcile	X Physical Inventory	
7.2 Asset Disposal Process				
1. Prepare and submit Asset Disposal Form , including: a. Description of asset b. Reason for disposal c. Method of disposal	Review & approve		Receive form	X
2. Dispose of the asset through retirement or sale.			X	
3. Remove asset from fixed asset ledger and make appropriate adjustments to asset accounts in the accounting system.		X		

Section 8: Accounting Period Close

A. Overview

This section applies to the closing processes that occur at month and year-end. The close process results in a set of financial statements that provide critical information as to the financial performance and condition of SouthTech Schools. The primary purpose of closing procedures is to bring control, reliability and audit-ability to the accounting process. The close process is completed by Finance but requires information submitted by staff on a regular basis (outlined in sections 3 and 4).

B. Policies & Controls

1. Staff provide information critical to the close process to Finance in a timely manner.
2. A monthly and annual closing process of the accounting records is performed in a timely manner.

C. Procedures

Closing Tasks	Period	Target Date*	Account-ant	Fin. Off	Acct Clerk / Club	HR Manager
Current Assets						
Cash Activities						
Print cash receipts summary reports after final day's receipts are recorded	Month	5		X	X	
Review cash receipts and post to GL	Month	5	Review	Enter		
Cash Accounts						
Complete bank reconciliations for each cash account	Month	7	Review & Approve	X		
Analyze aging of un-cleared checks and clear stale checks as appropriate. Follow up on significant outstanding amounts, including outstanding checks issued to employees.	Month	10	Review	X		
Revenue Recognition Activities						
Accounts Receivable						
Generate and analyze Accounts Receivable aging report. Follow up on significant outstanding amounts.	Month	5	Review	X		
Post interest and dividends income to GL	Month	10	Review	X		
Post grants and pledges receivable to GL as per executed award letters/contracts and pledge forms.	Month	10	Review	X		
Reconcile revenue reports from the development software and make any necessary updates to the GL	Quarter	10	Review	X		
Reconcile investment income	Month	10	Review	X		

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

Closing Tasks	Period	Target Date*	Account-ant	Fin. Off	Acct Clerk / Club	HR Manager
<u>Other Current Assets</u>						
Prepaid Expenses						
Adjust pre-paid expenses (e.g., insurance, real estate taxes, interest expense, etc.) to recognize expense in proper month	Month	10	X	X		
<u>Asset Analysis</u>						
Fixed Assets						
Calculate depreciation amounts for capital assets	Annual	30	X	Review		
Review new fixed asset purchases made in the previous month to verify they have been recorded properly.	Quarter	10	X			
Review disposals of fixed assets and adjust the fixed asset ledger.	Quarter	30	X			
Reconcile fixed asset ledger to year-end fixed asset inventory	Annual	30	X	Approve		
Net Assets						
Analyze classifications of net asset accounts to ensure net assets are appropriately classified as unrestricted, temporarily restricted, or permanently restricted	Month	10	X	X		
<u>Accounts Payable</u>						
Accounts Payable						
Review credit card statement; match to supporting documentation for approved travel and business expenses and verify coding	Month	8		X		
Review expense reports; match supporting documentation for approved travel and business expenses and verify coding	Month	8		X		
Follow up with staff on missing documentation as needed	Month	8		X		X
Review A/P and other payables for possible accruals, and post to GL	Month	10	X	X		
Payroll Activities						
Enter payroll to GL	Bi-monthly	2	X			
Perform payroll reconciliations	Month	3	X			
Track employee vacation and other PTO and record accrued leave balances in accounting software	Quarter /Annual	30	X			X
Perform reconciliation of gross salaries (W-2 Forms)	Annual	30				X

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

Closing Tasks	Period	Target Date*	Account-ant	Fin. Off	Acct Clerk / Club	HR Manager
Notes Payable						
If applicable, analyze notes payable accounts (e.g., notes payable for mortgages or lines of credit) and post any unrecorded interest and principal amounts	Month	10	Review	X		
Financial Reporting and Forecasting Activities						
Update cash flow forecast	Month	12	X	X		
Run preliminary budget-to-actual expense reports	Month	14	X	Review		
Run preliminary balance sheet, including detail on AR and AP	Month	14	X	Review		
Perform necessary review and analysis of month-end financial data	Month	14	X	Review		
Review budget-to-actual reports, balance sheet, and AR and AP aging prior to preparation of full financial report package	Month	15	X Reviewed by Board			
Draft management narrative to accompany financial report package	Month	16		X		
Generate full final financial package and complete financial statements for management team and Board of Directors	Month	16	X	X		
Distribute reports to management	Month	16		X		
Distribute reports to Board of Directors	Month	18		X		
Meet with Administration to discuss variances	Month	18	X	X		
Generate financial grant reports for funders.	As Needed	N/A		X		

Section 9: Financial Planning & Oversight

A. Overview

This section applies to the budgeting, cash management, internal and external financial reporting, and audit processes. The annual operating budget is a managerial tool used for planning and facilitating decisions regarding the allocation of resources. Financial reports are managerial tools used for reporting the financial activities of the SouthTech Schools to managers, the Board, and outside SouthTech Schools.

B. Policies

1. A comprehensive chart of accounts is maintained and reviewed annually (including Cost Centers). Any inactive accounts/cost centers are marked as such. New accounts are added only when necessary.
2. A budget is produced on an annual basis and approved by the Board. Any significant increases or decreases to the budget are approved.
3. Cash balances are monitored on a regular basis and appropriate steps are taken to ensure sufficient liquid reserves are available to meet ongoing obligations.
4. Relationships with banking institutions are entered into with appropriate authorization.
5. Bank accounts are reconciled in a timely manner by someone who is not an authorized check signer.
6. Monthly financial reports are produced for management and the Board on a timely basis to ensure proper controls of the accounting process, and to facilitate effective monitoring and oversight.

C. Process Overview

Chart of Accounts and Cost Centers

The chart of accounts is a listing of all the accounts that make up SouthTech Schools' accounting system, providing the framework for defining every transaction in the SouthTech Schools. Additional segmentation in the accounting system is used in conjunction with the chart of accounts to capture all relevant information for each revenue and expense transaction. SouthTech Schools annually reviews and updates its chart of accounts and system for coding revenues and expenses with the goal of increasing accuracy, efficiency and effectiveness.

<i>Accounting Segments</i>		
<u>Segment</u>	<u>Definition</u>	<u>Examples</u>
Chart of Accounts	<ul style="list-style-type: none"> • A listing of all the natural accounts that make up the accounting system 	<ul style="list-style-type: none"> • Assets • Liabilities • Net Assets • Revenue • Expenses
Fund	<ul style="list-style-type: none"> • Segmentation by type of funding, and availability of funds for use. 	<ul style="list-style-type: none"> • Operating • Internal • Special Revenue (grants)
Cost Center 1	<ul style="list-style-type: none"> • Segmentation to capture relevant information for each revenue and expense transaction by functional area 	<ul style="list-style-type: none"> • General & Administration • Program • Fundraising
Cost Center 2	<ul style="list-style-type: none"> • Segmentation to capture relevant information for each revenue and expense transaction by project/activity 	<ul style="list-style-type: none"> • Programs • Clubs • Activities
Cost Center 3	<ul style="list-style-type: none"> • Segmentation to capture relevant information for each revenue and expense transaction by revenue source or grant 	<ul style="list-style-type: none"> • Title I • IDEA • Perkins • Title II • Private grants

Budget Development

The annual operating budget is a managerial tool used for planning and facilitating decisions regarding the allocation of resources. The budget expresses in financial terms the mission and goals of the SouthTech Schools. It is also a means of monitoring results to ensure that financial activity conforms to the plan. The budget development process begins no less than 3 months prior to the end of the fiscal year. The final budget is approved by the Board prior to the start of the fiscal year.

Financial Reporting (Internal)

Financial reports are managerial tools used for reporting the financial activities of the SouthTech Schools to management and the Board. Careful analysis of financial reports allows measurement of past performance and helps predict future performance. Results of this analysis assist in making decisions that affect the resource allocation.

Internal Reports		
Report Name	Definition/Purpose	Distribution
Budget vs. Actual - SouthTech Schools, organization-wide - By dept./work team	<ul style="list-style-type: none"> Provides comparison of SouthTech Schools' budget to actual revenues and expenses 	<ul style="list-style-type: none"> Department Heads School Principals Board of Directors School District
Statement of Financial Position	<ul style="list-style-type: none"> Provides a snapshot of SouthTech Schools' assets, liabilities, and net assets Also referred to as the Balance Sheet 	<ul style="list-style-type: none"> School Principals Board of Directors District Sponsor
AR and AP Aging Reports	<ul style="list-style-type: none"> Lists of receivables and payables showing length of time outstanding 	<ul style="list-style-type: none"> Business Dept
Management Narrative	<ul style="list-style-type: none"> Written analysis summarizing operating results and highlighting significant fluctuations between the budget and actual results, if applicable. 	<ul style="list-style-type: none"> School Principals Board of Directors

Financial Reporting (External)

SouthTech Schools is audited annually by an independent external auditor. The audited financial statements are the auditor's attestation that the financial records of the SouthTech Schools are complete and accurate for the fiscal year audited. These statements are distributed to Board members, senior management, and funders. The annual audit includes the reports in the following chart.

External Reports	
Report Name	Definition/Purpose
Statement of Financial Position	<ul style="list-style-type: none"> Provides a snapshot of SouthTech Schools' assets, liabilities, and net assets at a fixed point in time Also referred to as the Balance Sheet
Statement of Activities	<ul style="list-style-type: none"> Details income recognized less expense incurred over the course of the fiscal year, resulting in the total change to the net asset balance

Reporting and Audit Requirements

The Audit Committee of the Board reviews and approves the contract with the external auditor. In keeping with best practices for nonprofit voluntary compliance with the provisions of Sarbanes-Oxley anti-fraud legislation, SouthTech Schools rotates its lead audit partner a minimum of once every five years. In addition, SouthTech Schools also issues a formal RFP and conducts a competitive bidding process for external auditors once every five years.

State and Federal Reporting Requirements	
Type of Report	Definition/Purpose
IRS Form 990	<ul style="list-style-type: none"> • Annual report to IRS • Public document showing financial position (hard copies must be available to public upon request) • Prepared in conjunction with annual financial audit
Annual Report	<ul style="list-style-type: none"> • Annual filing with the School District and the Auditor General's Office for the the State of Florida.
Annual Audit	<ul style="list-style-type: none"> • Annual review of financial records • Performed by independent, external auditor • Ensures financial records are accurate representation of financial position • According to best practice, should be completed within 6 months after fiscal year close
Single Audit	<ul style="list-style-type: none"> • Applicable only if SouthTech Schools expends \$750,000 or more a year in federal awards • Covers the entire operation of the SouthTech Schools, or at a minimum, the departments and/or units that receive and expend federal awards

D. References

<i>Chart of Accounts and Cost Centers</i>	Detailed list of general ledger accounts and segments for tracking additional information related to revenue and expenses
--	---

E. Procedures

	Superintendent /Dep Sup	Fin. Off	Account-ant	School Principals	Dept. Heads	Board
9.1 Budget Development Process						
1. Establish goals for the upcoming fiscal year, both programmatic and financial in nature.	X	Provide input		Provide input	Provide input	X
2. Designate budget development team.	X	X		X		
3. Communicate goals, timeline, and templates in a budget development “kickoff meeting.”	Attend	X	X	Attend	Attend	
4. Distribute historical data and template for revenue and expense budgets by program/function.		X	X	Receive	Receive	
5. Create work team and department expense projections.	X			X	X	
6. Create contributed revenue projections.	X	X	X			
7. Create management & general expense projections and earned revenue projections.	X	X	X			
8. Assemble individual budgets into one master budget		X	X			
9. Revise budgets, as necessary, to meet revenue and expense targets.	Provide input	X	X	Provide input	Provide input	
10. Incorporate adjustments into full budget, as necessary.	Review & Approve	X	X			
11. Present draft budget to Finance Committee and then the Board of Directors.	X	X	X			Receive & review
12. Approve budget, following the incorporation of any requested changes.						X
9.2 Financial Monitoring Process						
1. Produce budget-to-actual reports by program/function.	Receive & Review	Review & Approve	X	Receive & Review	Receive & Review	
2. Draft full financial report package and distribute to the Board.	Receive & review	Review & Approve	X			Receive & review
3. Hold variance analysis meetings.	X	X	X	X		
4. Reforecast the budget at midyear, as necessary, to reflect significant changes		X	X			Review & Approve

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

	Superintendent	Fin. Off	Accountant	Board	External Auditor
9.3 Annual Audit Process					
1. Identify and engage lead external auditor (once every 5 years or as circumstances warrant).		X	X	X	
2. Draft audit engagement letter identifying services, terms, and delegations of roles of responsibilities of SouthTech Schools and the auditor.	Receive	X	X	Receive	
3. Define audit timeline and deliverables with external auditor.		X			X
4. Hold pre-audit kickoff meeting to communicate timeline and responsibilities.		X	Attend		Attend
5. Coordinate audit preparation.		X			
6. Draft necessary audit schedules.		X	X		
7. Conduct audit.					X
8. Provide auditors with necessary documentation for testing purposes.		X	X		
9. Receive audited financial statements and management letter.	X	X	X	X	
10. Present results of the audit to the Board of Directors in an executive session.	Attend	Attend	Attend	Attend	X

Section 10: Grants Management Process

A. Overview

This section applies to the grants management process, from identifying new funding opportunities to reporting on grants received. All grants must be maintained and monitored in accordance to funder guidelines. Specifically, please refer to the requirements in the “*Project Application and Amendment Procedures for Federal and State Programs*”, published by the State of Florida DOE (also referred to as the Green Book) and the “*Uniform Grant Guidance Manual*”.

B. Policies & Controls

1. Grants are managed to minimize agency risk and maintain fiscal integrity.
2. Funding is appropriately identified, secured, and managed.

C. Procedures

	Superintendent	Fin. Off	Grant Admin.	Accountant	School Principals	Ext. Grant-writer
10.1 Grants and Contracts Management Process						
1. Identify all funding opportunities. Consortium etc.	X		X		X	X
2. Receive and review RFPs. – the group evaluates whether it's feasible.	Provide Input	X	X		Provide Input	X
3. Develop and maintain income projections and funding plan. At this time, private grants are not budgeted for and they are often project-driven.		X	X			X
4. Develop and maintain funding map, tracking expenditures by restricted grant, program/work team, and project.		X	Review			Provide input
5. Prepare proposals (narrative) for new or renewed grants.	Provide Input	Provide Input	Provide Input		Provide input	X
6. Prepare budgets for new or renewed grants and projects, as needed.		X	Provide Input		Provide input	Provide Input & Review
7. Coordinate submission of grant proposals.	Review & Sign	X	X			X
8. Receive notification of funding award.		X	X			X
9. Conduct a kickoff meeting to discuss details of funding award, including timeframe, restrictions, and reporting requirements.		Participate	X	Participate	Participate	
10. As funds are spent, track against grant allocation.		X				
11. Monitor programmatic and fiscal compliance and ensure funds are spent according to budget.	Participate	Participate	Participate		Participate	Participate
12. Monitor receipt of funder payments and track grants receivable.		X		X		
13. Prepare non-financial reports to funder.	Review & approve	Provide input	X		Provide input	
14. Prepare financial reports to funder.	Review & approve	X	Review	X		Review
15. Create and maintain grant and funder files.		X	X			
16. Make amendments when necessary	Review & Sign	X				Review

Section 11: Fiscal Oversight Roles & Responsibilities of the Board

A. Overview

The Board provides effective financial oversight, which includes making financial decisions that further SouthTech Schools' mission, program(s) and goals.

B. Description of Roles & Responsibilities

1. Board Fiscal Oversight Responsibilities

- The Board approves SouthTech Schools' fiscal policies. Policies are adopted by the Board and updated as necessary.
- The Board is aware and knowledgeable of its fiscal responsibilities.
- The Board reviews and approves SouthTech Schools' annual budget. The Board reviews and approves operating and capital budgets for SouthTech Schools annually, based on Finance Committee recommendations.
- The Board receives reports monthly, except for the month of July, and monitors key variances between budget and actual financial results.
- Contractual agreements in excess of \$20,000 must be approved or ratified by the Board. A summary of contracts under \$20,000 will be presented to the Board for informational purposes

2. Roles of the Finance Committee

The Finance Committee takes the lead in reviewing and recommending accounting and financial controls, practices, and procedures for SouthTech Schools.

Large or unusual transactions and insurance policies are reviewed by the management and Superintendent, with expertise appropriate to the requirements of the decision. Appointed committees are authorized to consult with outside experts, as necessary, to fulfill their responsibility and make recommendations to the full Board on these issues.

i. Overall Responsibilities

- Each member of the Finance Committee shall be a member of the Board, in good standing, and shall be independent in order to serve on this committee.
- At least one member of the Committee shall be designated as a financial expert by the Board. This member must have a background and expertise in fiscal management or accounting.
- The Finance Committee reviews its rules and responsibilities annually, reassesses the adequacy of the same, and recommends any proposed changes to the Board. It considers changes that are necessary as a result of new laws or regulations. The Committee reviews its own effectiveness with a self-assessment evaluation of all members.
- The Committee meets at least 10 times per year. The Committee may ask members of management or others to attend the meetings and provide pertinent information as necessary.

ii. Financial Responsibilities

- Fiscal reporting: Ensure the distribution of a reviewed financial report that provides sufficient detail to support the Board's fiscal oversight responsibilities. Ensure that this is received by all members of the Board in advance for them to be able to review it. At the Board meeting, this should be well presented and understood by the Board.

SOUTHTECH SCHOOLS
Fiscal Policies & Procedures

- **Budget:** Ensure development of the annual budget, review the proposed budget with management, and recommend final operating budget to the full Board for approval. Perform ongoing monitoring of the budget, including budget modifications as necessary. Ensure management has mechanisms in place to monitor the budget on a monthly basis. Ensure the budget allows management to make spending decisions within pre-authorized guidelines.
- **Assets:** Oversee the management of SouthTech Schools-wide financial assets.
- **Investments:** Set investment objectives, strategy, and policy.
- **Bank accounts:** Approves the opening and closing of all SouthTech Schools' bank accounts.
- Meet guidelines and requirements set by The State of Florida and funders.
- Avoid and resolve conflicts of interest at staff or Board level.
- Approve executive compensation level.

iii. Audit Responsibilities

- The Financial Committee oversees internal controls and risk-management procedures. The Audit is presented to Financial Committee first and then to whole Board.
- Appoint the independent auditors to be engaged by SouthTech Schools, approve the audit fees, and pre-approve any non-audit services before the services are rendered. Review and evaluate the performance of the independent auditors and review with the full Board any proposed discharge of the independent auditors. As per policy, appoint new auditors every five years.
- Review the audit of the financial statements, judgments about the quality (not just acceptability) of SouthTech Schools' accounting principles, significant changes required in the audit plan, and serious difficulties with management during the audit.
- Review all material written communications between the independent auditors and management, such as the management letter.
- Review legal and regulatory matters that may have a material impact on the financial statements.
- Conduct executive sessions with the outside auditors, outside counsel, and anyone else as desired by the committee.
- Inquire about significant risks or exposures facing SouthTech Schools, assess the steps management has taken or proposes to take to minimize such risks, and periodically review compliance with such steps.
- Review the adequacy of SouthTech Schools' internal controls including computerized information system controls and security.
- Review procedures for receipt, retention, and treatment of complaints regarding accounting, internal controls, or auditing matters by any party internal or external to SouthTech Schools (Whistleblower Policy).

Section 12: Record Retention

A. Overview

This section applies to the retention, maintenance and destruction of SouthTech Schools' records and documents. In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by SouthTech Schools in connection with the transaction of SouthTech Schools business.

B. Policies

1. Records will be maintained as required by government regulations, grant requirements, audit requirements, and other legal needs as may be determined. When in question about State rules around retention of records, refer: "*Records Retention Schedule*", Information Technology/ Records Management, March 2016, published by the School District of Palm Beach County and the "*State of Florida Red Book*" (also referred to as the "*Financial and Program Cost Accounting and Reporting for Florida Schools*", published by the State of Florida DOE, Bureau of School Business Services and Office of Funding and Financial Reporting.)
2. Any exceptions to the record retention requirements must be approved by the Board of Directors.
3. Data and information is protected from unauthorized access, use, modification, disclosure, and destruction.

C. Process Description

User Access

Prior to being given access to any confidential information, incoming employees are required to sign a Privacy Policy concerning access to and use of confidential information. Authorization and privilege controls are fully implemented for the network operating system and applications, as well as specific applications and information.

Maintenance of Accounting Records

The design and implementation of a file structure is critical to having a fully documented, completely traceable and fully usable accounting system. The types of accounting records maintained by the SouthTech Schools include all original documentation submitted to substantiate transactions recorded on the general ledger and the financial reports issued to management, the Board of Directors, and the public.

Accounting File

Electronic and hard copy files, which contain the accounting files listed above, are maintained. All current hard copies of accounting documents, contracts, and funder agreements are maintained at the SouthTech Schools' main office and access is limited to authorized users only.

Permanent File

A permanent file including audits, incorporation papers, personnel policies, corporate-by-laws, board reports and other documents that span calendar and fiscal periods is maintained in the main office and access is limited to authorized users only. Electronic back-up copies are maintained off-site.

Electronic Financial Records

Access to electronic financial records is available to authorized users on a shared and limited basis. SouthTech Schools incorporates the internal control concept of separation of duties in assigning access to its electronic financial records. Electronic records are backed-up daily and stored on a virtual server.

D. Procedures

Document Retention Guidelines	
Type of Document	How Long to Retain
Accounting	
Annual reports	Indefinitely
Audits:	
Audited financial statements	Indefinitely
Internal audit reports	3 years
Bank:	
Bank deposit records	3 years
Bank statements and reconciliations	7 years
Budget:	
Approved annual budget, Record copy	Indefinitely
Supporting Documents	3 years
Canceled checks or Disbursement records:	
Ordinary	5 years
Summary records	10 years
Taxes, property and important payments	Indefinitely
Grant files (recipient):	
Unrestricted	7 years
Temporarily restricted and perm. restricted/endowment	Indefinitely
State grants and contracts	5 years (after completion)
Expense analyses / distribution schedules	7 years
Fixed asset records, appraisals, depreciation schedules	Indefinitely
General ledger and subsidiary ledgers	7 years
Physical inventory records	7 years
Purchasing:	
Purchase orders and requisitions	7 years
Shipping and receiving reports	3 years
Taxes:	
Tax returns and worksheets	Indefinitely
Withholding tax statements	4 years
Vouchers for payment to vendors, employees and others	7 years
Donor and Grant Records	
Donor records and acknowledgement letters	7 years
Grant applications and contracts	7 years (after completion)
SouthTech Schools Records	
Annual Reports to Attorney General	Indefinitely
Articles of Incorporation	Indefinitely
Board policy resolutions	Indefinitely

Document Retention Guidelines	
Type of Document	How Long to Retain
Charters, constitutions, bylaws	Indefinitely
Construction documents	Indefinitely
Contracts, mortgages, notes and leases (expired)	7 years
Contracts still in effect	Indefinitely
Deeds, mortgages, bills of sale	Indefinitely
Labor contracts	Indefinitely
Fixed asset records	Indefinitely
IRS Application for Tax-Exempt Status	Indefinitely
IRS Determination Letter	Indefinitely
State Sales Tax Exemption Letter	Indefinitely
Loan documents, notes	Indefinitely
Licenses	Indefinitely
Minutes from board and committee meetings	Indefinitely
Personnel	
Accident reports and workers compensation records	5 years (after termination)
Employment applications (not hired)	3 years
Employment and termination agreement	Indefinitely
Garnishments	7 years
I-9 Forms	3 years (after termination)
Payroll records and summaries	5 years
Personnel files	5 years (after termination)
Retirement and pension records	Indefinitely
Timesheets	5 years (after termination)
Insurance	
Accident reports and claims	Indefinitely
Fire inspection reports	6 years
Group disability reports	7 years
Insurance records (expired contracts)	7 years
Correspondence	
General	3 years
Legal and important matters	Indefinitely
Electronic Documents	
Email	30 days to 18 months

Section 13: Whistleblower

A. Overview

This section outlines clear procedures for handling “whistleblower” complaints. The Sarbanes-Oxley Act of 2002, Section 1107, Retaliation Against Informants states that it is illegal to retaliate against a whistleblower. Proper handling of complaints will help protect SouthTech Schools from being accused of retaliation against whistleblowers. To be effective, this policy must be circulated to all employees and board members.

This policy establishes procedures for the receipt and treatment of employee complaints regarding wrongful conduct relating to SouthTech Schools. The policy has been adopted to:

- (i) Provide employees with a confidential mechanism to alert management of alleged “Wrongful Conduct” (*as defined below*);
- (ii) Ensure that all information regarding such conduct is handled in a professional and thorough manner; and
- (iii) Protect employees from retaliation for bringing such concerns to the attention of management.

Standards	Definition
Standards for Employee Conduct	SouthTech Schools requires employees to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in fulfilling their job responsibilities and must comply with all applicable laws, government regulations and agency rules and procedures.

Definitions of Wrongful Conduct	
<u>Conduct</u>	<u>Definition</u>
Baseless Allegations	<ul style="list-style-type: none"> • Claims or accusations made with reckless disregard for their truth or falsity.
Fraudulent or Dishonest Conduct	<ul style="list-style-type: none"> • A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples: <ul style="list-style-type: none"> ○ Forgery or alteration of documents ○ Unauthorized alteration or manipulation of computer files ○ Fraudulent financial reporting ○ Pursuit of a benefit or advantage in violation of the Institute’s conflict of interest policy ○ Misappropriation, misuse or theft of Institute resources, such as funds, supplies or other assets ○ Authorizing or receiving compensation for goods not received or services not performed ○ Authorizing or receiving compensation for hours not worked
Other Wrongful Conduct	<ul style="list-style-type: none"> • Examples of other wrongful conduct include: <ul style="list-style-type: none"> ○ Criminal behavior ○ Inappropriate behavior towards a coworker ○ Other violations of agency policies or applicable laws

B. Policy

1. Reporting Responsibility

Each employee is responsible for complying with the above Standards, and for reporting wrongful conduct or suspected wrongful conduct by other employees. “Wrongful Conduct” includes, but is not limited to, fraud, theft, embezzlement, mishandling of funds, criminal behavior, questionable accounting or auditing practices, inappropriate behavior towards a client or other violations of agency policies or applicable laws.

2. Non-Retaliation

No employee shall suffer harassment, retaliation or any other adverse employment consequence as a result of:

- (i) Reporting suspected Wrongful Conduct in accordance with the procedures of this policy;
- (ii) Providing information, causing information to be provided or otherwise assisting in any investigation, including investigations by local, state or federal governmental bodies, regarding any Wrongful Conduct; or
- (iii) Filing, causing to be filed, testifying, or otherwise assisting in a criminal, civil or regulatory investigation or proceeding relating to SouthTech Schools.

Employees seeking retaliation against someone who accounts for a violation in good faith shall be subject to discipline including potential termination. By encouraging and enabling employees and others to raise serious concerns within SouthTech Schools, the Whistleblower Policy hopes to initially address the situation internally.

3. Reporting Violations

This Whistleblower Policy encourages employees to share their questions, concerns, suggestions or complaints about other employees’ conduct with someone who can address them properly. In most cases, an employee’s primary supervisor is in the best position to address an area of concern. However, an employee who is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor’s response is encouraged to speak with his/her Department Head. Senior managers are required to report suspected violations to SouthTech Schools’ Superintendent, who has specific and exclusive responsibility to investigate all reported violations. An employee who is not satisfied or is uncomfortable with speaking to staff members in his/her department should contact SouthTech Schools’ Board Chairperson directly. He is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his or her discretion, shall advise SouthTech Schools’ Superintendent or the Board of Directors in the event that the complaint concerns an alleged violation by the SouthTech Schools’ Superintendent. The Board Chair has direct access to the Board of Directors and shall report to the Board of Directors at least annually on whistleblower activity.

4. Accounting and Auditing Matters

The Superintendent shall immediately notify the Chair of the Board of Directors and the Treasurer of the Board of any reported concerns or complaints regarding SouthTech Schools’ finances, including accounting practices, internal controls, alleged malfeasance or illegal conduct, or auditing issues. After immediately notifying the Board of Directors of any such grievance, the Compliance Officer and the Superintendent (unless one or the other is the subject of a complaint) is expected to work with the Board of Directors until the situation is settled.

5. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith by having reasonable grounds for believing that the activity occurred and have reasonable grounds for believing the information disclosed indicates a violation of the Standards set forth above. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or with knowledge of their falsehood will be treated as a serious disciplinary offense.

6. Confidentiality

The complainant may submit violations or suspected violations on a confidential basis. Anonymous submissions are acceptable as well. Aligning with the need to execute a thorough investigation, reports of violations or suspected violations will be kept confidential to the extent possible.

7. Handling of Reported Violations

The Superintendent or the Board Chairperson will notify the complainant and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be timely researched and, if stipulated by the investigation, necessary corrective measures will be pursued. They will update the complainant of the status of the reported violation or suspected violation within 30 business days of the acknowledgement of receipt and will notify the complainant of the investigation into the complaint.

**Board Meeting
February 14, 2019**

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

**Agenda Item
B-1**

Motion:

I recommend that the Board approve the revised annual contracts for employment for FY19.

Summary Information:

These contracts have been revised to comply with statutory changes made during the 2016 legislative session.

Attachments: Revised contracts for all SouthTech Schools

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

SouthTech Schools

Annual Renewal Contract of for Re- Employment for of Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018		
Social Security No.	Position			Base Salary	\$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree	\$
Beginning Date	Ending Date	Duty Days		+ Supplement	\$
				+Stipend	\$
				+VAM Score	\$
				Total Salary	\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)**, (section on Charter Schools).
5. **F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract, which is also valid for a period of 1 school year.**
6. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the Board for the full period of service for which this contract is made, in no event to be absent from duty without leave or to leave his/her position without first being released from this contract by the Governing Board, to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
7. ~~Employee understands that his/her relationship with SouthTech Academy Inc. is as an at-will employee. Employee may be terminated at any time for any reason or for no reason. The Governing Board may suspend or remove the Employee for any reason or for no reason.~~ **Annual employees who have completed the probationary period and have been awarded a Renewal Contract may be suspended or dismissed at any time during the term of the contract for just cause or to facilitate necessary budget adjustments. (F.S. 1012.33(5))** The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
8. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
9. ~~Failure of the Employee to fulfill the obligations under this contract, and to carry out the lawful provisions, hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board. Notwithstanding the above, employees are at-will and may be terminated at any time for any reason or no reason.~~
10. Salaries are subject to change (increase/decrease), due to budget cuts, or low enrollment, and the uncertainty of further budgetary alignments; your position may be subject to layoff making this contract null and void.
11. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
12. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component. This stipend will continue as long as money is available in the budget to meet the requirements.
13. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, all rules of and actions by the Governing Board of SouthTech Academy, Inc.
14. By signing this Annual Contract, the Employee agrees to its terms, to employment, and to serve in accordance with any applicable provisions in Florida Statutes.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above.

_____	_____
Employee signature	Date
The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida	
By _____	_____
Chair Person	Date
Attest _____	_____
Superintendent	Date

SouthTech Schools

Annual Probationary Contract of Employment for Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018	
Social Security No.	Position			Base Salary \$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree \$
Beginning Date	Ending Date		Duty Days	+Stipend \$
				Total Salary \$
				\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)** (Charter Schools).
5. ~~This Probationary Contract is subject to a 75-day (work day) introductory period, during which time the employee may resign without breach of this Probationary Contract, said resignation effective and irrevocable on the date submitted. In addition, the introductory period shall be extended pending fingerprint processing and determination of compliance with standards of good moral character. F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract.~~
6. Following the **Annual Probationary Contract period, if the probationary contract employee is offered, and accepts, re-employment for the following school year, referenced in condition No. 5, the Employee shall not be dismissed (except as noted in No. 14 below) during the term of this Contract except for just cause as determined by the President in the President's sole discretion, and approved by the Governing Board.**
7. ~~As per Florida Statute Section 1002.33 (16) (b) (6). Each employee hired as instructional by SouthTech Academy, Inc. shall work as a probationary employee for the first year of employment. Upon successful completion on this probationary contract SouthTech Academy, Inc. may award an annual contract.~~
8. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, and all rules of and actions by the Governing Board of SouthTech Academy, Inc.
9. By signing this Probationary Contract, the Employee agrees to its terms, ~~to~~ **for** employment, and to serve in accordance with ~~any~~ **all** applicable provisions in Florida Statutes.
10. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the **Governing Board** for the full ~~period of service term~~ **term** for which this contract is made, and in no event to be absent from duty without **approved** leave. or to leave his/her position without first being released from this contract by the Governing Board. **The employee further agrees** to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy, Inc. in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
11. The Governing Board may suspend or remove the Employee ~~for just~~ **without** cause. ~~or unsatisfactory performance or necessary budget adjustments.~~ The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
12. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
13. ~~Failure of the Employee to fulfill the obligations under this probationary contract, and to carry out the lawful provisions hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board.~~
14. Salaries are subject to change (increase/decrease) due to budget cuts, or low enrollment, and the uncertainty of further budgetary alignments. ~~your position may be subject to layoff making this contract null and void.~~
15. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
16. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component; This stipend will continue as long as money is available in the budget to meet the requirements.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above. The Employee understands that pursuant to Section 1012.335, Florida Statutes, he/she shall have probationary status and no legal cause shall be required of SouthTech Academy, Inc. in the event that the Employee is not re-employed by SouthTech Academy, Inc. after the last day of contract term.

Employee signature

Date executed

The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida

By _____
Chair Person

Date

Attest _____
Superintendent

Date

DRAFT

**Board Meeting
February 14, 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 December 31, 2018 as required by the Sponsor.

Summary Information:

The Charter school is required to submit to the Sponsor district several financial documents on an ongoing basis. Monthly bank reconciliations are one such requirement.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding provided while maintaining liquidity to meet day-to-day operations. Review of these accounts takes place on a daily basis by the Charter business staff. Monthly reconciliations are performed as good accounting practice and published here to fulfill Sponsor requirements.

Attachments: Reconciliation Spreadsheets and Bank Statements

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact related to this item.

2:09 PM

01/11/19

South Tech Charter Academy, Inc
Reconciliation Summary
1111 · South Tech Operating 2973, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	480,450.46
Cleared Transactions	
Checks and Payments - 117 items	-1,113,956.67
Deposits and Credits - 19 items	794,919.84
Total Cleared Transactions	<u>-319,036.83</u>
Cleared Balance	<u>161,413.63</u>
Uncleared Transactions	
Checks and Payments - 14 items	-123,785.17
Deposits and Credits - 1 item	500.00
Total Uncleared Transactions	<u>-123,285.17</u>
Register Balance as of 12/31/2018	<u>38,128.46</u>
New Transactions	
Checks and Payments - 34 items	-509,310.46
Deposits and Credits - 5 items	671,513.21
Total New Transactions	<u>162,202.75</u>
Ending Balance	<u>200,331.21</u>

South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						480,450.46
Cleared Transactions						
Checks and Payments - 117 Items						
Bill Pmt -Check	09/21/2018	5940	Fernandez, Kiersten	X	-300.00	-300.00
Bill Pmt -Check	09/21/2018	5960	Moran, Lynn	X	-300.00	-600.00
Bill Pmt -Check	09/21/2018	5930	Berkheimer, Linda	X	-300.00	-900.00
Bill Pmt -Check	10/01/2018	5991	Haughney, Christine	X	-225.00	-1,125.00
Bill Pmt -Check	11/09/2018	6095	A & S Transportation	X	-59,395.56	-60,520.56
Bill Pmt -Check	11/09/2018	6126	Department of Adult ...	X	-975.00	-61,495.56
Bill Pmt -Check	11/09/2018	6119	Quill	X	-338.79	-61,834.35
Bill Pmt -Check	11/09/2018	6098	Armitage, William	X	-253.02	-62,087.37
Bill Pmt -Check	11/09/2018	6114	Marsh, Patrice	X	-9.90	-62,097.27
Bill Pmt -Check	11/29/2018	6179	Palm Beach State ...	X	-8,421.66	-70,518.93
Bill Pmt -Check	11/29/2018	6181	School District of Pa...	X	-7,920.00	-78,438.93
Bill Pmt -Check	11/29/2018	6168	Beacon Educator	X	-4,800.00	-83,238.93
Bill Pmt -Check	11/29/2018	6166	All Metro Health Care	X	-3,104.00	-86,342.93
Bill Pmt -Check	11/29/2018	6185	WPGL Consulting L...	X	-2,500.00	-88,842.93
Bill Pmt -Check	11/29/2018	6171	Dex Imaging	X	-1,841.29	-90,684.22
Bill Pmt -Check	11/29/2018	6175	Great American Fin...	X	-1,303.70	-91,987.92
Bill Pmt -Check	11/29/2018	6182	US Postal Service	X	-1,200.00	-93,187.92
Bill Pmt -Check	11/29/2018	6183	Valentine, Jennifer	X	-1,000.00	-94,187.92
Bill Pmt -Check	11/29/2018	6180	Pitco, Education	X	-800.00	-94,987.92
General Journal	11/29/2018	1633	Fidelity Investments	X	-600.00	-95,587.92
General Journal	11/29/2018	1636	Fidelity Investments	X	-600.00	-96,187.92
Bill Pmt -Check	11/29/2018	6178	Neofunds by Neopost	X	-489.85	-96,677.77
Bill Pmt -Check	11/29/2018	6165	A & S Transportation	X	-357.50	-97,035.27
Bill Pmt -Check	11/29/2018	6172	Embroid Me	X	-305.50	-97,340.77
Bill Pmt -Check	11/29/2018	6167	AT&T	X	-276.87	-97,617.64
Bill Pmt -Check	11/29/2018	6184	Wards Science	X	-219.76	-97,837.40
Bill Pmt -Check	11/29/2018	6169	Boggess, John-Anth...	X	-212.96	-98,050.36
Bill Pmt -Check	11/29/2018	6176	Jurado Law Group, ...	X	-200.00	-98,250.36
Bill Pmt -Check	11/29/2018	6170	DeKalb, Glinger	X	-145.08	-98,395.44
Bill Pmt -Check	11/29/2018	6174	GovConnection, Inc	X	-47.30	-98,442.74
Bill Pmt -Check	11/29/2018	6173	Fernandez, Maria	X	-34.02	-98,476.76
General Journal	11/30/2018	1649	Florida Retirement S...	X	-72,457.18	-170,933.94
Check	12/03/2018	Chk	Merchant Service Fee	X	-237.01	-171,170.95
Check	12/03/2018	Chk	Authnet Gateway	X	-36.80	-171,207.75
Check	12/03/2018	Chk	FDGL	X	-35.28	-171,243.03
General Journal	12/04/2018	1651	Fidelity Investments	X	-200.00	-171,443.03
Bill Pmt -Check	12/06/2018	6200	Palm Beach County ...	X	-13,680.12	-185,123.15
Bill Pmt -Check	12/06/2018	6202	Pemco & Co, LLC	X	-7,052.45	-192,175.60
Bill Pmt -Check	12/06/2018	6201	Palm Tran	X	-5,005.00	-197,180.60
Bill Pmt -Check	12/06/2018	6196	Life Insurance Com...	X	-4,993.67	-202,174.27
Bill Pmt -Check	12/06/2018	6191	City of Boynton Bea...	X	-3,880.26	-206,054.53
Bill Pmt -Check	12/06/2018	6186	Alann Corporation	X	-3,000.00	-209,054.53
Bill Pmt -Check	12/06/2018	6189	Boggess, Dr. John	X	-2,186.08	-211,240.61
Bill Pmt -Check	12/06/2018	6212	Voya	X	-2,100.00	-213,340.61
Bill Pmt -Check	12/06/2018	6205	Spectrum Public Rel...	X	-1,650.00	-214,990.61
Bill Pmt -Check	12/06/2018	6198	Met Life	X	-1,329.28	-216,319.89
Bill Pmt -Check	12/06/2018	6192	F. Mandley & Assoc...	X	-937.50	-217,257.39
Bill Pmt -Check	12/06/2018	6197	Managed Care Conc...	X	-891.00	-218,148.39
Bill Pmt -Check	12/06/2018	6211	Verizon Wireless	X	-890.98	-219,039.37
Bill Pmt -Check	12/06/2018	6188	Blue Cross Blue Shl...	X	-887.43	-219,926.80
Bill Pmt -Check	12/06/2018	6194	FJ Vodolo & Associ...	X	-875.00	-220,801.80
Bill Pmt -Check	12/06/2018	6210	Valentine, Jennifer	X	-750.00	-221,551.80
Bill Pmt -Check	12/06/2018	6203	PHEAA	X	-617.17	-222,168.97
Bill Pmt -Check	12/06/2018	6195	FI Consortium of Pu...	X	-500.00	-222,668.97
Bill Pmt -Check	12/06/2018	6190	Charter School Servi...	X	-325.00	-223,000.00
Bill Pmt -Check	12/06/2018	6208	TMobile	X	-268.80	-223,268.80
Bill Pmt -Check	12/06/2018	6207	Stericycle	X	-122.49	-223,391.29
Bill Pmt -Check	12/06/2018	6187	Banyan Printing	X	-78.52	-223,469.81
Bill Pmt -Check	12/06/2018	6206	State Of Florida Dis...	X	-70.70	-223,540.51
Bill Pmt -Check	12/06/2018	6213	Publix Super Market...	X	-40.99	-223,581.50
Bill Pmt -Check	12/06/2018	6193	FedEx	X	-36.50	-223,618.00
Bill Pmt -Check	12/06/2018	6209	Total Compliance N...	X	-36.00	-223,654.00
Bill Pmt -Check	12/13/2018	6219	Blue Cross Blue Shl...	X	-69,317.18	-292,971.18
Bill Pmt -Check	12/13/2018	6214	A & S Transportation	X	-43,034.06	-335,995.24
Bill Pmt -Check	12/13/2018	6225	FPL	X	-21,461.86	-357,457.10

South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 12/31/2018

Type	Date	Num	Name	Ctr	Amount	Balance	
Bill Pmt -Check	12/13/2018	6237	Whitlock	X	-15,112.00	-372,353.07	
Bill Pmt -Check	12/13/2018	6235	Speech Rehab Servi...	X	-6,599.25	-378,952.32	
Bill Pmt -Check	12/13/2018	6218	Arnold Law Firm	X	-5,982.29	-384,934.61	
Bill Pmt -Check	12/13/2018	6216	American Express ...	X	-4,648.83	-389,583.44	
Bill Pmt -Check	12/13/2018	6224	Embroid Me	X	-2,289.50	-391,872.94	
Bill Pmt -Check	12/13/2018	6222	Clean All Supply	X	-1,579.85	-393,452.79	
Bill Pmt -Check	12/13/2018	6217	American Express ...	X	-1,327.51	-394,780.30	
Bill Pmt -Check	12/13/2018	6227	Ken Lucht	X	-1,100.00	-395,880.30	
Bill Pmt -Check	12/13/2018	6215	Alann Corporation	X	-1,100.00	-396,980.30	
Bill Pmt -Check	12/13/2018	6232	Powell Landscaping ...	X	-600.00	-397,580.30	
Bill Pmt -Check	12/13/2018	6230	NexAir, LLC	X	-189.66	-397,769.96	
Bill Pmt -Check	12/13/2018	6231	O'Neil, Suzanne	X	-162.46	-397,912.42	
Bill Pmt -Check	12/13/2018	6236	Sun Sentinel	X	-85.10	-397,977.52	
Bill Pmt -Check	12/13/2018	6221	Carstarphen, Mary	X	-43.98	-398,021.50	
General Journal	12/15/2018	1650	Payroll	X	-182,705.10	-580,726.60	
General Journal	12/15/2018	1650	Payroll	X	-58,702.19	-639,428.79	
General Journal	12/15/2018	1666	Valic	X	-1,795.00	-641,223.79	
General Journal	12/15/2018	1650	Payroll	X	-277.20	-641,500.99	
General Journal	12/17/2018	1664	Payroll	X	-93,997.75	-735,498.74	
General Journal	12/17/2018	1664	Payroll	X	-15,304.50	-750,803.24	
General Journal	12/17/2018	1664	Payroll	X	-185.55	-750,988.79	
General Journal	12/19/2018	1668	Fidelity Investments	X	-600.00	-751,588.79	
Check	12/19/2018	Chk	Telecheck	X	-15.00	-751,603.79	
Bill Pmt -Check	12/20/2018	6243	Blue Cross Blue Shi...	X	-67,566.61	-819,170.40	
Bill Pmt -Check	12/20/2018	6252	Life Insurance Com...	X	-7,360.86	-826,531.26	
Bill Pmt -Check	12/20/2018	6262	SHI International Corp	X	-5,368.06	-831,899.32	
Bill Pmt -Check	12/20/2018	6239	All Metro Health Care	X	-2,240.00	-834,139.32	
Bill Pmt -Check	12/20/2018	6267	Voya	X	-1,950.00	-836,089.32	
Bill Pmt -Check	12/20/2018	6244	Boggess, Dr. John	X	-1,882.84	-837,972.16	
Bill Pmt -Check	12/20/2018	6264	Staples Advantage	X	-1,615.35	-839,587.51	
Bill Pmt -Check	12/20/2018	6251	International EMS R...	X	-1,600.00	-841,187.51	
Bill Pmt -Check	12/20/2018	6256	Met Life	X	-1,329.28	-842,516.79	
Bill Pmt -Check	12/20/2018	6249	Great American Fin...	X	-1,303.70	-843,820.49	
Bill Pmt -Check	12/20/2018	6246	Dex Imaging	X	-1,000.00	-844,820.49	
Bill Pmt -Check	12/20/2018	6261	PHEAA	X	-622.08	-845,442.57	
Bill Pmt -Check	12/20/2018	6258	O&L Law Group, P.L.	X	-489.01	-845,931.58	
Bill Pmt -Check	12/20/2018	6241	AT&T	X	-276.66	-846,208.24	
Bill Pmt -Check	12/20/2018	6254	McInemey, Kathryn	X	-256.70	-846,464.94	
Bill Pmt -Check	12/20/2018	6245	City of Boynton Beach	X	-250.60	-846,715.54	
Bill Pmt -Check	12/20/2018	6266	Valdez, Miguel	X	-225.00	-846,940.54	
Bill Pmt -Check	12/20/2018	6242	Banyan Printing	X	-152.19	-847,092.73	
Bill Pmt -Check	12/20/2018	6255	Messmer, Eric	X	-148.21	-847,240.94	
Bill Pmt -Check	12/20/2018	6265	State Of Florida Dis...	X	-70.70	-847,311.64	
Bill Pmt -Check	12/20/2018	6247	Fernandez, Maria	X	-52.00	-847,363.64	
Bill Pmt -Check	12/20/2018	6250	Happel, Karen	X	-47.44	-847,411.08	
Bill Pmt -Check	12/20/2018	6257	Moore Medical, LLC	X	-24.76	-847,435.84	
Bill Pmt -Check	12/20/2018	6259	Office Depot	X	-19.39	-847,455.23	
General Journal	12/31/2018	1665	Payroll	X	-189,396.70	-1,046,851.93	
General Journal	12/31/2018	1665	Payroll	X	-64,099.49	-1,110,951.42	
General Journal	12/31/2018	1667	Valic	X	-1,795.00	-1,112,746.42	
General Journal	12/31/2018	1665	Payroll	X	-1,203.60	-1,113,950.02	
Check	12/31/2018			X	-6.65	-1,113,956.67	
Total Checks and Payments						-1,113,956.67	-1,113,956.67

South Tech Charter Academy, Inc

01/11/19

Reconciliation Detail

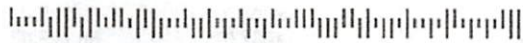
1111 - South Tech Operating 2973, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 19 Items						
Deposit	11/30/2018			X	250.00	250.00
Deposit	12/05/2018			X	250.00	500.00
Deposit	12/08/2018			X	34,814.76	35,314.76
Deposit	12/07/2018			X	54,026.00	89,340.76
Deposit	12/10/2018			X	200.00	89,540.76
Deposit	12/10/2018			X	2,470.00	92,010.76
Deposit	12/10/2018			X	34,398.52	126,409.28
Deposit	12/10/2018			X	662,257.70	788,666.98
Deposit	12/11/2018			X	1,735.00	790,401.98
Deposit	12/12/2018			X	45.00	790,446.98
Bill Pmt -Check	12/13/2018	6238	A & S Transportation	X	0.00	790,446.98
Deposit	12/13/2018			X	505.00	790,951.98
Deposit	12/14/2018			X	750.00	791,701.98
Deposit	12/17/2018			X	800.00	792,501.98
Deposit	12/19/2018			X	250.00	792,751.98
Deposit	12/20/2018			X	20.00	792,771.98
Deposit	12/20/2018			X	1,825.00	794,596.98
Deposit	12/21/2018			X	250.00	794,846.98
Deposit	12/31/2018			X	72.86	794,919.84
Total Deposits and Credits					794,919.84	794,919.84
Total Cleared Transactions					-319,036.83	-319,036.83
Cleared Balance					-319,036.83	161,413.63
Uncleared Transactions						
Checks and Payments - 14 Items						
Bill Pmt -Check	11/05/2018	6090	O&L Law Group, P.L.		-448.18	-448.18
Bill Pmt -Check	11/16/2018	6143	Demas, Yolanda		-245.00	-693.18
Bill Pmt -Check	12/06/2018	6199	O&L Law Group, P.L.		-896.36	-1,589.54
Bill Pmt -Check	12/13/2018	6226	GIS Benefits		-6,828.64	-8,418.18
Bill Pmt -Check	12/13/2018	6223	Diskovery Education...		-3,061.25	-11,479.43
Bill Pmt -Check	12/13/2018	6228	Kendall Hunt		-2,941.76	-14,421.19
Bill Pmt -Check	12/13/2018	6229	McDonald, Raymond		-1,100.00	-15,521.19
Bill Pmt -Check	12/13/2018	6233	Quill		-122.47	-15,643.66
Bill Pmt -Check	12/20/2018	6260	Palm Beach County ...		-13,638.32	-29,281.98
Bill Pmt -Check	12/20/2018	6263	Mac Express Cleani...		-12,480.00	-41,761.98
Bill Pmt -Check	12/20/2018	6248	GIS Benefits		-6,828.64	-48,590.62
Bill Pmt -Check	12/20/2018	6240	Amerigas		-616.45	-49,207.07
Bill Pmt -Check	12/20/2018	6263	South Tech Academy		-420.00	-49,627.07
General Journal	12/31/2018	1669	Florida Retirement S...		-74,158.10	-123,785.17
Total Checks and Payments					-123,785.17	-123,785.17
Deposits and Credits - 1 Item						
Deposit	12/31/2018				500.00	500.00
Total Deposits and Credits					500.00	500.00
Total Uncleared Transactions					-123,285.17	-123,285.17
Register Balance as of 12/31/2018					-442,322.00	38,128.46
New Transactions						
Checks and Payments - 34 Items						
Bill Pmt -Check	01/11/2019	6280	FPL		-20,632.44	-20,632.44
Bill Pmt -Check	01/11/2019	6287	Publix Super Market...		-10,758.00	-31,390.44
Bill Pmt -Check	01/11/2019	6286	Pemco & Co, LLC		-7,052.45	-38,442.89
Bill Pmt -Check	01/11/2019	6275	City of Boynton Bea...		-3,298.96	-41,741.85
Bill Pmt -Check	01/11/2019	6277	Dex Imaging		-2,726.03	-44,467.88
Bill Pmt -Check	01/11/2019	6270	American Express ...		-2,427.26	-46,895.14
Bill Pmt -Check	01/11/2019	6269	All Metro Health Care		-2,107.00	-49,002.14
Bill Pmt -Check	01/11/2019	6283	National Print & Des...		-1,925.00	-50,927.14
Bill Pmt -Check	01/11/2019	6288	Safety-Kleen Systa...		-1,415.61	-52,342.75
Bill Pmt -Check	01/11/2019	6290	Spectrum Public Rel...		-1,000.00	-53,342.75
Bill Pmt -Check	01/11/2019	6271	American Express ...		-909.73	-54,252.48
Bill Pmt -Check	01/11/2019	6294	Verizon Wireless		-874.35	-55,126.83
Bill Pmt -Check	01/11/2019	6286	Powell Landscaping ...		-600.00	-55,726.83

South Tech Charter Academy, Inc Reconciliation Detail

1111 · South Tech Operating 2973, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	01/11/2019	6279	FI Consortium of Pu...		-500.00	-56,226.83
Bill Pmt -Check	01/11/2019	6272	Animal Care Techno...		-493.00	-56,719.83
Bill Pmt -Check	01/11/2019	6278	F. Mandley & Assoc...		-437.50	-57,157.33
Bill Pmt -Check	01/11/2019	6268	A & S Transportatlon		-385.00	-57,542.33
Bill Pmt -Check	01/11/2019	6274	Charter School Servi...		-325.00	-57,867.33
Bill Pmt -Check	01/11/2019	6293	TMobile		-268.80	-58,136.13
Bill Pmt -Check	01/11/2019	6289	South Tech Academy		-262.00	-58,398.13
Bill Pmt -Check	01/11/2019	6284	NexAir, LLC		-175.17	-58,573.30
Bill Pmt -Check	01/11/2019	6291	Staples Advantage		-140.69	-58,713.99
Bill Pmt -Check	01/11/2019	6292	Stericycle		-122.49	-58,836.48
Bill Pmt -Check	01/11/2019	6281	Hagood, Sandi		-78.00	-58,914.48
Bill Pmt -Check	01/11/2019	6295	Citi Cards - Oper		-55.00	-58,969.48
Bill Pmt -Check	01/11/2019	6282	Home Depot		-41.94	-59,011.42
Bill Pmt -Check	01/11/2019	6276	Deschenes, Michelle		-41.20	-59,052.62
Bill Pmt -Check	01/11/2019	6273	Armitage, William		-33.46	-59,086.08
General Journal	01/15/2019	1672	Payroll		-169,974.49	-229,060.57
General Journal	01/15/2019	1672	Payroll		-169,974.49	-399,035.06
General Journal	01/15/2019	1672	Payroll		-54,889.70	-453,924.76
General Journal	01/15/2019	1672	Payroll		-54,889.70	-508,814.46
General Journal	01/15/2019	1672	Payroll		-248.00	-509,062.46
General Journal	01/15/2019	1672	Payroll		-248.00	-509,310.46
Total Checks and Payments					-509,310.46	-509,310.46
Deposits and Credits - \$ Items						
Deposit	01/07/2019				2,475.00	2,475.00
Deposit	01/08/2019				1,935.00	4,410.00
Deposit	01/09/2019				5.00	4,415.00
Deposit	01/10/2019				662,257.70	666,672.70
Deposit	01/11/2019				4,840.51	671,513.21
Total Deposits and Credits					671,513.21	671,513.21
Total New Transactions					162,202.75	162,202.75
Ending Balance					-280,119.25	200,331.21






>000676 2527418 0001 008229 30Z
 SOUTH TECH CHARTER ACADEMY INC
 OPERATING ACCOUNT
 1300 SW 30TH AVE
 BOYNTON BEACH FL 33426-9018



Statement Date: December 31, 2018
 Account Number: *****2973

Customer Service Information

 Client Care: 877-779-BANK (2265)
 Web Site: www.bankunited.com
 Bank Address: BankUnited
 P.O. Box 521599
 Miami, FL 33152-1599



Customer Message Center

Take control of your finances today with the BankUnited's Money Management tool. You'll be able to set up budgets, track expenditures, and much more. Sign up today!

PUBLIC FUNDS INTEREST CHECKING Account ***2973**

Account Summary

Statement Balance as of 11/30/2018			\$480,450.46
Plus	16	Deposits and Other Credits	\$794,846.98
Less	122	Withdrawals, Checks, and Other Debits	\$1,113,950.02
Less		Service Charge	\$6.65
Plus		Interest Paid	\$72.86
Statement Balance as of 12/31/2018			\$161,413.63

Interest Summary

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$72.86
Interest Paid Year to Date	\$966.45

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
12/03/2018	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$250.00	\$480,700.46



Statement Date: December 31, 2018

Account Number: *****2973

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/03/2018	CHECK #6095	\$59,395.56		\$421,304.90
12/03/2018	CHECK #6119	\$338.79		\$420,966.11
12/03/2018	FDGL LEASE PYMT SOUTH TECHNICAL CHART	\$35.28		\$420,930.83
12/03/2018	FIDELITY FPRS 65869 001 SOUTHTECH ACADEMY	\$1,200.00		\$419,730.83
12/03/2018	MERCHANT BANKCD INTERCHNG 498232636882 SOUTH TECH CHARTER ACA	\$58.22		\$419,672.61
12/03/2018	MERCHANT BANKCD INTERCHNG 498242150882 SOUTH TECH CHARTER ACA	\$99.37		\$419,573.24
12/03/2018	MERCHANT BANKCD DISCOUNT 498232636882 SOUTH TECH CHARTER ACA	\$16.67		\$419,556.57
12/03/2018	MERCHANT BANKCD DISCOUNT 498242150882 SOUTH TECH CHARTER ACA	\$17.55		\$419,539.02
12/03/2018	MERCHANT BANKCD FEE 498232636882 SOUTH TECH CHARTER ACA	\$16.63		\$419,522.39
12/03/2018	MERCHANT BANKCD FEE 498242150882 SOUTH TECH CHARTER ACA	\$28.57		\$419,493.82
12/04/2018	CHECK #6170	\$145.08		\$419,348.74
12/04/2018	CHECK #6171	\$1,841.29		\$417,507.45
12/04/2018	CHECK #6174	\$47.30		\$417,460.15
12/04/2018	AUTHNET GATEWAY BILLING 104436048 SOUTH TECH ACADEMY	\$10.00		\$417,450.15
12/04/2018	AUTHNET GATEWAY BILLING 104581255 SOUTH TECH ACADEMY	\$26.80		\$417,423.35
12/04/2018	FLA DEPT REVENUE CRC	\$72,457.18		\$344,966.17



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

Statement Date: December 31, 2018
Account Number: *****2973

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
	66567020 SOUTH TECH CHARTER ACA			
12/05/2018	CHECK #5960	\$300.00		\$344,666.17
12/05/2018	CHECK #6165	\$357.50		\$344,308.67
12/05/2018	CHECK #6172	\$305.50		\$344,003.17
12/05/2018	CHECK #6180	\$600.00		\$343,403.17
12/05/2018	CHECK #6184	\$219.76		\$343,183.41
12/06/2018	STATE OF FLORIDA PAYMENTS 193881980302644 SOUTH TECH CHART		\$34,814.76	\$377,998.17
12/06/2018	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$250.00	\$378,248.17
12/06/2018	CHECK #6166	\$3,104.00		\$375,144.17
12/06/2018	CHECK #6175	\$1,303.70		\$373,840.47
12/06/2018	CHECK #6182	\$1,200.00		\$372,640.47
12/06/2018	FIDELITY FPRS 65869 001 SOUTHTECH ACADEMY	\$200.00		\$372,440.47
12/07/2018	PalmBeachSchools DIRECT PAY SOUTH TECH CHARTER ACA		\$54,026.00	\$426,466.47
12/07/2018	CHECK #5940	\$300.00		\$426,166.47
12/07/2018	CHECK #5991	\$225.00		\$425,941.47
12/07/2018	CHECK #6167	\$276.87		\$425,664.60
12/07/2018	CHECK #6176	\$200.00		\$425,464.60
12/07/2018	CHECK #6179	\$8,421.66		\$417,042.94
12/07/2018	CHECK #6183	\$1,000.00		\$416,042.94
12/10/2018	STATE OF FLORIDA PAYMENTS 193881980308603 SOUTH TECH CHART		\$34,398.52	\$450,441.46
12/10/2018	PalmBeachSchools DIRECT PAY SOUTH TECH CHARTER ACA		\$662,257.70	\$1,112,699.16
12/10/2018	CHECK #6098	\$253.02		\$1,112,446.14
12/10/2018	CHECK #6126	\$975.00		\$1,111,471.14
12/10/2018	CHECK #6168	\$4,800.00		\$1,106,671.14



Statement Date: December 31, 2018

Account Number: *****2973

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/10/2018	CHECK #6178	\$489.85		\$1,106,181.29
12/10/2018	CHECK #6202	\$7,052.45		\$1,099,128.84
12/11/2018	Customer Deposit		\$1,735.00	\$1,100,863.84
12/11/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$2,670.00	\$1,103,533.84
12/12/2018	CHECK #6169	\$212.96		\$1,103,320.88
12/12/2018	CHECK #6200	\$13,680.12		\$1,089,640.76
12/12/2018	5BCW EEDIRDEP 5BCW_STC (BankU South Tech Academies	\$182,705.10		\$906,935.66
12/13/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$45.00	\$906,980.66
12/13/2018	CHECK #6186	\$3,000.00		\$903,980.66
12/13/2018	CHECK #6194	\$875.00		\$903,105.66
12/13/2018	5BCW BILLING 5BCW_STC (BankU South Tech Academies	\$277.20		\$902,828.46
12/13/2018	5BCW TAX 5BCW_STC (BankU South Tech Academies	\$58,702.19		\$844,126.27
12/14/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$505.00	\$844,631.27
12/14/2018	CHECK #6181	\$7,920.00		\$836,711.27
12/14/2018	CHECK #6187	\$78.52		\$836,632.75
12/14/2018	CHECK #6189	\$2,186.08		\$834,446.67
12/14/2018	CHECK #6191	\$3,860.26		\$830,586.41
12/14/2018	CHECK #6192	\$937.50		\$829,648.91
12/14/2018	CHECK #6198	\$1,329.28		\$828,319.63
12/14/2018	CHECK #6203	\$617.17		\$827,702.46
12/14/2018	CHECK #6211	\$890.98		\$826,811.48
12/14/2018	CHECK #6213	\$40.99		\$826,770.49
12/14/2018	5BCW EEDIRDEP	\$93,997.75		\$732,772.74



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

Statement Date: December 31, 2018

Account Number: *****2973

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
12/14/2018	5BCW_STC (BankU South Tech Academies 5BCW BILLING	\$185.55		\$732,587.19
12/14/2018	5BCW_STC (BankU South Tech Academies 5BCW TAX	\$15,304.50		\$717,282.69
12/17/2018	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$750.00	\$718,032.69
12/17/2018	CHECK #6173	\$34.02		\$717,998.67
12/17/2018	CHECK #6185	\$2,500.00		\$715,498.67
12/17/2018	CHECK #6193	\$36.50		\$715,462.17
12/17/2018	CHECK #6195	\$500.00		\$714,962.17
12/17/2018	CHECK #6196	\$4,993.67		\$709,968.50
12/17/2018	CHECK #6206	\$70.70		\$709,897.80
12/17/2018	CHECK #6207	\$122.49		\$709,775.31
12/17/2018	CHECK #6208	\$268.80		\$709,506.51
12/17/2018	CHECK #6212	\$2,100.00		\$707,406.51
12/17/2018	CHECK #6221	\$43.98		\$707,362.53
12/17/2018	CHECK #6224	\$2,289.50		\$705,073.03
12/17/2018	CHECK #6231	\$162.46		\$704,910.57
12/18/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$800.00	\$705,710.57
12/18/2018	CHECK #6188	\$887.43		\$704,823.14
12/18/2018	CHECK #6190	\$325.00		\$704,498.14
12/18/2018	CHECK #6205	\$1,650.00		\$702,848.14
12/18/2018	CHECK #6215	\$1,100.00		\$701,748.14
12/19/2018	CHECK #6209	\$36.00		\$701,712.14
12/20/2018	Customer Deposit		\$1,825.00	\$703,537.14
12/20/2018	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$250.00	\$703,787.14

Statement Date: December 31, 2018

Account Number: *****2973

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/20/2018	CHECK #6222	\$1,579.85		\$702,207.29
12/20/2018	CHECK #6225	\$21,461.86		\$680,745.43
12/20/2018	CHECK #6232	\$600.00		\$680,145.43
12/20/2018	CHECK #6235	\$6,599.25		\$673,546.18
12/20/2018	Telecheck INV122018D 0380181342 SOUTH TECH ACADEMY	\$15.00		\$673,531.18
12/20/2018	VALIC EREMIT PRM 66804 TSA	\$1,795.00		\$671,736.18
12/20/2018	VALIC EREMIT PRM 66804 TSA	\$1,795.00		\$669,941.18
12/20/2018	FIDELITY FPRS 65869 001 SOUTHTECH ACADEMY	\$600.00		\$669,341.18
12/21/2018	MERCHANT BANKCD DEPOSIT 498232636882 SOUTH TECH CHARTER ACA		\$20.00	\$669,361.18
12/21/2018	PRIORITY CHECK #5930	\$300.00		\$669,061.18
12/21/2018	CHECK #6197	\$891.00		\$668,170.18
12/21/2018	CHECK #6201	\$5,005.00		\$663,165.18
12/21/2018	CHECK #6218	\$5,982.29		\$657,182.89
12/24/2018	MERCHANT BANKCD DEPOSIT 498242150882 SOUTH TECH CHARTER ACA		\$250.00	\$657,432.89
12/24/2018	CHECK #6114	\$9.90		\$657,422.99
12/24/2018	CHECK #6216	\$4,648.83		\$652,774.16
12/24/2018	CHECK #6217	\$1,327.51		\$651,446.65
12/24/2018	CHECK #6227	\$1,100.00		\$650,346.65
12/24/2018	CHECK #6236	\$65.10		\$650,281.55
12/24/2018	CHECK #6250	\$47.44		\$650,234.11
12/24/2018	CHECK #6254	\$256.70		\$649,977.41
12/24/2018	CHECK #6255	\$148.21		\$649,829.20
12/26/2018	CHECK #6230	\$169.66		\$649,659.54



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

Statement Date: December 31, 2018
Account Number: *****2973

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
12/26/2018	CHECK #6251	\$1,600.00		\$648,059.54
12/26/2018	CHECK #6256	\$1,329.28		\$646,730.26
12/26/2018	CHECK #6265	\$70.70		\$646,659.56
12/26/2018	CHECK #6266	\$225.00		\$646,434.56
12/27/2018	CHECK #6210	\$750.00		\$645,684.56
12/27/2018	CHECK #6219	\$69,317.18		\$576,367.38
12/27/2018	CHECK #6237	\$15,112.00		\$561,255.38
12/27/2018	CHECK #6244	\$1,882.84		\$559,372.54
12/27/2018	CHECK #6246	\$1,000.00		\$558,372.54
12/27/2018	5BCW EEDIRDEP 5BCW_STC (BankU South Tech Academies	\$198,880.33		\$359,492.21
12/27/2018	5BCW TRUST 5BCW_STC (BankU South Tech Academies	\$516.37		\$358,975.84
12/28/2018	CHECK #6214	\$43,034.06		\$315,941.78
12/28/2018	CHECK #6239	\$2,240.00		\$313,701.78
12/28/2018	CHECK #6247	\$52.00		\$313,649.78
12/28/2018	CHECK #6249	\$1,303.70		\$312,346.08
12/28/2018	CHECK #6262	\$5,368.06		\$306,978.02
12/28/2018	CHECK #6267	\$1,950.00		\$305,028.02
12/28/2018	5BCW BILLING 5BCW_STC (BankU South Tech Academies	\$1,203.60		\$303,824.42
12/28/2018	5BCW TAX 5BCW_STC (BankU South Tech Academies	\$64,099.49		\$239,724.93
12/31/2018	CHECK #6241	\$276.66		\$239,448.27
12/31/2018	CHECK #6242	\$152.19		\$239,296.08
12/31/2018	CHECK #6243	\$67,566.61		\$171,729.47
12/31/2018	CHECK #6245	\$250.60		\$171,478.87
12/31/2018	CHECK #6252	\$7,360.86		\$164,118.01
12/31/2018	CHECK #6257	\$24.76		\$164,093.25
12/31/2018	CHECK #6258	\$489.01		\$163,604.24
12/31/2018	CHECK #6259	\$19.39		\$163,584.85



Statement Date: December 31, 2018

Account Number: *****2973

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
12/31/2018	CHECK #6261	\$622.08		\$162,962.77
12/31/2018	CHECK #6264	\$1,615.35		\$161,347.42
12/31/2018	Interest Paid		\$72.86	\$161,420.28
12/31/2018	Service Charge	\$6.65		\$161,413.63

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
5930	12/21	\$300.00	6184	12/05	\$219.76	6213	12/14	\$40.99
5940*	12/07	\$300.00	6185	12/17	\$2,500.00	6214	12/28	\$43,034.06
5960*	12/05	\$300.00	6186	12/13	\$3,000.00	6215	12/18	\$1,100.00
5991*	12/07	\$225.00	6187	12/14	\$78.52	6216	12/24	\$4,648.83
6095*	12/03	\$59,395.56	6188	12/18	\$887.43	6217	12/24	\$1,327.51
6098*	12/10	\$253.02	6189	12/14	\$2,186.08	6218	12/21	\$5,982.29
6114*	12/24	\$9.90	6190	12/18	\$325.00	6219	12/27	\$69,317.18
6119*	12/03	\$338.79	6191	12/14	\$3,860.26	6221*	12/17	\$43.98
6126*	12/10	\$975.00	6192	12/14	\$937.50	6222	12/20	\$1,579.85
6165*	12/05	\$357.50	6193	12/17	\$36.50	6224*	12/17	\$2,289.50
6166	12/06	\$3,104.00	6194	12/13	\$875.00	6225	12/20	\$21,461.86
6167	12/07	\$276.87	6195	12/17	\$500.00	6227*	12/24	\$1,100.00
6168	12/10	\$4,800.00	6196	12/17	\$4,993.67	6230*	12/26	\$169.66
6169	12/12	\$212.96	6197	12/21	\$891.00	6231	12/17	\$162.46
6170	12/04	\$145.08	6198	12/14	\$1,329.28	6232	12/20	\$600.00
6171	12/04	\$1,841.29	6200*	12/12	\$13,680.12	6235*	12/20	\$6,599.25
6172	12/05	\$305.50	6201	12/21	\$5,005.00	6236	12/24	\$65.10
6173	12/17	\$34.02	6202	12/10	\$7,052.45	6237	12/27	\$15,112.00
6174	12/04	\$47.30	6203	12/14	\$617.17	6239*	12/28	\$2,240.00
6175	12/06	\$1,303.70	6205*	12/18	\$1,650.00	6241*	12/31	\$276.66
6176	12/07	\$200.00	6206	12/17	\$70.70	6242	12/31	\$152.19
6178*	12/10	\$489.85	6207	12/17	\$122.49	6243	12/31	\$67,566.61
6179	12/07	\$8,421.66	6208	12/17	\$268.80	6244	12/27	\$1,882.84
6180	12/05	\$600.00	6209	12/19	\$36.00	6245	12/31	\$250.60
6181	12/14	\$7,920.00	6210	12/27	\$750.00	6246	12/27	\$1,000.00
6182	12/06	\$1,200.00	6211	12/14	\$890.98	6247	12/28	\$52.00
6183	12/07	\$1,000.00	6212	12/17	\$2,100.00	6249*	12/28	\$1,303.70

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

Statement Date: December 31, 2018

Account Number: *****2973

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
6250	12/24	\$47.44	6256	12/26	\$1,329.28	6262	12/28	\$5,368.06
6251	12/26	\$1,600.00	6257	12/31	\$24.76	6264*	12/31	\$1,615.35
6252	12/31	\$7,360.86	6258	12/31	\$489.01	6265	12/26	\$70.70
6254*	12/24	\$256.70	6259	12/31	\$19.39	6266	12/26	\$225.00
6255	12/24	\$148.21	6261*	12/31	\$622.08	6267	12/28	\$1,950.00

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

Rates by Date

Date	Rate
11/30	0.15%

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	\$480,450.46	12/10	\$1,099,128.84	12/18	\$701,748.14	12/27	\$358,975.84
12/03	\$419,493.82	12/11	\$1,103,533.84	12/19	\$701,712.14	12/28	\$239,724.93
12/04	\$344,966.17	12/12	\$906,935.66	12/20	\$669,341.18	12/31	\$161,413.63
12/05	\$343,183.41	12/13	\$844,126.27	12/21	\$657,182.89		
12/06	\$372,440.47	12/14	\$717,282.69	12/24	\$649,829.20		
12/07	\$416,042.94	12/17	\$704,910.57	12/26	\$646,434.56		

Other Balances

Minimum Balance this Statement Period \$161,413.63



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.

Statement Date: December 31, 2018

Account Number: ***2973**

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.

1:42 PM

01/11/19

South Tech Charter Academy, Inc
Reconciliation Summary
1112 · South Tech Internal 2965, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	197,686.74
Cleared Transactions	
Checks and Payments - 40 Items	-18,998.39
Deposits and Credits - 10 Items	8,720.33
Total Cleared Transactions	<u>-10,278.06</u>
Cleared Balance	<u>187,418.68</u>
Uncleared Transactions	
Checks and Payments - 5 Items	-505.71
Total Uncleared Transactions	<u>-505.71</u>
Register Balance as of 12/31/2018	<u>186,912.97</u>
New Transactions	
Checks and Payments - 18 Items	-10,618.03
Deposits and Credits - 2 Items	4,886.00
Total New Transactions	<u>-5,732.03</u>
Ending Balance	<u><u>181,180.94</u></u>

South Tech Charter Academy, Inc Reconciliation Detail

1112 - South Tech Internal 2965, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						197,698.74
Cleared Transactions						
Checks and Payments - 40 Items						
Bill Pmt -Check	09/14/2018	2468	Gibbs, Rachel	X	-250.00	-250.00
Bill Pmt -Check	11/09/2018	2527	Moore, Nancy	X	-26.44	-276.44
Bill Pmt -Check	11/16/2018	2543	National Coating & ...	X	-513.98	-790.42
Bill Pmt -Check	11/16/2018	2540	Canteen Refreshme...	X	-144.93	-935.35
Bill Pmt -Check	11/29/2018	2551	Embroid Me	X	-1,592.95	-2,528.30
Bill Pmt -Check	11/29/2018	2554	National Coating & ...	X	-786.68	-3,314.98
Bill Pmt -Check	11/29/2018	2556	Sysco SouthEast Fl...	X	-270.87	-3,585.85
Bill Pmt -Check	11/29/2018	2550	Burmax Company, Inc	X	-84.65	-3,670.50
Bill Pmt -Check	11/29/2018	2555	Sally Beauty Supply	X	-70.07	-3,740.57
Bill Pmt -Check	11/29/2018	2552	GFS Gordon Food S...	X	-43.26	-3,783.83
Bill Pmt -Check	11/29/2018	2549	Brown, Michelle	X	-42.00	-3,825.83
Bill Pmt -Check	11/29/2018	2553	Hyett, Crystal	X	-37.97	-3,863.80
Check	12/03/2018	Chk	Merchant Service Fee	X	-38.96	-3,902.76
Bill Pmt -Check	12/06/2018	2562	Richman, Laurence B	X	-1,000.00	-4,902.76
Bill Pmt -Check	12/06/2018	2559	Moran, Lynn	X	-791.13	-5,691.89
Bill Pmt -Check	12/06/2018	2564	Sysco SouthEast Fl...	X	-692.55	-6,384.44
Bill Pmt -Check	12/06/2018	2558	GFS Gordon Food S...	X	-673.21	-7,057.65
Bill Pmt -Check	12/06/2018	2557	Dade Paper & Bag ...	X	-630.73	-7,688.38
Bill Pmt -Check	12/06/2018	2560	National Coating & ...	X	-224.01	-7,912.39
Bill Pmt -Check	12/06/2018	2563	Sally Beauty Supply	X	-114.49	-8,026.88
Bill Pmt -Check	12/06/2018	2565	Publix Super Market...	X	-29.34	-8,056.22
General Journal	12/12/2018	1670	Dade Paper & Bag ...	X	-701.81	-8,758.03
Bill Pmt -Check	12/13/2018	2566	American Express -...	X	-6,056.83	-14,814.86
Bill Pmt -Check	12/13/2018	2572	Embroid Me	X	-1,655.75	-16,470.61
Bill Pmt -Check	12/13/2018	2568	B&H Photo-Video	X	-446.68	-16,917.29
Bill Pmt -Check	12/13/2018	2573	GFS Gordon Food S...	X	-359.35	-17,276.64
Bill Pmt -Check	12/13/2018	2575	NAPA Auto Parts	X	-150.90	-17,427.54
Bill Pmt -Check	12/13/2018	2570	Burmax Company, Inc	X	-143.13	-17,570.67
Bill Pmt -Check	12/13/2018	2571	Canteen Refreshme...	X	-130.60	-17,701.27
Bill Pmt -Check	12/13/2018	2574	K & M Nursery	X	-75.00	-17,776.27
Bill Pmt -Check	12/13/2018	2578	Brown, Michelle	X	-72.50	-17,848.77
Bill Pmt -Check	12/13/2018	2567	American Express ...	X	-65.72	-17,914.49
Bill Pmt -Check	12/13/2018	2579	Salas, Roman	X	-62.53	-17,977.02
Bill Pmt -Check	12/13/2018	2577	Palardis, Jon	X	-41.92	-18,018.94
Bill Pmt -Check	12/20/2018	2581	GFS Gordon Food S...	X	-361.18	-18,380.12
Bill Pmt -Check	12/20/2018	2586	Ross, Richard	X	-274.32	-18,654.44
Bill Pmt -Check	12/20/2018	2580	Bennett Auto Supply	X	-219.80	-18,874.24
Bill Pmt -Check	12/20/2018	2583	McInerney, Kathryn	X	-7.00	-18,881.24
General Journal	12/26/2018	1671	Cosmo - 37070	X	-115.00	-18,996.24
Check	12/31/2018			X	-2.15	-18,998.39
Total Checks and Payments					-18,998.39	-18,998.39
Deposits and Credits - 10 Items						
Deposit	11/30/2018			X	5.00	5.00
Deposit	12/03/2018			X	508.00	513.00
Deposit	12/06/2018			X	10.00	523.00
Deposit	12/07/2018			X	6.00	529.00
Deposit	12/11/2018			X	3,619.75	4,148.75
Deposit	12/12/2018			X	3.00	4,151.75
Deposit	12/12/2018			X	30.00	4,181.75
Bill Pmt -Check	12/20/2018	2587	The Miami Heat	X	0.00	4,181.75
Deposit	12/20/2018			X	4,513.94	8,695.69
Deposit	12/31/2018			X	24.64	8,720.33
Total Deposits and Credits					8,720.33	8,720.33
Total Cleared Transactions					-10,278.06	-10,278.06
Cleared Balance					-10,278.06	187,418.68

South Tech Charter Academy, Inc Reconciliation Detail

1112 · South Tech Internal 2965, Period Ending 12/31/2018

Type	Date	Num	Name	Cir	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 Items						
Bill Pmt -Check	12/13/2018	2576	National Coating & ...		-115.10	-115.10
Bill Pmt -Check	12/13/2018	2569	Baker's Trophy Cas...		-48.00	-163.10
Bill Pmt -Check	12/20/2018	2582	Hagood, Sandl		-165.11	-328.21
Bill Pmt -Check	12/20/2018	2585	National Coating & ...		-151.76	-479.97
Bill Pmt -Check	12/20/2018	2584	Moore, Nancy		-25.74	-505.71
Total Checks and Payments					-505.71	-505.71
Total Uncleared Transactions					-505.71	-505.71
Register Balance as of 12/31/2018					-10,783.77	186,912.97
New Transactions						
Checks and Payments - 18 Items						
Bill Pmt -Check	01/11/2019	2594	Florida Region 5 Skills		-2,195.00	-2,195.00
Bill Pmt -Check	01/11/2019	2602	Skills USA		-1,684.00	-3,879.00
Bill Pmt -Check	01/11/2019	2588	American Express -...		-1,610.76	-5,489.76
Bill Pmt -Check	01/11/2019	2597	Moran, Lynn		-850.00	-6,339.76
Bill Pmt -Check	01/11/2019	2606	Tanner, Walter		-799.49	-7,139.25
Bill Pmt -Check	01/11/2019	2605	Sysco SouthEast Fl...		-770.35	-7,909.60
Bill Pmt -Check	01/11/2019	2592	Choice and Career ...		-450.00	-8,359.60
Bill Pmt -Check	01/11/2019	2591	Brilliant Supply		-402.80	-8,762.40
Bill Pmt -Check	01/11/2019	2603	South Tech Academy		-380.94	-9,143.34
Bill Pmt -Check	01/11/2019	2596	GFS Gordon Food S...		-301.83	-9,445.17
Bill Pmt -Check	01/11/2019	2590	Boynton Beach - La...		-291.00	-9,736.17
Bill Pmt -Check	01/11/2019	2601	Simply The Best Ch...		-200.00	-9,936.17
Bill Pmt -Check	01/11/2019	2595	Fraga, Barbara		-183.18	-10,119.35
Bill Pmt -Check	01/11/2019	2593	Citi Cards - Int		-162.73	-10,282.08
Bill Pmt -Check	01/11/2019	2604	Sweetwater		-117.25	-10,399.33
Bill Pmt -Check	01/11/2019	2589	American Express ...		-101.58	-10,500.91
Bill Pmt -Check	01/11/2019	2599	Sally Beauty Supply		-88.32	-10,589.23
Bill Pmt -Check	01/11/2019	2598	Pelaez, Ruthy		-28.80	-10,618.03
Total Checks and Payments					-10,618.03	-10,618.03
Deposits and Credits - 2 Items						
Deposit	01/08/2019				5.00	5.00
Deposit	01/11/2019				4,881.00	4,886.00
Total Deposits and Credits					4,886.00	4,886.00
Total New Transactions					-5,732.03	-5,732.03
Ending Balance					-16,515.80	181,180.84



>004627 2527415 0001 006229 20Z
 SOUTH TECH CHARTER ACADEMY INC
 INTERNAL ACCOUNT
 1300 SW 30TH AVE
 BOYNTON BEACH FL 33426-9018



Statement Date: December 31, 2018
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

Take control of your finances today with the BankUnited's Money Management tool. You'll be able to set up budgets, track expenditures, and much more. Sign up today!

PUBLIC FUNDS INTEREST CHECKING Account ***2965**

Account Summary

Statement Balance as of 11/30/2018		\$197,696.74
Plus	8 Deposits and Other Credits	\$8,695.69
Less	42 Withdrawals, Checks, and Other Debits	\$18,996.24
Less	Service Charge	\$2.15
Plus	Interest Paid	\$24.64
Statement Balance as of 12/31/2018		\$187,418.68

Interest Summary

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$24.64
Interest Paid Year to Date	\$317.35

Activity By Date



<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/03/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$5.00	\$197,701.74

Statement Date: December 31, 2018

Account Number: *****2965

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/03/2018	CHECK #2543	\$513.98		\$197,187.76
12/03/2018	CHECK #2553	\$37.97		\$197,149.79
12/03/2018	MERCHANT BANKCD INTERCHNG 498232637880 SOUTH TECH CHRTR ACAD	\$6.65		\$197,143.14
12/03/2018	MERCHANT BANKCD DISCOUNT 498232637880 SOUTH TECH CHRTR ACAD	\$0.92		\$197,142.22
12/03/2018	MERCHANT BANKCD FEE 498232637880 SOUTH TECH CHRTR ACAD	\$29.39		\$197,112.83
12/04/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$508.00	\$197,620.83
12/04/2018	CHECK #2550	\$84.65		\$197,536.18
12/04/2018	CHECK #2556	\$270.87		\$197,265.31
12/05/2018	CHECK #2551	\$1,592.95		\$195,672.36
12/06/2018	CHECK #2552	\$43.26		\$195,629.10
12/06/2018	CHECK #2555	\$70.07		\$195,559.03
12/07/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$10.00	\$195,569.03
12/07/2018	CHECK #2549	\$42.00		\$195,527.03
12/10/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$6.00	\$195,533.03
12/10/2018	CHECK #2559	\$791.13		\$194,741.90
12/11/2018	Customer Deposit		\$3,619.75	\$198,361.65
12/11/2018	CHECK #2468	\$250.00		\$198,111.65
12/12/2018	CHECK #2498	\$701.81		\$197,409.84
12/13/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$30.00	\$197,439.84
12/13/2018	CHECK #2564	\$692.55		\$196,747.29
12/14/2018	CHECK #2562	\$1,000.00		\$195,747.29



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

Statement Date: December 31, 2018
Account Number: *****2965

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
12/14/2018	CHECK #2565	\$29.34		\$195,717.95
12/17/2018	CHECK #2557	\$630.73		\$195,087.22
12/17/2018	CHECK #2572	\$1,655.75		\$193,431.47
12/17/2018	CHECK #2579	\$62.53		\$193,368.94
12/18/2018	CHECK #2558	\$673.21		\$192,695.73
12/18/2018	CHECK #2563	\$114.49		\$192,581.24
12/18/2018	CHECK #2577	\$41.92		\$192,539.32
12/19/2018	CHECK #2527	\$26.44		\$192,512.88
12/20/2018	Customer Deposit		\$4,513.94	\$197,026.82
12/20/2018	CHECK #2575	\$150.90		\$196,875.92
12/21/2018	MERCHANT BANKCD DEPOSIT 498232637880 SOUTH TECH CHRTR ACAD		\$3.00	\$196,878.92
12/21/2018	CHECK #2554	\$786.68		\$196,092.24
12/21/2018	CHECK #2560	\$224.01		\$195,868.23
12/24/2018	CHECK #2540	\$144.93		\$195,723.30
12/24/2018	CHECK #2566	\$6,056.83		\$189,666.47
12/24/2018	CHECK #2567	\$65.72		\$189,600.75
12/24/2018	CHECK #2568	\$446.68		\$189,154.07
12/24/2018	CHECK #2570	\$143.13		\$189,010.94
12/24/2018	CHECK #2571	\$130.60		\$188,880.34
12/24/2018	CHECK #2573	\$359.35		\$188,520.99
12/24/2018	CHECK #2574	\$75.00		\$188,445.99
12/24/2018	CHECK #2583	\$7.00		\$188,438.99
12/24/2018	CHECK #2586	\$274.32		\$188,164.67
12/26/2018	CHARGEBACK ITEM	\$105.00		\$188,059.67
12/26/2018	CHARGEBACK FEE	\$10.00		\$188,049.67
12/26/2018	CHECK #2578	\$72.50		\$187,977.17
12/27/2018	CHECK #2580	\$219.80		\$187,757.37
12/28/2018	CHECK #2581	\$361.18		\$187,396.19
12/31/2018	Interest Paid		\$24.64	\$187,420.83
12/31/2018	Service Charge	\$2.15		\$187,418.68



Check Transactions

Statement Date: December 31, 2018

Account Number: *****2965

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
2468	12/11	\$250.00	2557	12/17	\$630.73	2572	12/17	\$1,655.75
2498*	12/12	\$701.81	2558	12/18	\$673.21	2573	12/24	\$359.35
2527*	12/19	\$26.44	2559	12/10	\$791.13	2574	12/24	\$75.00
2540*	12/24	\$144.93	2560	12/21	\$224.01	2575	12/20	\$150.90
2543*	12/03	\$513.98	2562*	12/14	\$1,000.00	2577*	12/18	\$41.92
2549*	12/07	\$42.00	2563	12/18	\$114.49	2578	12/26	\$72.50
2550	12/04	\$84.65	2564	12/13	\$692.55	2579	12/17	\$62.53
2551	12/05	\$1,592.95	2565	12/14	\$29.34	2580	12/27	\$219.80
2552	12/06	\$43.26	2566	12/24	\$6,056.83	2581	12/28	\$361.18
2553	12/03	\$37.97	2567	12/24	\$65.72	2583*	12/24	\$7.00
2554	12/21	\$786.68	2568	12/24	\$446.68	2586*	12/24	\$274.32
2555	12/06	\$70.07	2570*	12/24	\$143.13			
2556	12/04	\$270.87	2571	12/24	\$130.60			

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

Rates by Date

Date	Rate
11/30	0.15%

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	\$197,696.74	12/10	\$194,741.90	12/18	\$192,539.32	12/27	\$187,757.37
12/03	\$197,112.83	12/11	\$198,111.65	12/19	\$192,512.88	12/28	\$187,396.19
12/04	\$197,265.31	12/12	\$197,409.84	12/20	\$196,875.92	12/31	\$187,418.68
12/05	\$195,672.36	12/13	\$196,747.29	12/21	\$195,868.23		
12/06	\$195,559.03	12/14	\$195,717.95	12/24	\$188,164.67		
12/07	\$195,527.03	12/17	\$193,368.94	12/26	\$187,977.17		

Other Balances

Minimum Balance this Statement Period

\$187,396.19

BankUnited, N.A.



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

Statement Date: December 31, 2018

Account Number: *****2965



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.

Statement Date: December 31, 2018

Account Number: ***2965**

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.

1:37 PM

01/11/19

South Tech Charter Academy, Inc
Reconciliation Summary
1113 · Money Market Account 2981, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	1,170,850.25
Cleared Transactions	
Deposits and Credits - 1 Item	<u>396.77</u>
Total Cleared Transactions	<u>396.77</u>
Cleared Balance	<u>1,171,247.02</u>
Register Balance as of 12/31/2018	<u>1,171,247.02</u>
Ending Balance	1,171,247.02

1:37 PM

01/11/19

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

1113 · Money Market Account 2981, Period Ending 12/31/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						1,170,850.25
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	12/31/2018			X	396.77	396.77
Total Deposits and Credits					396.77	396.77
Total Cleared Transactions					396.77	396.77
Cleared Balance					396.77	1,171,247.02
Register Balance as of 12/31/2018					396.77	1,171,247.02
Ending Balance					396.77	1,171,247.02

Statement Date: December 31, 2018
Account Number: *****2981

Rates By Date

<i>Date</i>	<i>Rate</i>
11/30	0.40%

Balances by Date

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
11/30	\$1,170,850.25	12/31	\$1,171,247.02

Other Balances

Minimum Balance this Statement Period \$1,170,850.25



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.

Statement Date: December 31, 2018

Account Number: *****2981

If your account does not balance please check the following carefully:

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

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.

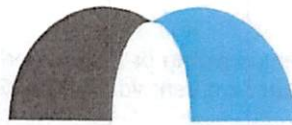
You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

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.



BankUnited

We appreciate your business.

**Board Meeting
February 14, 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 December 31, 2018 as required by the Sponsor.

Summary Information:

The Charter school is required to provide several financial documents on an ongoing basis. Monthly records of disbursements are a requirement that must be provided by the President to the Board.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding. Each school account is listed separately along with a disbursement record of activity. Disbursements are made by warrant, wire transfer, account transfer and use of direct debit card. Processing of disbursements takes place on a daily basis by the Charter business staff. All disbursements are reviewed and approved by the President. All warrants have two signatories.

Attachments: Disbursement Report

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact related to this item.

South Tech Charter Academy, Inc
Account QuickReport
As of December 31, 2018

Date	Num	Name	Amount
1111 - South Tech Operating 2973			
12/31/2018	1665	Payroll	-199,396.70
12/15/2018	1650	Payroll	-182,705.10
12/17/2018	1664	Payroll	-93,997.75
12/31/2018	1669	Florida Retirement System	-74,158.10
12/13/2018	6219	Blue Cross Blue Shield	-69,317.18
12/20/2018	6243	Blue Cross Blue Shield	-67,566.61
12/31/2018	1665	Payroll	-64,099.49
12/15/2018	1650	Payroll	-58,702.19
12/13/2018	6214	A & S Transportation	-43,034.06
12/13/2018	6225	FPL	-21,461.86
12/17/2018	1664	Payroll	-15,304.50
12/13/2018	6237	Whitlock	-15,112.00
12/06/2018	6200	Palm Beach County School Distr...	-13,680.12
12/20/2018	6260	Palm Beach County School Distr...	-13,638.32
12/20/2018	6253	Mac Express Cleaning Service	-12,480.00
12/20/2018	6252	Life Insurance Company of the ...	-7,360.86
12/06/2018	6202	Pemco & Co, LLC	-7,052.45
12/13/2018	6226	GIS Benefits	-6,828.64
12/20/2018	6248	GIS Benefits	-6,828.64
12/13/2018	6235	Speech Rehab Services, LLC	-6,599.25
12/13/2018	6218	Arnold Law Firm	-5,982.29
12/20/2018	6262	SHI International Corp	-5,368.06
12/06/2018	6201	Palm Tran	-5,005.00
12/06/2018	6196	Life Insurance Company of the ...	-4,993.67
12/13/2018	6216	American Express #21007 Oper	-4,648.83
12/06/2018	6191	City of Boynton Beach Utilities D...	-3,860.26
12/13/2018	6223	Diskovery Education System	-3,061.25
12/06/2018	6186	Alann Corporation	-3,000.00
12/13/2018	6228	Kendall Hunt	-2,941.76
12/13/2018	6224	Embroid Me	-2,289.50
12/20/2018	6239	All Metro Health Care	-2,240.00
12/06/2018	6189	Boggess, Dr. John	-2,186.08
12/06/2018	6212	Voya	-2,100.00
12/20/2018	6267	Voya	-1,950.00
12/20/2018	6244	Boggess, Dr. John	-1,882.84
12/15/2018	1666	Valic	-1,795.00
12/31/2018	1667	Valic	-1,795.00
12/06/2018	6205	Spectrum Public Relations	-1,650.00
12/20/2018	6264	Staples Advantage	-1,615.35
12/20/2018	6251	International EMS Registry	-1,600.00
12/13/2018	6222	Clean All Supply	-1,579.85
12/06/2018	6198	Met Life	-1,329.28
12/20/2018	6256	Met Life	-1,329.28
12/13/2018	6217	American Express 11003 - Oper	-1,327.51
12/20/2018	6249	Great American Financial Service	-1,303.70
12/31/2018	1665	Payroll	-1,203.60
12/13/2018	6215	Alann Corporation	-1,100.00
12/13/2018	6227	Ken Lucht	-1,100.00
12/13/2018	6229	McDonald, Raymond	-1,100.00
12/20/2018	6246	Dex Imaging	-1,000.00
12/06/2018	6192	F. Mandley & Associates	-937.50
12/06/2018	6199	O&L Law Group, P.L.	-896.36
12/06/2018	6197	Managed Care Concepts	-891.00
12/06/2018	6211	Verizon Wireless	-890.98
12/06/2018	6188	Blue Cross Blue Shield	-887.43
12/06/2018	6194	FJ Vodolo & Associates, LLC	-875.00
12/06/2018	6210	Valentine, Jennifer	-750.00
12/20/2018	6261	PHEAA	-622.08
12/06/2018	6203	PHEAA	-617.17
12/20/2018	6240	Amerigas	-616.45
12/13/2018	6232	Powell Landscaping & Design	-600.00
12/19/2018	1668	Fidelity Investments	-600.00
12/06/2018	6195	FI Consortium of Public Charter ...	-500.00
12/20/2018	6258	O&L Law Group, P.L.	-489.01
12/20/2018	6263	South Tech Academy	-420.00
12/06/2018	6190	Charter School Services Corp	-325.00
12/15/2018	1650	Payroll	-277.20

South Tech Charter Academy, Inc
Account QuickReport
As of December 31, 2018

Date	Num	Name	Amount
12/20/2018	6241	AT&T	-276.66
12/06/2018	6208	TMobile	-268.80
12/20/2018	6254	McInerney, Kathryn	-256.70
12/20/2018	6245	City of Boynton Beach	-250.60
12/03/2018	Chk	Merchant Service Fee	-237.01
12/20/2018	6266	Valdez, Miguel	-225.00
12/04/2018	1651	Fidelity Investments	-200.00
12/17/2018	1664	Payroll	-185.55
12/13/2018	6230	NexAir, LLC	-169.66
12/13/2018	6231	O'Neil, Suzanne	-162.46
12/20/2018	6242	Banyan Printing	-152.19
12/20/2018	6255	Messmer, Eric	-148.21
12/06/2018	6207	Stericycle	-122.49
12/13/2018	6233	Quill	-122.47
12/06/2018	6187	Banyan Printing	-78.52
12/06/2018	6206	State Of Florida Disbursement Unit	-70.70
12/20/2018	6265	State Of Florida Disbursement Unit	-70.70
12/13/2018	6236	Sun Sentinel	-65.10
12/20/2018	6247	Fernandez, Maria	-52.00
12/20/2018	6250	Happel, Karen	-47.44
12/13/2018	6221	Carstarphen, Mary	-43.98
12/06/2018	6213	Publix Super Markets, Inc	-40.99
12/03/2018	Chk	Authnet Gateway	-36.80
12/06/2018	6193	FedEx	-36.50
12/06/2018	6209	Total Compliance Network Inc	-36.00
12/03/2018	Chk	FDGL	-35.28
12/20/2018	6257	Moore Medical, LLC	-24.76
12/20/2018	6259	Office Depot	-19.39
12/19/2018	Chk	Telecheck	-15.00
12/31/2018			-6.65
12/13/2018	6238	A & S Transportation	0.00

Total 1111 · South Tech Operating 2973

-1,066,314.72

1112 · South Tech Internal 2965

12/13/2018	2566	American Express -21007 Int	-6,056.83
12/13/2018	2572	Embroid Me	-1,655.75
12/06/2018	2562	Richman, Laurence B	-1,000.00
12/06/2018	2559	Moran, Lynn	-791.13
12/12/2018	1670	Dade Paper & Bag Co.	-701.81
12/06/2018	2564	Sysco SouthEast Florida	-692.55
12/06/2018	2558	GFS Gordon Food Services Miami	-673.21
12/06/2018	2557	Dade Paper & Bag Co.	-630.73
12/13/2018	2568	B&H Photo-Video	-446.68
12/20/2018	2581	GFS Gordon Food Services Miami	-361.18
12/13/2018	2573	GFS Gordon Food Services Miami	-359.35
12/20/2018	2586	Ross, Richard	-274.32
12/06/2018	2560	National Coating & Supplies	-224.01
12/20/2018	2580	Bennett Auto Supply	-219.80
12/20/2018	2582	Hagood, Sandi	-165.11
12/20/2018	2585	National Coating & Supplies	-151.76
12/13/2018	2575	NAPA Auto Parts	-150.90
12/13/2018	2570	Burmax Company, Inc	-143.13
12/13/2018	2571	Canteen Refreshment Services	-130.60
12/13/2018	2576	National Coating & Supplies	-115.10
12/26/2018	1671	Cosmo - 37070	-115.00
12/06/2018	2563	Sally Beauty Supply	-114.49
12/13/2018	2574	K & M Nursery	-75.00
12/13/2018	2578	Brown, Michelle	-72.50
12/13/2018	2567	American Express 11003 - Int	-65.72
12/13/2018	2579	Salas, Roman	-62.53
12/13/2018	2569	Baker's Trophy Case, Inc	-48.00
12/13/2018	2577	Palardis, Jon	-41.92
12/03/2018	Chk	Merchant Service Fee	-36.96
12/06/2018	2565	Publix Super Markets, Inc	-29.34
12/20/2018	2584	Moore, Nancy	-25.74
12/20/2018	2583	McInerney, Kathryn	-7.00

7:01 AM
01/16/19
Accrual Basis

South Tech Charter Academy, Inc
Account QuickReport
As of December 31, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/31/2018			-2.15
12/20/2018	2587	The Miami Heat	0.00
Total 1112 · South Tech Internal 2965			-15,640.30
TOTAL			-1,081,955.02

Motion:

I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2018 required by the Sponsor.

Summary Information:

The State statutes and the Palm Beach County School District require charter schools to provide financial statements on a monthly basis in the format that School Districts are required to follow. This format is prescribed by the Governmental Accounting Standards Board (GASB).

The monthly statements include:

1. Statement of Revenues, Expenditures and Changes in Fund Balance Budget to Actual
2. The combined Statement of Revenues, Expenditures and Changes in Fund Balance
3. A Combined Balance Sheet – All Fund Types

Quarterly, a Statement of Net Assets is also required. This is provided in March, June, September and December.

Attachments: Monthly Financial Statements

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

Governmental Accounting Standards Board (GASB) Monthly Financial Form
South Tech Academy with MSID Number 1571
Palm Beach County, Florida
For the Month Ended December 31, 2018 and For the Year Ending June 30, 2019
December 31, 2018

	<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>
ASSETS						
Cash and cash equivalents	1110	\$ 1,396,808	\$ -	\$ -	\$ -	\$ 1,396,808
Investments	1160					-
Grant receivables	1130	125,351				125,351
Other current assets	12XX	141,911				141,911
Deposits	1210				-	-
Due from other funds	1140	5,416				5,416
Other long-term assets	1400	79,476				79,476
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Assets		<u>\$ 1,748,962</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,748,962</u>
LIABILITIES AND FUND BALANCE						
Liabilities						
Accounts payable	2120	\$ 64,066	\$ -	\$ -	\$ -	\$ 64,066
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	381,266				381,266
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX					-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Liabilities		<u>445,332</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>445,332</u>
Fund Balance						
Nonspendable	2710	147,327				147,327
Restricted	2720					-
Committed	2730					-
Assigned	2740	193,199				193,199
Unassigned	2750	963,105				963,105
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Balance		<u>1,303,631</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,303,631</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 1,748,962</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,748,962</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 December 31, 2018 and For the Year Ending June 30, 2019

	FTE Projected	95% Percent of Projected									
	FTE Actual	General Fund				Special Revenue					
	1,130	1,075	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
Revenues											
FEDERAL SOURCES											
Federal direct		3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%	
Federal through state and local		3200					87,491	328,531	621,301	53%	
STATE SOURCES											
FEFP		3310	534,864	3,227,562	6,509,145	50%					
Capital outlay		3397	25,093	150,646	305,517	49%					
Class size reduction		3355	87,661	526,159	1,067,820	49%					
School recognition		3361	-	111,202	-						
Other state revenue		33XX	84,419	250,374	1,432,850	17%					
LOCAL SOURCES											
Interest		3430	470	2,924	5,000	58%					
Local capital improvement tax		3413									
Other local revenue		34XX	18,845	255,345	442,070	58%					
Total Revenues			751,352	4,524,212	9,762,402	46%	87,491	328,531	621,301	53%	
Expenditures											
Current Expenditures											
Instruction		5000	509,925	2,698,327	5,561,596	49%	36,034	208,944	472,189	44%	
Instructional support services		6000	73,014	350,446	776,357	45%	27,324	121,402	149,112	81%	
Board		7100	24,136	82,876	135,465	61%					
General administration		7200	32,042	181,019	361,079	50%					
School administration		7300	67,236	390,449	664,019	59%					
Facilities and acquisition		7400									
Fiscal services		7500	19,353	98,394	196,548	50%					
Food services		7600									
Central services		7700	14,832	96,661	211,752	46%					
Pupil transportation services		7800	43,034	302,119	633,838	48%					
Operation of plant		7900	55,318	356,868	740,119	48%					
Maintenance of plant		8100	5,187	28,959	53,807	54%					
Administrative technology services		8200	11,825	61,796	124,335	50%					
Community services		9100	11,158	132,912	245,000	54%					
Debt service		9200									
Total Expenditures			867,059	4,780,825	9,703,915	49%	63,358	330,346	621,301	53%	
Excess (Deficiency) of Revenues Over Expenditures			(115,707)	(256,613)	58,487		24,133	(1,815)	-		
Other Financing Sources (Uses)											
Transfers in		3600	24,133	-	-		-	1,815			
Transfers out		9700	-	(1,815)	-		(24,133)				
Total Other Financing Sources (Uses)			24,133	(1,815)	-		(24,133)	1,815	-		
Net Change in Fund Balances			(91,574)	(258,428)	58,487		-	-			
Fund balances, beginning			1,395,205	1,691,558	1,691,558	100%					
Adjustments to beginning fund balance			-	(129,499)							
Fund Balances, Beginning as Restated			1,395,205	1,562,059	1,691,558	92%	-	-	-		
Fund Balances, Ending			\$ 1,303,631	\$ 1,303,631	\$ 1,750,045	74%	\$ -	\$ -	-	%	

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
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								87,491	328,531	621,301	53%
								534,864	3,227,562	6,509,145	50%
								25,093	150,646	305,517	49%
								87,661	526,159	1,067,820	49%
								-	111,202	-	
								84,419	250,374	1,432,850	17%
								470	2,924	5,000	58%
								-	-	-	
								18,845	255,345	442,070	58%
								838,843	4,852,743	10,383,703	47%
								545,959	2,907,271	6,033,785	48%
								100,338	471,848	925,469	51%
								24,136	82,876	135,465	61%
								32,042	181,019	361,079	50%
								67,236	390,449	664,019	59%
								-	-	-	
								19,353	98,394	196,548	50%
								-	-	-	
								14,832	96,661	211,752	46%
								43,034	302,119	633,838	48%
								-	-	-	
								55,318	356,868	740,119	48%
								5,187	28,959	53,807	54%
								11,825	61,796	124,335	50%
								11,158	132,912	245,000	54%
								-	-	-	
								930,417	5,111,171	10,325,216	50%
								(91,574)	(258,428)	58,487	
								24,133	1,815	-	
								(24,133)	(1,815)	-	
								-	-	-	
								(91,574)	(258,428)	58,487	
								1,395,205	1,691,558	1,691,558	100%
								-	(129,499)	-	
								1,395,205	1,562,059	1,691,558	92%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	1,303,631	1,303,631	1,750,045	74%

SOUTHTECH PREPARATORY ACADEMY, INC.
CONSENT AGENDA
February 14, 2019

Old Business

None.

Administrative Items

- PA-1** I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.
- PA-2** I recommend that the Board ratify the FY19-20 SouthTech Prep Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding calendar.
- PA-3** I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.
- PA-4** I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

- PB-1** I recommend that the Board approve the revised annual contracts for employment for FY19

Financial Items

- PC-1** I recommend that the Board approve and ratify the monthly Charter school bank account reconciliation for month ending December 31, 2018 as required by the Sponsor.
- PC-2** I recommend that the Board approve and ratify the Charter school monthly Disbursement Report for month ending December 31, 2018 as required by the Sponsor.
- PC-3** I recommend that the Board approve and ratify the monthly financial statements for month ending December 31, 2018 as required by the Sponsor.

Emergency Items

None.

**Board Meeting
February 14, 2019**

**Governing Board of Directors
South Tech Preparatory Academy, Inc.**

**Agenda Item
PA-1**

Motion:

I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.

Summary Information:

Due to the four-day workweek and school closure the week following June 20, 2019, it is recommended that the Board date be changed to Wednesday, June 19, 2019 on the calendar.

Attachment: None.

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

**Board Meeting
February 14, 2019**

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

**Agenda Item
PA-2**

Motion:

I recommend that the Board approve the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.

Summary Information:

This part of the school calendar must be planned well before the end of school so that system programming can be accomplished. The information will be sent to the District in February. The full FY20 calendar will be brought before the Board before year's end.

The FY20 SouthTech Schools calendar is a composite of all important school dates, including student attendance days, report card distribution, employee contract periods, holidays, professional development meetings, emergency makeup, teacher work days, personalized education plan meetings, recruitment open houses, System Administrators meetings, SISC meetings and Governing Board meetings.

Attachments: SouthTech C&I Calendar Dates list and FY20 SouthTech School Calendar

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.



Beginning – Ending dates for **SouthTech Preparatory Academy** calendar dates for the 2019-2020 School Year.

<u>Screen Title</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Grade Posting Begin</u>	<u>Grade Posting Ends</u>	<u>Time</u>	<u>Number of Dates</u>
<i>Full Year</i>	<i>08/12/2019</i>	<i>05/29/2020</i>				<i>179</i>
<i><u>Semester 1</u></i>	<i>08/12/2019</i>	<i>12/20/2019</i>				<i>85</i>
Quarter 1	08/12/2019	10/17/2019	10/14/2019	10/17/2019	17:00	46
Quarter 2	10/21/2019	12/20/2019	12/16/2020	01/06/2020	17:00	39
<i><u>Semester 2</u></i>	<i>01/07/2020</i>	<i>05/29/2020</i>				<i>94</i>
Quarter 3	01/07/2020	03/20/2020	03/16/2020	03/20/2020	17:00	52
Quarter 4	03/31/2020	05/29/2020	05/26/2020	06/01/2020	17:00	42

REPORT CARD DISTRIBUTION DATES

- Blocked Q1* 10/29/2019
- Blocked Q2* 01/16/2020
- Blocked Q3* 04/08/2020
- Blocked Q4* Mailed after June 10, 2020

JULY 2019					
MON	TUE	WED	THU	FRI	
1 School Closed	2 HOLIDAY School Closed	3 School Closed	4 School Closed	5 School Closed	
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed	
15	16	17	18	19 School Closed 4 Day Week	
Floating Week for all 220 Employees Contract ONLY					
22 Begin 220-A, 1, 15, NI 210-1 213-1	23	24 SAM RECRUITMENT NIGHT	25	26 School Closed 4 Day Week	
29 Begin 202-1	30	31 SAM			

OCTOBER 2019					
MON	TUE	WED	THU	FRI	
	1A	2 B Breaks Picture Day CPSC	3 A	4 B	
7 A	8 B DHM/SISC	9 HOLIDAY ALL	10 A FACM Board Meeting	11 B	
14 A	15 B	16 A CPSC	17 B End 1st Nine Weeks Grades Completed	18 No Students Teacher Work Day FACM/LTM/PLC BTAP/SAM	
21 A Begin 2nd Nine Weeks	22 B DHM	23 A Fall Training for Parents	25 B Grade Verification	24 A	
BOOK FAIR					
28 B	29 A Report Card Distribution	30 B	31 A CPSC		

JANUARY 2020					
MON	TUE	WED	THU	FRI	
		1 HOLIDAY ALL	2 HOLIDAY ALL	3 HOLIDAY ALL	
6 No Students Teacher Work Day FACM/LTM BTAP/PTE/SAM	7 B Begin 3rd Nine Weeks Begin 2nd Semester	8 A CPSC Grade Verification	9 B DHM	10 A	
13 B	14 A	15 B CPSC	16 A FACM Board Meeting Report Card Distribution	17 B	
20 HOLIDAY ALL	21 A DHM	22 B RECRUITMENT OPEN HOUSE SISC	23 A GLM	24 B	
27 A	28 B	29 A	30 B PLC	31 A	

AUGUST 2019					
MON	TUE	WED	THU	FRI	
			1 Begin 191-15	2 School Closed 4 Day Week	
			8 Pre-School FACM Board Meeting	9 Pre-School BTAP	
			14 A CPSC	15 B	16 A DHM
			21 B CPSC	22 A GLM PICTURE DAY	23 B
			28 A SISC MEET THE TEACHER PARENT NIGHT/ TITLE I	29 B	30 A

NOVEMBER 2019					
MON	TUE	WED	THU	FRI	
			7 B SUNNITT	8 No Students Teacher Work Day FACM/LTM/ BTAP/ SAM/ DHM	
			14 B GLM/FACM Board Meeting	15 A Progress Reports Go Home	
			21 A DHM	22 B	

FEBRUARY 2020					
MON	TUE	WED	THU	FRI	
			6 A	7 B	
			13 B FACM Board Meeting	14 A	
			20 A	21 B	
			27 B PLC College Tour	28 No Students Teacher Work Day FACM/DHM/ BTAP/SAM	

SEPTEMBER 2019					
MON	TUE	WED	THU	FRI	
2 HOLIDAY ALL	3 B	4 A CPSC	5 B	6 A	
9 B	10 A DHM	11 B CPSC/SISC	12 A	13 B Progress Reports Go Home	
16 A	17 B FACM Annual Meeting / Regular Governing Board Meeting	18 A	19 B	20 A	
23 B	24 A DHM	25 B RECRUITMENT NIGHT HOUSE-6:00PM	26 A	27 B	
30 HOLIDAY ALL					

DECEMBER 2019					
MON	TUE	WED	THU	FRI	
2 A	3 B	4 A	5 B PLC	6 A	
9 B	10 A DHM	11 B CPSC Club Photos	12 A Early Dismissal @ 11:30 am Staff Luncheon FACM PLC-11:30-12:30 Board Meeting	13 B RNR FEST	
16 A	17 B	18 A CPSC	19 B Mid Term Exam Early Dismissal	20 A Mid Term Exam Early Dismissal End 2nd Nine Weeks End 1st Semester	
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	
30 HOLIDAY ALL	31 HOLIDAY ALL				

MARCH 2020					
MON	TUE	WED	THU	FRI	
2 A	3 B	4 A	5 B	6 A	
9 B	10 A DHM	11 B CPSC/SISC	12 A PLC/FACM Board Meeting	13 B	
16 A	17 B	18 A CPSC	19 B	20 A End 3rd Nine Weeks Grades Completed	
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	
30 HOLIDAY ALL	31 B Begins 4th Nine Weeks				

APRIL 2020				
MON	TUE	WED	THU	FRI
		1A Grade Verification	2 B PLC	3 A
6 B	7 A DHM Board Meeting	8 B SISC Report Card Distribution	9 A FACM	10 HOLIDAY ALL
13 B	14 A	15 B RECRUITMENT NIGHT	16 A	17 B
20 A	21 B DHM	22 A	23 B	24 A Progress Reports Go Home
27 B	28 A	29 B	30 A PLC	

MAY 2020				
MON	TUE	WED	THU	FRI
				1 B
4 A	5 B DHM	6 A	7 B	8 A 8th Grade Trip (Tentative)
11 B	12 A	13 B 8th Grade Ceremony Early Dismissal	14 A FACM Board Meeting	15 B RNR FEST
18 A	19 B	20 A	21 B	22 A
25 HOLIDAY ALL	26 B	27 A	28 B Final Exams Early Dismissal DHM	29 A Final Exams Grades Completed Early Dismissal STUDENTS LAST DAY End Grading Period

JUNE 2020				
MON	TUE	WED	THU	FRI
1 EMD Post School BTAP / FACM Grade Verification End 196-1 191-15	2 EMD End 202-1	3 EMD	4 EMD	5 EMD End 218-1
8 EMD	9 EMD	10 EMD End 213-1 Report Cards Mailed After June 10, 2020	11	12 School Closed 4 Day Week
15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A, T, IS, NI
22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
29 School Closed	30 School Closed			

Grade 6-8 Grades School Hours 9:00 AM to 3:45 PM

**Teacher Work Days
Pre/Post School**

EMD - Emergency Make-Up Days

STP ~ Student Attendance Days

STP ~ Report Card Distribution Dates

Oct 18, 2019	August 01-09, 2019 (STP Pre-School) June 01, 2020 (Post School)	June 01, 2019 June 08, 2019 June 02, 2019 June 09, 2019 June 03, 2019 June 10, 2019 June 04, 2019 June 11, 2019 June 05, 2019 June 12, 2019
Nov 08, 2019		
Jan 06, 2020		
Feb 28, 2020		
March 30, 2020		

Period	Begins	Ends	# of Days
Q1	Aug 12, 2019	Oct 17, 2019	46
Q2	Oct 21, 2019	Dec 20, 2019	39
Q3	Jan 07, 2020	Mar 20, 2020	52
Q4	Mar 31, 2020	May 29, 2020	42

Grading Period	Distribution Dates
Q1	October 29, 2019
Q2	Jan 16, 2020
Q3	April 08, 2020
Q4	Mailed after Jun 10, 2020

Scheduled Meetings

Employee Contract Periods

HOLIDAYS

Board Meeting/Workshop @ 7:00PM ~ with Administration and Public
PLC Professional Learning Community @ 8:00 AM
CPEM Common Planning for Reading, ELA, Math @ 8:00 AM
CPSC Common Planning for Social Studies, Science & Career @ 8:00 AM
BTAP Beginning Teacher Assistance Program Meeting with Administration
DHM Department Head Meeting @ 4:00PM with Administration
FACM Faculty Meeting with Instr. Staff, Guidance and Administration @ 4:00PM
SAM System Administrators Meeting @ 8:00AM with Administration and Managers
Recruitment Open House / Parent Night times vary with All Employees
SISC School Improvement Steering Committee @ 5:30PM with Administration and Public

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days
	Jul 22, 2019	Jun 10, 2020	213 Days
	Jul 22, 2019	Jun 05, 2020	210 Days
	Jul 29, 2019	Jun 02, 2020	202 Days
	Aug 05, 2019	Jun 01, 2020	196 Days

Date	Holiday	A/NI	IS	I/A
July 04, 2019	Independence Day	X	X	X
Sep 02, 2019	Labor Day	X	X	PD
Sep 30, 2019	Fall Holiday	X	X	X
Oct 09, 2019	Fall Holiday	X	X	X
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
Jan 20, 2020	M. L. King's Birthday	X	X	PD
Mar 23-27, 2020	Spring Break	X	X	X
Apr 10, 2020	Spring Holiday	X	X	X
May 25, 2020	Memorial Day	X	X	PD

🕒 Employees work 10 Hr Days M-Th and Friday school is closed

🟡 Floating Week for all 220 Employees Contract ONLY

FSA FLORIDA STANDARDS ASSESSMENTS (No off-campus Activities, W/O Prior Admin Approval)

JULY 2019

MON	TUE	WED	THU	FRI
1 School Closed	2 School Closed	3 School Closed	4 School Closed HOLIDAY	5 School Closed
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed
15	16	17	18	19 School Closed 4 Day Week
Floating Week for all 220 Employees Contract ONLY				
22	23	24	25	26 School Closed 4 Day Week
Begin 220 A, I, IS, NI 230-1 233-1		SAM STP ~ RECRUITMENT OPEN HOUSE	STA/STSC ~ RECRUITMENT OPEN HOUSE	
29	30	31		
Begin 202-1				

OCTOBER 2019

MON	TUE	WED	THU	FRI
1	2	3	4	
7	8	9	10	11
	SISCC ~ STP	HOLIDAY ALL	SISCC ~ STA/STSC Board Meeting	
14	15	16	17	18
	STA/STSC ~ Fall Training for Parents			No Students Teacher Work Day SAM
21	22	23	24	25
		STP ~ Fall Training for Parents		
28	29	30	31	
			STA/STSC ~ RECRUITMENT OPEN HOUSE	

JANUARY 2020

MON	TUE	WED	THU	FRI
		1	2	3
		HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL
6	7	8	9	10
No Students Teacher Work Day SAM	Begin 2nd Semester		SISCC ~ STA/STSC Board Meeting	
13	14	15	16	17
20	21	22	23	24
HOLIDAY ALL		STP ~ RECRUITMENT OPEN HOUSE		
27	28	29	30	31
	STA/STSC PARENT NIGHT/ Parent Training			

AUGUST 2019

MON	TUE	WED	THU	FRI
			1 SAM Begin 191-15 STP~Begin 197-1	2 School Closed 4 Day Week
5 Pre-School Begin 199-1	6 Pre-School New Student Orientation STA/STSC	7 Pre-School New Student Orientation STP	8 Pre-School Board Meeting	9 Pre-School
12	13	14	15	16
STUDENTS FIRST DAY Begin 199-1			ADULT ED RECRUITMENT OPEN HOUSE	
19	20	21	22	23
26	27	28	29	30
		SISCC MEET THE TEACHER/PARENT NIGHT/TITLE I		

NOVEMBER 2019

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
		SISCC ~ STP	SUMMIT	No Students Teacher Work Day SAM
11	12	13	14	15
			SISCC ~ STA/STSC Board Meeting	
18	19	20	21	22
25	26	27	28	29
HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL

FEBRUARY 2020

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
			SISCC ~ STA/STSC Board Meeting	
17	18	19	20	21
		STP ~ PARENT NIGHT/ Parent Training		
24	25	26	27	28
			STA/STSC RECRUITMENT OPEN HOUSE	No Students Teacher Work Day

Tentative Regional SkillsUSA Competition

SEPTEMBER 2019

MON	TUE	WED	THU	FRI
2 HOLIDAY ALL	3	4	5	6
		STA/STSC ~ PARENT NIGHT/ TITLE I		
9	10	11	12	13
16	17	18	19	20
	SISCC ~ STA/STSC Annual / Regular Governing Board Meeting			
23	24	25	26	27
	College FAIR	STP ~ RECRUITMENT OPEN HOUSE		
30				
HOLIDAY ALL				

DECEMBER 2019

MON	TUE	WED	THU	FRI
2	3	4	5	6
			Adult Ed RECRUITMENT OPEN HOUSE	
9	10	11	12	13
			SISCC ~ STA/STSC Board Meeting (Early Dismissal)	
16	17	18	19	20
				End 1st Semester
23	24	25	26	27
HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL
30	31			
HOLIDAY ALL	HOLIDAY ALL			

MARCH 2020

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
		SISCC ~ STP	SISCC ~ STA/STSC Board Meeting	
16	17	18	19	20
			ADULT ED RECRUITMENT OPEN HOUSE	
23	24	25	26	27
HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL	HOLIDAY ALL
30	31			
No Students Teacher Work Day SAM				

APRIL 2020					MAY 2020					JUNE 2020				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3					1	1 EMD Post School 191-15 196-1	2 EMD End 202-1	3 EMD	4 EMD	5 EMD End 210-1
6	7 SISC ~ STA/STSC Board Meeting	8 SISC ~ STP	9	10 HOLIDAY ALL	4	5	6	7	8	8 EMD	9 EMD	10 EMD End 213-1	11	12 School Closed 4 Day Week
13	14	15 STP ~ RECRUITMENT OPEN HOUSE	16	17	11	12 STP ~ 8th Grade Graduation	13	14 SISC ~ STA/STSC Board Meeting	15	15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-1,15, 11
20	21	22	23 STA/STSC RECRUITMENT OPEN HOUSE	24	18	19	20	21	22	22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
27	28	29	30		25 HOLIDAY ALL	26	27	28	29 End 2nd Semester STUDENTS LAST DAY	Tentative National SkillsUSA Competition				
Tentative State SkillsUSA Competition														

Grade 9-12 School Hours 7:00 AM to 1:45 PM	Grade 9 School Hours 7:00 AM to 1:45 PM	Grade 6-8 Grades School Hours 9:00 AM to 3:45 PM
---	--	---

STA/STSC ~ Student Attendance Days

Period	Begins	Ends	# of Days
BQ1	Aug 12, 2019	Sep 10, 2019	21
BQ2	Sept 11, 2019	Oct 14, 2019	22
BQ3	Oct 15, 2019	Nov 14, 2019	21
BQ4	Nov 15, 2019	Dec 20, 2019	21
BQ5	Jan 07, 2020	Feb 12, 2020	26
BQ6	Feb 13, 2020	Mar 20, 2020	26
BQ7	Mar 31, 2020	Apr 30, 2020	22
BQ8	May 01, 2020	May 29, 2020	20

STA/STCS ~ Report Card Distribution Dates

Grading Period	Distribution Dates
BQ1	Sep 18, 2019
BQ2	Oct 21, 2019
BQ3	Nov 22, 2019
BQ4	After EOC scores arrive
BQ5	Feb 19, 2020
BQ6	Apr 03, 2020
BQ7	May 07, 2020
BQ8	Mailed after Jun 10, 2020

STP ~ Student Attendance Days

Period	Begins	Ends	# of Days
Q1	Aug 12, 2019	Oct 17, 2019	46
Q2	Oct 21, 2019	Dec 20, 2019	39
Q3	Jan 07, 2020	Mar 20, 2020	52
Q4	Mar 31, 2020	May 29, 2020	42

STP ~ Report Card Distribution Dates

Grading Period	Distribution Dates
Q1	October 29, 2019
Q2	Jan 16, 2020
Q3	April 08, 2020
Q4	Mailed after Jun 10, 2020

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days
	Jul 22, 2019	Jun 10, 2020	213 Days
	Jul 22, 2019	Jun 05, 2020	210 Days
	Jul 29, 2019	Jun 02, 2020	202 Days
Aug 05, 2019	Jun 01, 2020	196 Days	

HOLIDAYS

Date	Holiday	A/NI	IS	I/A
July 04, 2019	Independence Day	X	X	X
Sep 02, 2019	Labor Day	X	X	PD
Sep 30, 2019	Fall Holiday	X	X	X
Oct 09, 2019	Fall Holiday	X	X	X
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
Jan 20, 2020	M. L. King's Birthday	X	X	PD
Mar 23-27, 2020	Spring Break	X	X	X
Apr 10, 2020	Spring Holiday	X	X	X
May 25, 2020	Memorial Day	X	X	PD

Scheduled Meetings

- Board Meeting/Workshop @ 7:00PM ~ with Administration and Public
- LTM Learning Team Meeting with Instructional Staff
- BTAP Beginning Teacher Assistance Program Meeting with Administration
- DHM Department Head Meeting with Administration
- FACM Faculty Meeting with Instr. Staff, Guidance and Administration
- SAM System Administrators Meeting @ 8:00AM with Administration and Managers
- Recruitment Open House / Parent Night @ 6:30PM with All Employees
- SISC School Improvement Steering Committee @ 6:00PM with Administration and Public
- PEP Personal Educational Plan with administration and admissions

NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

Teacher Work Days - Pre/Post School

Oct 18, 2019	August 01-09, 2019 (STP Pre-School)
Nov 08, 2019	
Jan 06, 2020	August 05-09, 2019 (STA / STSC Pre-School)
Feb 28, 2020	
March 30, 2020	June 01, 2020 (Post School)

EMD - Emergency Make-Up Days

June 01, 2020	June 08, 2020
June 02, 2020	June 09, 2020
June 03, 2020	June 10, 2020
June 04, 2020	June 11, 2020
June 05, 2020	June 12, 2020

Employees work 10 Hr Days M-Th and Friday school is closed
 Floating Week for all 220 Employees Contract ONLY

**Board Meeting
February 14, 2019**

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

**Agenda Item
PA-3**

Motion:

I recommend that the Board approve the SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020.

Summary Information:

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

Attachments: SouthTech Charter Academy/SouthTech Preparatory Academy Grades 6-12 Student Progression Plan 2019-2020

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

**Board Meeting
February 14, 2019**

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

**Agenda Item
PA-4**

Motion:

I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Summary Information:

The current Fiscal Policies and Procedures Manual was completed in April of 2017 and required updating. Current information of position titles and responsibilities were changed to reflect new personnel and duties. There were no major changes to policies or procedures.

Attachments: Fiscal Policies and Procedures Manual

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

SOUTHTECH PREPARATORY ACADEMY
ITEM PA-4 ST SCHOOLS
FISCAL POLICIES & PROCEDURES MANUAL

PLEASE SEE SOUTHTECH ACADEMY AGENDA ITEM A-5 BACKUP

**Board Meeting
February 14, 2019**

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

**Agenda Item
PB-1**

Motion:

I recommend that the Board approve the revised annual contracts for employment for FY19.

Summary Information:

These contracts have been revised to comply with statutory changes made during the 2016 legislative session.

Attachments: Revised contracts for all SouthTech Schools

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

SouthTech Schools

Annual Renewal Contract of for Re- Employment for of Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018		
Social Security No.	Position			Base Salary	\$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree	\$
Beginning Date	Ending Date	Duty Days		+ Supplement	\$
				+Stipend	\$
				+VAM Score	\$
				Total Salary	\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)**, (section on Charter Schools).
5. **F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract, which is also valid for a period of 1 school year.**
6. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the Board for the full period of service for which this contract is made, in no event to be absent from duty without leave or to leave his/her position without first being released from this contract by the Governing Board, to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
7. ~~Employee understands that his/her relationship with SouthTech Academy Inc. is as an at-will employee. Employee may be terminated at any time for any reason or for no reason. The Governing Board may suspend or remove the Employee for any reason or for no reason.~~ **Annual employees who have completed the probationary period and have been awarded a Renewal Contract may be suspended or dismissed at any time during the term of the contract for just cause or to facilitate necessary budget adjustments. (F.S. 1012.33(5))** The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
8. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
9. ~~Failure of the Employee to fulfill the obligations under this contract, and to carry out the lawful provisions, hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board. Notwithstanding the above, employees are at-will and may be terminated at any time for any reason or no reason.~~
10. Salaries are subject to change (increase/decrease), due to budget cuts, or low enrollment, and the uncertainty of further budgetary alignments; your position may be subject to layoff making this contract null and void.
11. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
12. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component. This stipend will continue as long as money is available in the budget to meet the requirements.
13. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, all rules of and actions by the Governing Board of SouthTech Academy, Inc.
14. By signing this Annual Contract, the Employee agrees to its terms, to employment, and to serve in accordance with any applicable provisions in Florida Statutes.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above.

_____	_____
Employee signature	Date
The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida	
By _____	_____
Chair Person	Date
Attest _____	_____
Superintendent	Date

SouthTech Schools

Annual Probationary Contract of Employment for Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018	
Social Security No.	Position			Base Salary \$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree \$
Beginning Date	Ending Date		Duty Days	+Stipend \$
				Total Salary \$
				\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)** (Charter Schools).
5. ~~This Probationary Contract is subject to a 75-day (work day) introductory period, during which time the employee may resign without breach of this Probationary Contract, said resignation effective and irrevocable on the date submitted. In addition, the introductory period shall be extended pending fingerprint processing and determination of compliance with standards of good moral character. F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract.~~
6. Following the **Annual Probationary Contract period, if the probationary contract employee is offered, and accepts, re-employment for the following school year, referenced in condition No. 5, the Employee shall not be dismissed (except as noted in No. 14 below) during the term of this Contract except for just cause as determined by the President in the President's sole discretion, and approved by the Governing Board.**
7. ~~As per Florida Statute Section 1002.33 (16) (b) (6). Each employee hired as instructional by SouthTech Academy, Inc. shall work as a probationary employee for the first year of employment. Upon successful completion on this probationary contract SouthTech Academy, Inc. may award an annual contract.~~
8. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, and all rules of and actions by the Governing Board of SouthTech Academy, Inc.
9. By signing this Probationary Contract, the Employee agrees to its terms, ~~to~~ **for** employment, and to serve in accordance with ~~any~~ **all** applicable provisions in Florida Statutes.
10. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the **Governing Board** for the full ~~period of service term~~ for which this contract is made, and in no event to be absent from duty without **approved** leave. or to leave his/her position without first being released from this contract by the Governing Board. **The employee further agrees** to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy, Inc. in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
11. The Governing Board may suspend or remove the Employee ~~for just~~ **without** cause. ~~or unsatisfactory performance or necessary budget adjustments.~~ The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
12. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
13. ~~Failure of the Employee to fulfill the obligations under this probationary contract, and to carry out the lawful provisions hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board.~~
14. Salaries are subject to change (increase/decrease) due to budget cuts, ~~or~~ low enrollment, and the uncertainty of further budgetary alignments. ~~your position may be subject to layoff making this contract null and void.~~
15. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
16. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component; This stipend will continue as long as money is available in the budget to meet the requirements.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above. The Employee understands that pursuant to Section 1012.335, Florida Statutes, he/she shall have probationary status and no legal cause shall be required of SouthTech Academy, Inc. in the event that the Employee is not re-employed by SouthTech Academy, Inc. after the last day of contract term.

Employee signature

Date executed

The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida

By _____
Chair Person

Date

Attest _____
Superintendent

Date

DRAFT

**Board Meeting
February 14, 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 December 31, 2018 as required by the Sponsor.

Summary Information:

The Charter school is required to submit to the Sponsor district several financial documents on an ongoing basis. Monthly bank reconciliations are one such requirement.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding provided while maintaining liquidity to meet day-to-day operations. Review of these accounts takes place on a daily basis by the Charter business staff. Monthly reconciliations are performed as good accounting practice and published here to fulfill Sponsor requirements.

Attachments: Reconciliation Spreadsheets and Bank Statements

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact related to this item.

1:03 PM
01/11/19

SouthTech Preparatory Academy
Reconciliation Summary
1111 · South Tech Prep 9852918542, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	160,437.36
Cleared Transactions	
Checks and Payments - 49 items	-341,690.75
Deposits and Credits - 7 items	329,018.26
Total Cleared Transactions	<u>-12,672.49</u>
Cleared Balance	<u>147,764.87</u>
Uncleared Transactions	
Checks and Payments - 12 items	-64,890.45
Deposits and Credits - 1 item	600.80
Total Uncleared Transactions	<u>-64,289.65</u>
Register Balance as of 12/31/2018	<u>83,475.22</u>
New Transactions	
Checks and Payments - 24 items	-109,405.30
Deposits and Credits - 2 items	328,408.62
Total New Transactions	<u>219,003.32</u>
Ending Balance	<u>302,478.54</u>

SouthTech Preparatory Academy Reconciliation Detail

1111 · South Tech Prep 9852918542, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						160,437.36
Cleared Transactions						
Checks and Payments - 49 Items						
Bill Pmt -Check	09/21/2018	4979	Anselowitz, Betty	X	-300.00	-300.00
Bill Pmt -Check	11/09/2018	5081	A & S Transportatio...	X	-28,156.76	-28,456.76
Bill Pmt -Check	11/29/2018	5101	Vex Robotics, Inc.	X	-5,508.72	-33,965.48
Bill Pmt -Check	11/29/2018	5098	FPL	X	-3,920.17	-37,885.65
Bill Pmt -Check	11/29/2018	5086	Daka Group Inc	X	-3,120.00	-41,005.65
Bill Pmt -Check	11/29/2018	5094	A & S Transportatio...	X	-1,935.00	-42,940.65
Bill Pmt -Check	11/29/2018	5097	Dax Imaging	X	-1,106.93	-44,047.58
General Journal	11/29/2018	518	City of Boynton Bea...	X	-456.54	-44,504.12
Bill Pmt -Check	11/29/2018	5089	Great American Fin...	X	-283.55	-44,787.67
Bill Pmt -Check	11/29/2018	5100	Pro Tech	X	-95.00	-44,882.67
Bill Pmt -Check	12/06/2018	5110	Palm Beach County ...	X	-4,381.18	-49,263.85
Bill Pmt -Check	12/06/2018	5108	Life Insurance Com...	X	-1,700.00	-50,963.85
Bill Pmt -Check	12/06/2018	5111	Spectrum Public Rel...	X	-1,650.00	-52,613.85
Bill Pmt -Check	12/06/2018	5107	FL Consortium of Pu...	X	-500.00	-53,113.85
Bill Pmt -Check	12/06/2018	5105	Coast Professional Inc	X	-359.08	-53,472.93
Bill Pmt -Check	12/06/2018	5109	Maxis 360	X	-200.00	-53,672.93
Bill Pmt -Check	12/06/2018	5104	Charter School Servi...	X	-150.00	-53,822.93
Bill Pmt -Check	12/06/2018	5112	Verizon Wireless	X	-101.80	-53,924.73
Bill Pmt -Check	12/06/2018	5103	Canteen Refreshme...	X	-71.79	-53,996.52
Bill Pmt -Check	12/06/2018	5106	ESRM Communicati...	X	-42.00	-54,038.52
Bill Pmt -Check	12/13/2018	5113	A & S Transportatio...	X	-38,633.74	-92,672.26
Bill Pmt -Check	12/13/2018	5115	Blue Cross/ Blue Shi...	X	-26,099.74	-118,772.00
Bill Pmt -Check	12/13/2018	5127	Whitlock	X	-11,334.00	-130,106.00
Bill Pmt -Check	12/13/2018	5125	Speech Rehab Servi...	X	-3,559.50	-133,665.50
Bill Pmt -Check	12/13/2018	5119	Daka Group Inc	X	-3,120.00	-136,785.50
Bill Pmt -Check	12/13/2018	5122	Go Clean Inc.	X	-2,660.00	-139,445.50
Bill Pmt -Check	12/13/2018	5120	DSD Services Inc	X	-1,668.44	-141,113.94
Bill Pmt -Check	12/13/2018	5117	City Maintenance Su...	X	-1,080.79	-142,194.73
Bill Pmt -Check	12/13/2018	5124	Konica Minolta Busi...	X	-573.53	-142,768.26
Bill Pmt -Check	12/13/2018	5114	American Express-9...	X	-549.93	-143,318.19
Bill Pmt -Check	12/13/2018	5118	Comcast	X	-409.98	-143,728.17
Bill Pmt -Check	12/13/2018	5123	GovConnection Inc	X	-350.00	-144,078.17
Bill Pmt -Check	12/13/2018	5116	Citi Cards (Costco)	X	-105.15	-144,183.32
Bill Pmt -Check	12/13/2018	5126	Sun Sentinel	X	-32.55	-144,215.87
General Journal	12/14/2018	519	City of Boynton Bea...	X	-923.08	-145,138.95
General Journal	12/15/2018	505	Payroll	X	-65,005.51	-210,144.46
General Journal	12/15/2018	505	Payroll	X	-18,814.01	-228,958.47
General Journal	12/15/2018	505	Payroll	X	-89.70	-229,048.17
Bill Pmt -Check	12/20/2018	5128	Blue Cross/ Blue Shi...	X	-24,649.29	-253,697.46
Bill Pmt -Check	12/20/2018	5138	SHI International	X	-2,890.49	-256,587.95
Bill Pmt -Check	12/20/2018	5136	Life Insurance Com...	X	-1,818.68	-258,406.63
Bill Pmt -Check	12/20/2018	5134	Godby Safe & Lock	X	-813.00	-259,219.63
Bill Pmt -Check	12/20/2018	5132	Elite Pest Solutions, ...	X	-150.00	-259,369.63
Bill Pmt -Check	12/20/2018	5129	Certification Partners,...	X	-70.00	-259,439.63
General Journal	12/31/2018	517	Payroll	X	-63,699.61	-323,139.24
General Journal	12/31/2018	517	Payroll	X	-18,046.77	-341,186.01
General Journal	12/31/2018	517	Payroll	X	-492.05	-341,678.06
General Journal	12/31/2018	521	Payroll	X	-10.49	-341,688.55
Check	12/31/2018			X	-2.20	-341,690.75
Total Checks and Payments					-341,690.75	-341,690.75

SouthTech Preparatory Academy Reconciliation Detail

1111 · South Tech Prep 9852918542, Period Ending 12/31/2018

Type	Date	Num	Name	Ctr	Amount	Balance
Deposits and Credits - 7 Items						
Bill Pmt -Check	11/29/2018	5095	City of Boynton Bea...	X	0.00	0.00
Deposit	12/06/2018			X	22,981.00	22,981.00
Deposit	12/10/2018			X	305,546.62	328,527.62
Bill Pmt -Check	12/14/2018		City of Boynton Bea...	X	0.00	328,527.62
Deposit	12/31/2018			X	34.10	328,561.72
General Journal	12/31/2018	518R	City of Boynton Bea...	X	456.54	329,018.26
Bill Pmt -Check	01/11/2019	5144	City of Boynton Bea...	X	0.00	329,018.26
Total Deposits and Credits					329,018.26	329,018.26
Total Cleared Transactions					-12,672.49	-12,672.49
Cleared Balance					-12,672.49	147,764.87
Uncleared Transactions						
Checks and Payments - 12 Items						
Bill Pmt -Check	09/06/2018	4955	Palm Beach County ...		-349.68	-349.68
Bill Pmt -Check	09/21/2018	4994	Newman, Robert		-300.00	-649.68
Bill Pmt -Check	09/21/2018	5001	Williams, Melissa		-300.00	-949.68
Bill Pmt -Check	09/21/2018	4997	Stair, Brandon		-300.00	-1,249.68
Bill Pmt -Check	11/05/2018	5080	Christine Air Service		-374.25	-1,623.93
Bill Pmt -Check	12/06/2018	5102	1325 Gateway, LLC		-51,329.53	-52,953.46
Bill Pmt -Check	12/13/2018	5121	GIS Benefits		-2,468.05	-55,421.51
Bill Pmt -Check	12/20/2018	5137	Palm Beach County ...		-4,124.18	-59,545.69
Bill Pmt -Check	12/20/2018	5133	GIS Benefits		-2,468.05	-62,013.74
Bill Pmt -Check	12/20/2018	5131	Diskovery		-2,449.00	-64,462.74
Bill Pmt -Check	12/20/2018	5130	Coast Professional Inc		-359.08	-64,821.82
Bill Pmt -Check	12/20/2018	5135	Handy, Nicole		-68.63	-64,890.45
Total Checks and Payments					-64,890.45	-64,890.45
Deposits and Credits - 1 Item						
General Journal	09/12/2018	434R	Payroll		600.80	600.80
Total Deposits and Credits					600.80	600.80
Total Uncleared Transactions					-64,289.65	-64,289.65
Register Balance as of 12/31/2018					-76,962.14	83,475.22
New Transactions						
Checks and Payments - 24 Items						
Bill Pmt -Check	01/11/2019	5155	Publix Super Market...		-4,842.00	-4,842.00
Bill Pmt -Check	01/11/2019	5149	FPL		-3,468.73	-8,310.73
Bill Pmt -Check	01/11/2019	5148	FL Consortium of Pu...		-3,415.00	-11,725.73
Bill Pmt -Check	01/11/2019	5145	Daka Group Inc		-3,120.00	-14,845.73
Bill Pmt -Check	01/11/2019	5157	Speech Rehab Servi...		-2,709.00	-17,554.73
Bill Pmt -Check	01/11/2019	5146	DSD Services Inc		-2,478.80	-20,033.53
Bill Pmt -Check	01/11/2019	5150	Go Clean Inc.		-1,960.00	-21,993.53
Bill Pmt -Check	01/11/2019	5151	GovConnection Inc		-1,720.00	-23,713.53
Bill Pmt -Check	01/11/2019	5142	Christine Air Service		-1,562.75	-25,276.28
Bill Pmt -Check	01/11/2019	5158	US Postal Service		-1,200.00	-26,476.28
Bill Pmt -Check	01/11/2019	5156	Spectrum Public Rel...		-1,000.00	-27,476.28
Bill Pmt -Check	01/11/2019	5153	Konica Minolta Busi...		-585.45	-28,061.73
Bill Pmt -Check	01/11/2019	5139	American Security &...		-354.00	-28,415.73
Bill Pmt -Check	01/11/2019	5152	Great American Fin...		-283.55	-28,699.28
Bill Pmt -Check	01/11/2019	5154	Maxis 360		-200.00	-28,899.28
Bill Pmt -Check	01/11/2019	5160	Woodburn Press		-176.58	-29,075.86
Bill Pmt -Check	01/11/2019	5141	Charter School Servi...		-150.00	-29,225.86
Bill Pmt -Check	01/11/2019	5159	Verizon Wireless		-101.80	-29,327.66
Bill Pmt -Check	01/11/2019	5140	Certification Partners,...		-100.00	-29,427.66
Bill Pmt -Check	01/11/2019	5143	Citi Cards (Costco)		-92.18	-29,519.84
Bill Pmt -Check	01/11/2019	5147	ESRM Communicati...		-42.00	-29,561.84
General Journal	01/15/2019	520	Payroll		-61,721.18	-91,283.02
General Journal	01/15/2019	520	Payroll		-18,034.53	-109,317.55
General Journal	01/15/2019	520	Payroll		-87.75	-109,405.30
Total Checks and Payments					-109,405.30	-109,405.30

1:03 PM

01/11/19

SouthTech Preparatory Academy Reconciliation Detail

1111 - South Tech Prep 9852918542, Period Ending 12/31/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Deposits and Credits - 2 Items						
Deposit	01/09/2019				22,862.00	22,862.00
Deposit	01/10/2019				305,546.62	328,408.62
Total Deposits and Credits					328,408.62	328,408.62
Total New Transactions					219,003.32	219,003.32
Ending Balance					142,041.18	302,478.54



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

Statement Date: December 31, 2018

Account Number: *****8542

Customer Service Information

Client Care: 877-779-BANK (2265)

Web Site: www.bankunited.com

Bank Address: BankUnited
P.O. Box 521599
Miami, FL 33152-1599

>002210 2527427 0001 008229 20Z
SOUTH TECH PREPARATORY ACADEMY, INC.
OPERATING
1300 SW 30TH AVENUE
BOYNTON BEACH FL 33426



Customer Message Center

Take control of your finances today with the BankUnited's Money Management tool. You'll be able to set up budgets, track expenditures, and much more. Sign up today!

COMMUNITY INT BUSINESS CKG Account *****8542

Account Summary

Table with 4 columns: Description, Quantity, Description, Amount. Rows include Statement Balance as of 11/30/2018, Plus 2 Deposits and Other Credits, Less 47 Withdrawals, Checks, and Other Debits, Less Service Charge, Plus Interest Paid, and Statement Balance as of 12/31/2018.

Interest Summary

Table with 2 columns: Description, Amount. Rows include Beginning Interest Rate (0.15%), Interest Paid this Statement Period (\$34.10), and Interest Paid Year to Date (\$711.11).

Activity By Date

Table with 5 columns: Date, Description, Withdrawals, Deposits, Balance. Rows include 12/03/2018 CHECK #5081, 12/04/2018 CHECK #5096, and 12/04/2018 CHECK #5097.

BankUnited, N.A.

Statement Date: December 31, 2018

Account Number: *****8542

Activity By Date

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
12/04/2018	CHECK #5098	\$3,920.17		\$124,133.50
12/05/2018	CHECK #5094	\$1,935.00		\$122,198.50
12/05/2018	CHECK #5100	\$95.00		\$122,103.50
12/06/2018	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$22,981.00	\$145,084.50
12/07/2018	CHECK #5099	\$283.55		\$144,800.95
12/10/2018	PalmBeachSchools DIRECT PAY SOUTH TECH PREPARATORY		\$305,546.62	\$450,347.57
12/10/2018	CHECK #4979	\$300.00		\$450,047.57
12/11/2018	CHECK #5101	\$5,508.72		\$444,538.85
12/12/2018	CHECK #5110	\$4,381.18		\$440,157.67
12/12/2018	5BCW EEDIRDEP 5BCW_STP (BankU South Tech Academies	\$65,005.51		\$375,152.16
12/13/2018	CHECK #5106	\$42.00		\$375,110.16
12/13/2018	5BCW BILLING 5BCW_STP (BankU South Tech Academies	\$89.70		\$375,020.46
12/13/2018	5BCW TAX 5BCW_STP (BankU South Tech Academies	\$18,814.01		\$356,206.45
12/14/2018	CHECK #5103	\$71.79		\$356,134.66
12/14/2018	CHECK #5112	\$101.80		\$356,032.86
12/17/2018	CHECK #5107	\$500.00		\$355,532.86
12/17/2018	CHECK #5108	\$1,700.00		\$353,832.86
12/17/2018	CHECK #5109	\$200.00		\$353,632.86
12/17/2018	CHECK #5120	\$1,668.44		\$351,964.42
12/18/2018	CHECK #5104	\$150.00		\$351,814.42
12/18/2018	CHECK #5105	\$359.08		\$351,455.34
12/18/2018	CHECK #5111	\$1,650.00		\$349,805.34
12/18/2018	Boynton Bch Util BoyntBeach IVR Transaction	\$923.08		\$348,882.26
12/19/2018	CHECK #5117	\$1,080.79		\$347,801.47
12/20/2018	CHECK #5125	\$3,559.50		\$344,241.97
12/21/2018	CHECK #5119	\$3,120.00		\$341,121.97

BankUnited, N.A.



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

Statement Date: December 31, 2018
Account Number: *****8542

Activity By Date



Date	Description	Withdrawals	Deposits	Balance
12/21/2018	CHECK #5122	\$2,660.00		\$338,461.97
12/21/2018	CHECK #5123	\$350.00		\$338,111.97
12/24/2018	CHECK #5114	\$549.93		\$337,562.04
12/24/2018	CHECK #5116	\$105.15		\$337,456.89
12/24/2018	CHECK #5126	\$32.55		\$337,424.34
12/26/2018	CHECK #5124	\$573.53		\$336,850.81
12/27/2018	CHECK #5115	\$26,099.74		\$310,751.07
12/27/2018	CHECK #5127	\$11,334.00		\$299,417.07
12/27/2018	CHECK #5129	\$70.00		\$299,347.07
12/27/2018	CHECK #5132	\$150.00		\$299,197.07
12/27/2018	5BCW EEDIRDEP 5BCW_STP (BankU South Tech Academies	\$63,699.61		\$235,497.46
12/28/2018	CHECK #5113	\$38,633.74		\$196,863.72
12/28/2018	CHECK #5134	\$813.00		\$196,050.72
12/28/2018	CHECK #5138	\$2,890.49		\$193,160.23
12/28/2018	5BCW BILLING 5BCW_STP (BankU South Tech Academies	\$492.05		\$192,668.18
12/28/2018	5BCW TAX 5BCW_STP (BankU South Tech Academies	\$18,046.77		\$174,621.41
12/28/2018	5BCW TAX 5BCW_STP (BankU South Tech Academies	\$10.49		\$174,610.92
12/31/2018	CHECK #5118	\$409.98		\$174,200.94
12/31/2018	CHECK #5128	\$24,649.29		\$149,551.65
12/31/2018	CHECK #5136	\$1,818.68		\$147,732.97
12/31/2018	Interest Paid		\$34.10	\$147,767.07
12/31/2018	Service Charge	\$2.20		\$147,764.87

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
4979	12/10	\$300.00	5081*	12/03	\$28,156.76	5094*	12/05	\$1,935.00

BankUnited, N.A.

Statement Date: December 31, 2018

Account Number: *****8542

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
5096*	12/04	\$3,120.00	5109	12/17	\$200.00	5122*	12/21	\$2,660.00
5097	12/04	\$1,106.93	5110	12/12	\$4,381.18	5123	12/21	\$350.00
5098	12/04	\$3,920.17	5111	12/18	\$1,650.00	5124	12/26	\$573.53
5099	12/07	\$283.55	5112	12/14	\$101.80	5125	12/20	\$3,559.50
5100	12/05	\$95.00	5113	12/28	\$38,633.74	5126	12/24	\$32.55
5101	12/11	\$5,508.72	5114	12/24	\$549.93	5127	12/27	\$11,334.00
5103*	12/14	\$71.79	5115	12/27	\$26,099.74	5128	12/31	\$24,649.29
5104	12/18	\$150.00	5116	12/24	\$105.15	5129	12/27	\$70.00
5105	12/18	\$359.08	5117	12/19	\$1,080.79	5132*	12/27	\$150.00
5106	12/13	\$42.00	5118	12/31	\$409.98	5134*	12/28	\$813.00
5107	12/17	\$500.00	5119	12/21	\$3,120.00	5136*	12/31	\$1,818.68
5108	12/17	\$1,700.00	5120	12/17	\$1,668.44	5138*	12/28	\$2,890.49

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

Rates by Date

Date	Rate
11/30	0.15%

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	\$160,437.36	12/10	\$450,047.57	12/18	\$348,882.26	12/27	\$235,497.46
12/03	\$132,280.60	12/11	\$444,538.85	12/19	\$347,801.47	12/28	\$174,610.92
12/04	\$124,133.50	12/12	\$375,152.16	12/20	\$344,241.97	12/31	\$147,764.87
12/05	\$122,103.50	12/13	\$356,206.45	12/21	\$338,111.97		
12/06	\$145,084.50	12/14	\$356,032.86	12/24	\$337,424.34		
12/07	\$144,800.95	12/17	\$351,964.42	12/26	\$336,850.81		

Other Balances

Minimum Balance this Statement Period

\$122,103.50

BankUnited, N.A.



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

Statement Date: December 31, 2018

Account Number: *****8542



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.

Statement Date: December 31, 2018

Account Number: *****8542

If your account does not balance please check the following carefully:

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

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

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:
PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error
7815 NW 148th ST, Miami Lakes, FL 33016

For Consumer Customers Only

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

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

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

For Electronic Funds Transfers, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

For Substitute Checks, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.



Member
FDIC

BankUnited, N.A.

6:42 AM

01/16/19

SouthTech Preparatory Academy
Reconciliation Summary
1112 · South Tech Internal 8666, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	114,051.09
Cleared Transactions	
Checks and Payments - 6 Items	-5,936.36
Deposits and Credits - 10 Items	8,169.01
	<u>2,232.65</u>
Total Cleared Transactions	<u>2,232.65</u>
Cleared Balance	<u>116,283.74</u>
Uncleared Transactions	
Checks and Payments - 1 Item	-630.00
	<u>-630.00</u>
Total Uncleared Transactions	<u>-630.00</u>
Register Balance as of 12/31/2018	<u>115,653.74</u>
New Transactions	
Checks and Payments - 2 Items	-2,597.25
	<u>-2,597.25</u>
Total New Transactions	<u>-2,597.25</u>
Ending Balance	<u>113,056.49</u>

SouthTech Preparatory Academy Reconciliation Detail

1112 - South Tech Internal 8666, Period Ending 12/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						114,051.09
Cleared Transactions						
Checks and Payments - 6 Items						
Bill Pmt -Check	11/05/2018	200260	Johnson, Lakilya	X	-11.49	-11.49
Bill Pmt -Check	11/29/2018	200266	Citi Cards (Costco)	X	-712.93	-724.42
Bill Pmt -Check	12/13/2018	200269	EmbroidMe	X	-4,809.60	-5,533.92
Bill Pmt -Check	12/13/2018	200267	American Express-9...	X	-330.79	-5,864.71
Bill Pmt -Check	12/13/2018	200268	Citi Cards (Costco)	X	-71.20	-5,935.91
Check	12/31/2018			X	-0.45	-5,936.36
Total Checks and Payments					-5,936.36	-5,936.36
Deposits and Credits - 10 Items						
Deposit	12/06/2018			X	63.69	63.69
Deposit	12/07/2018			X	49.06	112.75
Deposit	12/10/2018			X	42.54	155.29
Deposit	12/11/2018			X	56.16	211.45
Deposit	12/12/2018			X	2,409.89	2,621.34
Deposit	12/13/2018			X	33.92	2,655.26
Deposit	12/17/2018			X	79.75	2,735.01
Deposit	12/18/2018			X	2,536.45	5,271.46
Deposit	12/20/2018			X	2,882.90	8,154.36
Deposit	12/31/2018			X	14.65	8,169.01
Total Deposits and Credits					8,169.01	8,169.01
Total Cleared Transactions					2,232.65	2,232.65
Cleared Balance					2,232.65	116,283.74
Uncleared Transactions						
Checks and Payments - 1 Item						
Bill Pmt -Check	12/20/2018	200270	South Tech Academy		-630.00	-630.00
Total Checks and Payments					-630.00	-630.00
Total Uncleared Transactions					-630.00	-630.00
Register Balance as of 12/31/2018					1,602.65	115,653.74
New Transactions						
Checks and Payments - 2 Items						
Bill Pmt -Check	01/11/2019	200272	Wonderland Gift Sh...		-2,472.60	-2,472.60
Bill Pmt -Check	01/11/2019	200271	Citi Cards (Costco)		-124.65	-2,597.25
Total Checks and Payments					-2,597.25	-2,597.25
Total New Transactions					-2,597.25	-2,597.25
Ending Balance					-994.60	113,056.49



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

>001245 2527427 0001 008229 10Z
SOUTH TECH PREPARATORY ACADEMY, INC.
INTERNAL
1300 SW 30TH AVENUE
BOYNTON BEACH FL 33426



Statement Date: December 31, 2018

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



Customer Message Center

Take control of your finances today with the BankUnited's Money Management tool. You'll be able to set up budgets, track expenditures, and much more. Sign up today!

COMMUNITY INT BUSINESS CKG Account *****8666

Account Summary

Statement Balance as of 11/30/2018			\$114,051.09
Plus	9	Deposits and Other Credits	\$8,154.36
Less	5	Withdrawals, Checks, and Other Debits	\$5,935.91
Less		Service Charge	\$0.45
Plus		Interest Paid	\$14.65
Statement Balance as of 12/31/2018			\$116,283.74

Interest Summary

Beginning Interest Rate	0.15%
Interest Paid this Statement Period	\$14.65
Interest Paid Year to Date	\$151.80

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
12/03/2018	CHECK #200260	\$11.49		\$114,039.60
12/04/2018	CHECK #200266	\$712.93		\$113,326.67
12/06/2018	Square Inc 181206P2		\$63.69	\$113,390.36

BankUnited, N.A.

Statement Date: December 31, 2018

Account Number: *****8666

Activity By Date

Date	Description	Withdrawals	Deposits	Balance
	L209403413620 SouthTech Preparatory			
12/07/2018	Square Inc 181207P2		\$49.06	\$113,439.42
	L209403755953 SouthTech Preparatory			
12/10/2018	Square Inc 181210P2		\$42.54	\$113,481.96
	L209404380647 SouthTech Preparatory			
12/11/2018	Square Inc 181211P2		\$56.16	\$113,538.12
	L209404686795 SouthTech Preparatory			
12/12/2018	Customer Deposit		\$2,409.89	\$115,948.01
12/13/2018	Square Inc 181213P2		\$33.92	\$115,981.93
	L209405244055 SouthTech Preparatory			
12/17/2018	Square Inc 181217P2		\$79.75	\$116,061.68
	L209406194370 SouthTech Preparatory			
12/17/2018	CHECK #200269	\$4,809.50		\$111,252.18
12/18/2018	Customer Deposit		\$2,536.45	\$113,788.63
12/20/2018	Customer Deposit		\$2,882.90	\$116,671.53
12/24/2018	CHECK #200267	\$330.79		\$116,340.74
12/24/2018	CHECK #200268	\$71.20		\$116,269.54
12/31/2018	Interest Paid		\$14.65	\$116,284.19
12/31/2018	Service Charge	\$0.45		\$116,283.74

Check Transactions

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
200260	12/03	\$11.49	200267	12/24	\$330.79	200269	12/17	\$4,809.50
200266*	12/04	\$712.93	200268	12/24	\$71.20			

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

Rates by Date

BankUnited, N.A.

Statement Date: December 31, 2018

Account Number: *****8666

Date Rate
11/30 0.15%

Balances by Date

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	\$114,051.09	12/07	\$113,439.42	12/13	\$115,981.93	12/24	\$116,269.54
12/03	\$114,039.60	12/10	\$113,481.96	12/17	\$111,252.18	12/31	\$116,283.74
12/04	\$113,326.67	12/11	\$113,538.12	12/18	\$113,788.63		
12/06	\$113,390.36	12/12	\$115,948.01	12/20	\$116,671.53		

Other Balances

Minimum Balance this Statement Period \$111,252.18



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.

Statement Date: December 31, 2018

Account Number: *****8666

If your account does not balance please check the following carefully:

Have you entered the amount of each check in your checkbook register?

Are the amounts of your deposits and other additions entered in your checkbook register the same as those on this statement?

Have you checked all additions and subtractions in your checkbook register?

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

**IN CASE OF QUESTIONS OR ERRORS ABOUT YOUR STATEMENT:
PLEASE CALL (TOLL FREE) 1-877-779-BANK (2265) OR WRITE US AT:**

BankUnited Operations / EFT Error
7815 NW 148th ST, Miami Lakes, FL 33016

For Consumer Customers Only

Please contact us if you think your statement is wrong or if you need additional information about a transaction. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

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

You may be required to put your request in writing. We will investigate your complaint and will correct any error promptly.

For Electronic Funds Transfers, if we take more than 10 business days to investigate and correct the error, (20 business days if you are a new customer for electronic funds transfers occurring during the first 30 days after the first deposit is made to your account), we will recredit your consumer account for the amount you think is in error (plus interest if your account earns interest), so that you will have the use of the money during the time it takes us to complete our investigation.

For Substitute Checks, if we take more than 10 business days to investigate and correct the error, we will recredit your consumer account for the amount of loss up to the lesser of \$2,500.00 (plus interest if your account earns interest) or the amount of the substitute check. If your account is new (30 days from the date your account was established), has been subject to repeated overdrafts, or we believe the claim is fraudulent, we may delay the availability of recredited funds until we determine the claim is valid or until the 45th day after the claim was submitted.



Member
FDIC

BankUnited, N.A.

12:08 PM

01/11/19

SouthTech Preparatory Academy
Reconciliation Summary
1113 · ST Prep MM 8690, Period Ending 12/31/2018

	<u>Dec 31, 18</u>
Beginning Balance	293,270.32
Cleared Transactions	
Deposits and Credits - 1 Item	<u>87.18</u>
Total Cleared Transactions	<u>87.18</u>
Cleared Balance	<u>293,357.50</u>
Register Balance as of 12/31/2018	<u>293,357.50</u>
Ending Balance	293,357.50

12:08 PM

01/11/19

SouthTech Preparatory Academy
Reconciliation Detail
1113 · ST Prep MM 8690, Period Ending 12/31/2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						293,270.32
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	12/31/2018			X	87.18	87.18
Total Deposits and Credits					87.18	87.18
Total Cleared Transactions					87.18	87.18
Cleared Balance					87.18	293,357.50
Register Balance as of 12/31/2018					87.18	293,357.50
Ending Balance					87.18	293,357.50



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

Statement Date: December 31, 2018

Account Number: *****8690

Customer Service Information

Client Care: 877-779-BANK (2265)

Web Site: www.bankunited.com

Bank Address: BankUnited
P.O. Box 521599
Miami, FL 33152-1599

>004464 2523674 0001 008229 1.0Z
SOUTH TECH PREPARATORY ACADEMY, INC.
MONEY MARKET
1300 SW 30TH AVENUE
BOYNTON BEACH FL 33426



Customer Message Center

Take control of your finances today with the BankUnited's Money Management tool. You'll be able to set up budgets, track expenditures, and much more. Sign up today!

BUSINESS MONEY MARKET Account *****8690

Account Summary

Table with 4 columns: Description, Amount, Description, Amount. Rows include Statement Balance as of 11/30/2018 (\$293,270.32), Deposits and Other Credits (\$0.00), Withdrawals, Checks, and Other Debits (\$0.00), Service Charge (\$0.00), Interest Paid (\$87.18), and Statement Balance as of 12/31/2018 (\$293,357.50).

Interest Summary

Table with 2 columns: Description, Amount. Rows include Beginning Interest Rate (0.35%), Interest Paid this Statement Period (\$87.18), and Interest Paid Year to Date (\$971.15).

Activity By Date

Table with 5 columns: Date, Description, Withdrawals, Deposits, Balance. Row for 12/31/2018 Interest Paid (\$87.18) resulting in a balance of \$293,357.50.

Rates By Date

Table with 2 columns: Date, Rate. Row for 11/30 at 0.35%.

BankUnited, N.A.

Statement Date: December 31, 2018

Account Number: *****8690

Balances by Date

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
11/30	\$293,270.32	12/31	\$293,357.50

Other Balances

Minimum Balance this Statement Period \$293,270.32



With BankUnited's mobile banking app you can deposit checks from your mobile device from anywhere at any time. Mobile deposit is secure, easy to use, and convenient. Download our mobile app on the App StoreSM or Google PlayTM today.



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

Statement Date: December 31, 2018

Account Number: *****8690

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.

SouthTech Preparatory Academy
Account QuickReport
As of December 31, 2018

Date	Num	Name	Amount
1111 - South Tech Prep 9852918542			
12/15/2018	505	Payroll	-65,005.51
12/31/2018	517	Payroll	-63,699.61
12/08/2018	5102	1325 Gateway, LLC	-51,329.53
12/13/2018	5113	A & S Transportation Inc	-38,633.74
12/13/2018	5115	Blue Cross/ Blue Shield	-26,099.74
12/20/2018	5128	Blue Cross/ Blue Shield	-24,649.29
12/15/2018	505	Payroll	-18,814.01
12/31/2018	517	Payroll	-18,046.77
12/13/2018	5127	Whitlock	-11,334.00
12/06/2018	5110	Palm Beach County School Distri...	-4,381.18
12/20/2018	5137	Palm Beach County School Distri...	-4,124.18
12/13/2018	5125	Speech Rehab Services LLC	-3,659.50
12/13/2018	5119	Daka Group Inc	-3,120.00
12/20/2018	5138	SHI International	-2,890.49
12/13/2018	5122	Go Clean Inc.	-2,660.00
12/13/2018	5121	GIS Benefits	-2,468.05
12/20/2018	5133	GIS Benefits	-2,468.05
12/20/2018	5131	Discovery	-2,449.00
12/20/2018	5136	Life Insurance Company of the S...	-1,818.68
12/08/2018	5108	Life Insurance Company of the S...	-1,700.00
12/13/2018	5120	DSD Services Inc	-1,668.44
12/08/2018	5111	Spectrum Public Relations	-1,650.00
12/13/2018	5117	City Maintenance Supply	-1,080.79
12/14/2018	619	City of Boynton Beach Utilities D...	-923.08
12/20/2018	5134	Godby Safe & Lock	-813.00
12/13/2018	5124	Konica Minolta Business Solutions	-573.53
12/13/2018	5114	American Express-91010	-549.93
12/08/2018	5107	FL Consortium of Public Charter ...	-500.00
12/31/2018	517	Payroll	-492.05
12/13/2018	5118	Comcast	-409.98
12/08/2018	5105	Coast Professional Inc	-359.08
12/20/2018	5130	Coast Professional Inc	-359.08
12/13/2018	5123	GovConnection Inc	-350.00
12/08/2018	5109	Maxis 360	-200.00
12/08/2018	5104	Charter School Services Corp	-150.00
12/20/2018	5132	Elite Pest Solutions, LLC	-150.00
12/13/2018	5116	Citi Cards (Costco)	-105.15
12/08/2018	5112	Verizon Wireless	-101.80
12/15/2018	505	Payroll	-89.70
12/08/2018	5103	Canteen Refreshment Services	-71.79
12/20/2018	5129	Certification Partners, LLC	-70.00
12/20/2018	5135	Handy, Nicola	-68.63
12/08/2018	5108	ESRM Communications LLC	-42.00
12/13/2018	5126	Sun Sentinel	-32.55
12/31/2018	521	Payroll	-10.49
12/31/2018			-2.20
12/14/2018		City of Boynton Beach Utilities D...	0.00
Total 1111 - South Tech Prep 9852918542			-360,074.60
1112 - South Tech Internal 8666			
12/13/2018	200269	EmbroidMe	-4,809.50
12/20/2018	200270	South Tech Academy	-630.00
12/13/2018	200267	American Express-91010	-330.79
12/13/2018	200268	Citi Cards (Costco)	-71.20
12/31/2018			-0.45
Total 1112 - South Tech Internal 8666			-5,841.94
TOTAL			-365,916.54

**Board Meeting
February 14, 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 December 31, 2018 as required by the Sponsor.

Summary Information:

The Charter school is required to provide several financial documents on an ongoing basis. Monthly records of disbursements are a requirement that must be provided by the President to the Board.

The Charter school maintains several accounts in order to maximize the earnings potential of the funding. Each school account is listed separately along with a disbursement record of activity. Disbursements are made by warrant, wire transfer, account transfer and use of direct debit card. Processing of disbursements takes place on a daily basis by the Charter business staff. All disbursements are reviewed and approved by the President. All warrants have two signatories.

Attachments: Disbursement Report

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact related to this item.

SouthTech Preparatory Academy
Account QuickReport
As of December 31, 2018

01/16/19

Accrual Basis

Date	Num	Name	Amount
1111 - South Tech Prep 9852918542			
12/15/2018	505	Payroll	-65,005.51
12/31/2018	517	Payroll	-63,699.61
12/06/2018	5102	1325 Gateway, LLC	-51,329.53
12/13/2018	5113	A & S Transportation Inc	-38,633.74
12/13/2018	5115	Blue Cross/ Blue Shield	-26,099.74
12/20/2018	5128	Blue Cross/ Blue Shield	-24,649.29
12/15/2018	505	Payroll	-18,814.01
12/31/2018	517	Payroll	-18,046.77
12/13/2018	5127	Whitlock	-11,334.00
12/06/2018	5110	Palm Beach County School Distri...	-4,381.18
12/20/2018	5137	Palm Beach County School Distri...	-4,124.18
12/13/2018	5125	Speech Rehab Services LLC	-3,559.50
12/13/2018	5119	Daka Group Inc	-3,120.00
12/20/2018	5138	SHI International	-2,890.49
12/13/2018	5122	Go Clean Inc.	-2,660.00
12/13/2018	5121	GIS Benefits	-2,468.05
12/20/2018	5133	GIS Benefits	-2,468.05
12/20/2018	5131	Diskovery	-2,449.00
12/20/2018	5136	Life Insurance Company of the S...	-1,818.68
12/06/2018	5108	Life Insurance Company of the S...	-1,700.00
12/13/2018	5120	DSD Services Inc	-1,668.44
12/06/2018	5111	Spectrum Public Relations	-1,650.00
12/13/2018	5117	City Maintenance Supply	-1,080.79
12/14/2018	519	City of Boynton Beach Utilities D...	-923.08
12/20/2018	5134	Godby Safe & Lock	-813.00
12/13/2018	5124	Konica Minolta Business Solutions	-573.53
12/13/2018	5114	American Express-91010	-549.93
12/06/2018	5107	FL Consortium of Public Charter ...	-500.00
12/31/2018	517	Payroll	-492.05
12/13/2018	5118	Comcast	-409.98
12/06/2018	5105	Coast Professional Inc	-359.08
12/20/2018	5130	Coast Professional Inc	-359.08
12/13/2018	5123	GovConnection Inc	-350.00
12/06/2018	5109	Maxis 360	-200.00
12/06/2018	5104	Charter School Services Corp	-150.00
12/20/2018	5132	Elite Pest Solutions, LLC	-150.00
12/13/2018	5116	Citi Cards (Costco)	-105.15
12/06/2018	5112	Verizon Wireless	-101.80
12/15/2018	505	Payroll	-89.70
12/06/2018	5103	Canteen Refreshment Services	-71.79
12/20/2018	5129	Certifiatiion Partners, LLC	-70.00
12/20/2018	5135	Handy, Nicole	-68.63
12/06/2018	5106	ESRM Communications LLC	-42.00
12/13/2018	5126	Sun Sentinel	-32.55
12/31/2018	521	Payroll	-10.49
12/31/2018			-2.20
12/14/2018		City of Boynton Beach Utilities D...	0.00
Total 1111 - South Tech Prep 9852918542			-360,074.60
1112 - South Tech Internal 8666			
12/13/2018	200269	EmbroidMe	-4,809.50
12/20/2018	200270	South Tech Academy	-630.00
12/13/2018	200267	American Express-91010	-330.79
12/13/2018	200268	Citi Cards (Costco)	-71.20
12/31/2018			-0.45
Total 1112 - South Tech Internal 8666			-5,841.94
TOTAL			-365,916.54

**Board Meeting
February 14, 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 December 14, 2018 required by the Sponsor.

Summary Information:

The State statutes and the Palm Beach County School District require charter schools to provide financial statements on a monthly basis in the format that School Districts are required to follow. This format is prescribed by the Governmental Accounting Standards Board (GASB).

The monthly statements include:

1. Statement of Revenues, Expenditures and Changes in Fund Balance Budget to Actual
2. The combined Statement of Revenues, Expenditures and Changes in Fund Balance
3. A Combined Balance Sheet – All Fund Types

Quarterly, a Statement of Net Assets is also required. This is provided in March, June, September and December.

Attachments: Monthly Financial Statements

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

Governmental Accounting Standards Board (GASB) Monthly Financial Form
South Tech Prep Academy with MSID Number 3441
Palm Beach County, Florida
For the Month Ended December 31, 2018 and For the Year Ending June 30, 2019
December 31, 2018

ASSETS	<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	\$ 492,786	\$ -	\$ -	\$ -	\$ 492,786
Investments	1160					-
Grant receivables	1130	4,649				4,649
Other current assets	12XX	93,200				93,200
Deposits	1210	87,400				87,400
Due from other funds	1140					-
Other long-term assets	1400					-
Total Assets		<u>\$ 678,035</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 678,035</u>
LIABILITIES AND FUND BALANCE						
Liabilities						
Accounts payable	2120	\$ 29,304	\$ -	\$ -	\$ -	\$ 29,304
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	36,873				36,873
Deferred revenue	2410					-
Notes/bonds payable	2180, 2250, 2310, 2320					-
Lease payable	2315					-
Other liabilities	21XX, 22XX, 23XX	5,416				5,416
Total Liabilities		<u>71,593</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>71,593</u>
Fund Balance						
Nonspendable	2710	180,600				180,600
Restricted	2720					-
Committed	2730					-
Assigned	2740	70,975				70,975
Unassigned	2750	354,867				354,867
Total Fund Balance		<u>606,442</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>606,442</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 678,035</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 678,035</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 December 31, 2018 and For the Year Ending June 30, 2019

	FTE Projected								
	FTE Actual								
	530								
	540	102% 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
Revenues									
FEDERAL SOURCES									
Federal direct	3100	\$ -	\$ -	\$ -	%	\$ -	\$ -	-	%
Federal through state and local	3200					37,034	150,754	283,091	53%
STATE SOURCES									
FEFP	3310	270,155	1,611,492	3,235,591	50%				
Capital outlay	3397			-					
Class size reduction	3355	42,605	252,789	507,500	50%				
School recognition	3361								
Other state revenue	33XX			69,638	0%				
LOCAL SOURCES									
Interest	3430	121	842	1,500	56%				
Local capital improvement tax	3413								
Other local revenue	34XX	8,169	70,282	105,500	67%				
Total Revenues		321,050	1,935,405	3,919,729	49%	37,034	150,754	283,091	53%
Expenditures									
Current Expenditures									
Instruction	5000	153,299	824,163	1,823,198	45%	16,013	89,609	184,009	49%
Instructional support services	6000	20,688	113,431	287,951	39%	15,524	69,803	99,082	70%
Board	7100	6,877	25,629	41,244	62%				
General administration	7200	18,285	107,125	216,333	50%				
School administration	7300	36,888	220,434	406,625	54%				
Facilities and acquisition	7400								
Fiscal services	7500	7,843	43,950	83,202	53%				
Food services	7600								
Central services	7700	5,154	41,671	94,288	44%				
Pupil transportation services	7800	38,799	166,461	340,359	49%				
Operation of plant	7900	68,152	405,253	779,550	52%				
Maintenance of plant	8100	3,038	23,522	41,980	56%				
Administrative technology services	8200	5,727	33,826	55,903	61%				
Community services	9100	9,359	26,727	100,000	27%				
Debt service	9200								
Total Expenditures		374,109	2,032,192	4,270,633	48%	31,537	159,412	283,091	56%
Excess (Deficiency) of Revenues Over Expenditures		(53,059)	(96,787)	(350,904)	28%	5,497	(8,658)	-	
Other Financing Sources (Uses)									
Transfers in	3600	28,478	119,318	361,000			8,658		
Transfers out	9700	-	(8,658)			(5,497)			
Total Other Financing Sources (Uses)		28,478	110,660	361,000	31%	(5,497)	8,658	-	
Net Change in Fund Balances									
Fund balances, beginning		(24,581)	13,873	10,096		-	-	-	
Adjustments to beginning fund balance		631,023	661,294	661,294	100%	-	-	-	
Fund Balances, Beginning as Restated		-	(68,725)			-	-	-	
		631,023	592,569	661,294	90%	-	-	-	
Fund Balances, Ending		\$ 606,442	\$ 606,442	671,390	90%	\$ -	\$ -	-	%

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
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	-	-	-	%
								37,034	150,754	283,091	53%
								270,155	1,611,492	3,235,591	50%
				22,981	119,318	361,000	33%	22,981	119,318	361,000	33%
								42,605	252,789	507,500	50%
								-	-	-	
								-	-	69,638	0%
								121	842	1,500	56%
								-	-	-	
								8,169	70,282	105,500	67%
				22,981	119,318	361,000	33%	381,065	2,205,477	4,563,820	48%
								169,312	913,772	2,007,207	46%
								36,212	183,234	387,033	47%
								6,877	25,629	41,244	62%
								18,285	107,125	216,333	50%
								36,888	220,434	406,625	54%
								-	-	-	
								7,843	43,950	83,202	53%
								-	-	-	
								5,154	41,671	94,288	44%
								38,799	166,461	340,359	49%
								68,152	405,253	779,550	52%
								3,038	23,522	41,980	56%
								5,727	33,826	55,903	61%
								9,359	26,727	100,000	27%
								-	-	-	
								405,646	2,191,604	4,553,724	48%
				22,981	119,318	361,000	33%	(24,581)	13,873	10,096	137%
				(22,981)	(119,318)	(361,000)		28,478	127,976	361,000	
								(28,478)	(127,976)	(361,000)	
				(22,981)	(119,318)	(361,000)		-	-	-	
								(24,581)	13,873	10,096	
								631,023	661,294	661,294	100%
								-	(68,725)	-	
								631,023	592,569	661,294	90%
\$ -	\$ -	\$ -	%	\$ -	\$ -	\$ -	%	\$ 606,442	\$ 606,442	\$ 671,390	90%

SOUTHTECH SUCCESS CENTER, INC.
FOUNDING BOARD
CONSENT AGENDA
February 14, 2019

Administrative Items

- SCA-1** I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.
- SCA-2** I recommend that the Board approve the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.
- SCA-3** I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Personnel Items

- SCB-1** I recommend that the Board approve the revised annual contracts for employment for FY19.

**Board Meeting
February 14, 2019**

**Governing Board of Directors
South Tech Success Center, Inc.**

**Agenda Item
SCA-1**

Motion:

I recommend that the Board reschedule the Thursday, June 20, 2019 Board meeting to Tuesday, June 18, 2019 and authorize revising the FY19 calendar to reflect the change.

Summary Information:

Due to the four-day workweek and school closure the week following June 20, 2019, it is recommended that the Board date be changed to Wednesday, June 19, 2019 on the calendar.

Attachment: None.

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

**Board Meeting
February 14, 2019**

**Governing Board of Directors
SouthTech Success Center, Inc.**

**Agenda Item
SCA-2**

Motion:

I recommend that the Board approve the FY20 SouthTech Curriculum and Instruction (C&I) related calendar dates, as required by the District for data system modifications and approve the corresponding FY20 SouthTech School calendar.

Summary Information:

This part of the school calendar must be planned well before the end of school so that system programming can be accomplished. The information will be sent to the District in February. The full FY20 calendar will be brought before the Board before year's end.

The FY20 SouthTech Schools calendar is a composite of all important school dates, including student attendance days, report card distribution, employee contract periods, holidays, professional development meetings, emergency makeup, teacher work days, personalized education plan meetings, recruitment open houses, System Administrators meetings, SISC meetings and Governing Board meetings.

Attachments: SouthTech C&I Calendar Dates list and FY20 SouthTech School Calendar

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact associated with this item.

JULY 2019				
MON	TUE	WED	THU	FRI
1 School Closed	2 School Closed	3 School Closed	4 School Closed HOLIDAY	5 School Closed
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed
15 School Closed	16 School Closed	17 School Closed	18 School Closed	19 School Closed
Floating Week for all 220 Employees Contract ONLY				
22 Begin 220 A, I, IS, NI 210-I 213-I	23	24 SAM	25 RECRUITMENT OPEN HOUSE	26 School Closed 4 Day Week
29 Begin 202-1	30	31		

OCTOBER 2019				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9 HOLIDAY ALL	10 Midterm Exams P1-P2 Students Early Dismissal DHM / SISC Board Meeting	11 Midterm Exams P3-P4 Students Early Dismissal
14 Make up Students Early Dismissal End Grading Period 2	15 Begin Grading Period 3	16	17	18 No Students Teacher Work Day FACM/LTM BTAP / SAM
21 Report Card Distribution	22	23	24	25
28	29	30	31 RECRUITMENT OPEN HOUSE	

JANUARY 2020				
MON	TUE	WED	THU	FRI
		1 HOLIDAY ALL	2 HOLIDAY ALL	3 HOLIDAY ALL
6 No Students Teacher Work Day FACM/LTM BTAP / SAM	7 Begin Grading Period 5 Begin 2nd Semester	8	9	10 Report Card Distribution
13	14	15	16 DHM / SISC Board Meeting	17
20 HOLIDAY ALL	21	22 FACM	23	24
27	28 PARENT NIGHT/ Parent Training	29	30	31

AUGUST 2019				
MON	TUE	WED	THU	FRI
			1 SAM Begin 191-IS	2 School Closed 4 Day Week
5 Pre-School Begin 196-I FACM/LTM BTAP	6 Pre-School New Student Orientation	7 Pre-School	8 Pre-School DHM Board Meeting	9 Pre-School BTAP
12 STUDENTS FIRST DAY Begin 1st Semester Begin Grading Period 1	13	14	15 ADULT ED RECRUITMENT OPEN HOUSE	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6	7 SUMMIT	8 No Students Teacher Work Day FACM/LTM BTAP / SAM
11	12	13	14 End Grading Period 3 DHM / SISC Board Meeting	15 Begin Grading Period 4
18 FACM	19	20	21	22 Report Card Distribution
25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	28 HOLIDAY ALL	29 HOLIDAY ALL

FEBRUARY 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12 End Grading Period 5	13a Begin Grading Period 6 DHM/SISC Board Meeting	14
Tentative Regional SkillsUSA Competition				
17	18	19 FACM Report Card Distribution	20	21
24	25	26	27 RECRUITMENT OPEN HOUSE	28 No Students Teacher Work Day FACM/LTM/ BTAP/SAM

SEPTEMBER 2019				
MON	TUE	WED	THU	FRI
2 HOLIDAY ALL	3	4 PARENT NIGHT/ TITLE I	5	6
9	10 End Grading Period 1	11 Begin Grading Period 2	12	13
16	17 DHM/SISC Annual / Regular Governing Board Meeting	18 Report Card Distribution	19	20
23	24 College FAIR/Parent Training	25 FACM	26	27
30 HOLIDAY ALL				

DECEMBER 2019				
MON	TUE	WED	THU	FRI
2	3	4	5 Adult Ed RECRUITMENT OPEN HOUSE	6
9	10	11	12 Students Early Dismissal Staff Luncheon DHM / SISC Board Meeting	13
16	17	18 FACM Final Exams-Sem. 1 P1-P2 Students Early Dismissal	19 Final Exams-Sem. 1 P3-P4 Students Early Dismissal	20 End 1st Semester End Grading Students Early Dismissal Period 4 Makeup Day
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 HOLIDAY ALL	31 HOLIDAY ALL			

MARCH 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11 ADULT ED RECRUITMENT OPEN HOUSE	12 SISC Board Meeting	13
16	17	18 Midterm Exams P1-P2 Students Early Dismissal	19 Midterm Exams P3-P4 Students Early Dismissal FACM/ DHM	20 Exams Make-up Students Early Dismissal End Grading Period 6
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 No Students Teacher Work Day FACM/LTM/ BTAP/SAM	31 Begin Grading Period 7			

School Calendar 2019-2020

SOUTH TECH ACADEMY

PENDING BOARD APPROVAL

APRIL 2020				
MON	TUE	WED	THU	FRI
		1 FSA	2 FSA	3 FSA Report Card Distribution
6 FSA	7 FSA DHM/ SISC Board Meeting	8 FSA	9 FSA	10 HOLIDAY ALL
13 FSA	14 FSA	15 FSA	16 FSA	17 FSA
20 FSA	21 FSA	22 FSA FACM	23 FSA RECRUITMENT OPEN HOUSE	24 FSA
27 FSA	28 FSA	29	30 End Grading Period 7	
Tentative State SkillsUSA Competition				

MAY 2020				
MON	TUE	WED	THU	FRI
				1 Begin Grading Period 8
4	5	6 Senior Exams (Tentative)	7 Senior Exams (Tentative) Report Card Distribution	8 Senior Grades Make-Up (Tentative)
11	12	13	14 DHM / SISC Board Meeting	15 Senior Check Out (Tentative)
18	19	20	21	22
25 HOLIDAY ALL	26	27 DHM Final Exams - Sem. 2 - P1-P2 Students Early Dismissal	28 Final Exams - Sem. 2 P3-P4 Students Early Dismissal	29 Final Exams Make Up - Sem. 2 Students Early Dismissal STUDENTS LAST DAY End Grading Period 8

JUNE 2020				
MON	TUE	WED	THU	FRI
1 EMD Post School BTAP/ FACM End 196-I 191-1S	2 EMD End 202-I	3 EMD	4 EMD	5 EMD End 210-I
8 EMD	9 EMD	10 EMD Report Cards Mailed After June 18, 2020 End 213-I	11	12 School Closed 4 Day Week
15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A,I,15, NI
22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
Tentative National SkillsUSA Competition				
29	30			

Grade 9-12 School Hours 7:00 AM to 1:45 PM

HOLIDAYS

Date	Holiday	A/NI	IS	I/A
July 04, 2019	Independence Day	X	X	X
Sep 02, 2019	Labor Day	X	X	PD
Sep 30, 2019	Fall Holiday	X	X	X
Oct 09, 2019	Fall Holiday	X	X	X
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
Jan 20, 2020	M. L. King's Birthday	X	X	PD
Mar 23-27, 2020	Spring Break	X	X	X
Apr 10, 2020	Spring Holiday	X	X	X
May 25, 2020	Memorial Day	X	X	PD

Teacher Work Days - Pre/Post School

Oct 18, 2019	August 05 - 09, 2019 (STA / STSC Pre-School)
Nov 08, 2019	June 01, 2020 (Post School)
Jan 06, 2020	
Feb 28, 2020	
March 30, 2020	

EMD - Emergency Make-Up Days

June 01, 2020	June 08, 2020
June 02, 2020	June 09, 2020
June 03, 2020	June 10, 2020
June 04, 2020	June 11, 2020
June 05, 2020	June 12, 2020

Student Attendance Days

Period	Begins	Ends	# of Days
BQ1	Aug 12, 2019	Sep 10, 2019	21
BQ2	Sept 11, 2019	Oct 14, 2019	22
BQ3	Oct 15, 2019	Nov 14, 2019	21
BQ4	Nov 15, 2019	Dec 20, 2019	21
BQ5	Jan 07, 2020	Feb 12, 2020	26
BQ6	Feb 13, 2020	Mar 20, 2020	26
BQ7	Mar 31, 2020	Apr 30, 2020	22
BQ8	May 01, 2020	May 29, 2020	20

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days
	Jul 22, 2019	Jun 10, 2020	213 Days
	Jul 22, 2019	Jun 05, 2020	210 Days
	Jul 29, 2019	Jun 02, 2020	202 Days
	Aug 02, 2019	Jun 01, 2020	STP 197 Days
Aug 05, 2019	Jun 01, 2020	196 Days	

Board Meeting/Workshop @ 7:00PM - with Administration and Public
LTM Learning Team Meeting with Instructional Staff
BTAP Beginning Teacher Assistance Program Meeting with Administration
DHM Department Head Meeting with Administration
FACM Faculty Meeting with Instr. Staff, Guidance and Administration
SAM System Administrators Meeting @ 8:00AM with Administration and Managers
Recruitment Open House / Parent Night @ 6:30PM with All Employees
STSC School Improvement Steering Committee @ 6:00PM with Administration and Public

NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

Report Card Distribution Dates

Grading Period	Distribution Dates
BQ1	Sep 18, 2019
BQ2	Oct 21, 2019
BQ3	Nov 22, 2019
BQ4	After EOC scores arrive
BQ5	Feb 19, 2020
BQ6	Apr 03, 2020
BQ7	May 07, 2020
BQ8	Mailed after Jun 12, 2020

Employees work 10 Hr Days M-Th and Friday school is closed

Floating Week for all 220 Employees Contract ONLY

FSA FLORIDA STANDARDS ASSESSMENTS (No off-campus Activities, W/O Prior Admin Approval)

JULY 2019				
MON	TUE	WED	THU	FRI
1 School Closed	2 School Closed	3 School Closed	4 School Closed HOLIDAY	5 School Closed
8 School Closed	9 School Closed	10 School Closed	11 School Closed	12 School Closed
15 School Closed	16 School Closed	17 School Closed	18 School Closed	19 School Closed
Floating Week for all 220 Employees Contract ONLY				
22 Begin 220 A, I, IS, NI 210-I 213-I	23	24 SAM	25 RECRUITMENT OPEN HOUSE	26 School Closed 4 Day Week
29 Begin 202-I	30	31		

OCTOBER 2019				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9 HOLIDAY ALL	10 Midterm Exams P1-P2 Students Early Dismissal DHM / SISC Board Meeting	11 Midterm Exams P3-P4 Students Early Dismissal
14 Make up Students Early Dismissal End Grading Period 2	15 Begin Grading Period 3	16	17	18 No Students Teacher Work Day FACM/LTM BTAP / SAM
21 Report Card Distribution	22	23	24	25
28	29	30	31 RECRUITMENT OPEN HOUSE	

JANUARY 2020				
MON	TUE	WED	THU	FRI
		1 HOLIDAY ALL	2 HOLIDAY ALL	3 HOLIDAY ALL
6 No Students Teacher Work Day FACM/LTM BTAP / SAM	7 Begin Grading Period 5 Begin 2nd Semester	8	9	10 Report Card Distribution
13	14	15	16 DHM / SISC Board Meeting	17
20 HOLIDAY ALL	21	22 FACM	23	24
27	28 PARENT NIGHT/ Parent Training	29	30	31

AUGUST 2019				
MON	TUE	WED	THU	FRI
			1 SAM Begin 191-IS	2 School Closed 4 Day Week
5 Pre-School Begin 196-I FACM/LTM BTAP	6 Pre-School New Student Orientation	7 Pre-School	8 Pre-School DHM Board Meeting	9 Pre-School BTAP
12 STUDENTS FIRST DAY Begin 1st Semester Begin Grading Period 1	13	14	15 ADULT ED RECRUITMENT OPEN HOUSE	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2019				
MON	TUE	WED	THU	FRI
				1
4	5	6	7 SUMMIT	8 No Students Teacher Work Day FACM/LTM BTAP / SAM
11	12	13	14 End Grading Period 3 DHM / SISC Board Meeting	15 Begin Grading Period 4
18 FACM	19	20	21	22 Report Card Distribution
25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL	28 HOLIDAY ALL	29 HOLIDAY ALL

FEBRUARY 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12 End Grading Period 5	13 Begin Grading Period 6 DHM/SISC Board Meeting	14
Tentative Regional SkillsUSA Competition				
17	18	19 FACM Report Card Distribution	20	21
24	25	26	27 RECRUITMENT OPEN HOUSE	28 No Students Teacher Work Day FACM/LTM / BTAP / SAM

SEPTEMBER 2019				
MON	TUE	WED	THU	FRI
2 HOLIDAY ALL	3	4 PARENT NIGHT/ TITLE I	5	6
9	10 End Grading Period 1	11 Begin Grading Period 2	12	13
16	17 DHM/SISC Annual / Regular Governing Board Meeting	18 Report Card Distribution	19	20
23	24 College FAIR/Parent Training	25 FACM	26	27
30 HOLIDAY ALL				

DECEMBER 2019				
MON	TUE	WED	THU	FRI
2	3	4	5 Adult Ed RECRUITMENT OPEN HOUSE	6
9	10	11	12 Students Early Dismissal Staff Luncheon DHM / SISC Board Meeting	13
16	17	18 FACM Final Exams-Sem. 1 P1-P2 Students Early Dismissal	19 Final Exams-Sem. 1 P3-P4 Students Early Dismissal	20 End 1st Semester End Grading Students Early Dismissal Period 4 Makeup Day
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 HOLIDAY ALL	31 HOLIDAY ALL			

MARCH 2020				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11 ADULT ED RECRUITMENT OPEN HOUSE	12 SISC Board Meeting	13
16	17	18 Midterm Exams P1-P2 Students Early Dismissal	19 Midterm Exams P3-P4 Students Early Dismissal FACM/ DHM	20 Exams Make-up Students Early Dismissal End Grading Period 6
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30 No Students Teacher Work Day FACM/LTM / BTAP / SAM	31 Begin Grading Period 7			

School Calendar 2019-2020

SOUTH TECH ACADEMY

PENDING BOARD APPROVAL

APRIL 2020				
MON	TUE	WED	THU	FRI
		1 FSA	2 FSA	3 FSA Report Card Distribution
6 FSA	7 FSA DHM/ SISC Board Meeting	8 FSA	9 FSA	10 HOLIDAY ALL
13 FSA	14 FSA	15 FSA	16 FSA	17 FSA
20 FSA	21 FSA	22 FSA FACM	23 FSA RECRUITMENT OPEN HOUSE	24 FSA
27 FSA	28 FSA	29	30 End Grading Period 7	
Tentative State SkillsUSA Competition				

MAY 2020				
MON	TUE	WED	THU	FRI
				1 Begin Grading Period 8
4	5	6 Senior Exams (Tentative)	7 Senior Exams (Tentative) Report Card Distribution	8 Senior Grades Make- Up (Tentative)
11	12	13	14 DHM / SISC Board Meeting	15 Senior Check Out (Tentative)
18	19	20	21	22
25 HOLIDAY ALL	26	27 DHM Final Exams - Sem. 2 - P1-P2 Students Early Dismissal	28 Final Exams - Sem. 2 P3-P4 Students Early Dismissal	29 Final Exams Make Up - Sem. 2 Students Early Dismissal STUDENTS LAST DAY End Grading Period 8

JUNE 2020				
MON	TUE	WED	THU	FRI
1 EMD Post School BTAP/ FACM End 196-I 191-1S	2 EMD End 202-I	3 EMD	4 EMD	5 EMD End 210-I
8 EMD	9 EMD	10 EMD Report Cards Mailed After June 18, 2020 End 213-I	11	12 School Closed 4 Day Week
15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A,I,15, NI
22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
Tentative National SkillsUSA Competition				
29	30			

Grade 9-12 School Hours 7:00 AM to 1:45 PM

HOLIDAYS

Date	Holiday	A/NI	IS	I/A
July 04, 2019	Independence Day	X	X	X
Sep 02, 2019	Labor Day	X	X	PD
Sep 30, 2019	Fall Holiday	X	X	X
Oct 09, 2019	Fall Holiday	X	X	X
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD
Jan 20, 2020	M. L. King's Birthday	X	X	PD
Mar 23-27, 2020	Spring Break	X	X	X
Apr 10, 2020	Spring Holiday	X	X	X
May 25, 2020	Memorial Day	X	X	PD

Teacher Work Days - Pre/Post School

Oct 18, 2019	August 05 - 09, 2019 (STA / STSC Pre-School)
Nov 08, 2019	
Jan 06, 2020	June 01, 2020 (Post School)
Feb 28, 2020	
March 30, 2020	

EMD - Emergency Make-Up Days

June 01, 2020	June 08, 2020
June 02, 2020	June 09, 2020
June 03, 2020	June 10, 2020
June 04, 2020	June 11, 2020
June 05, 2020	June 12, 2020

Student Attendance Days

Period	Begins	Ends	# of Days
BQ1	Aug 12, 2019	Sep 10, 2019	21
BQ2	Sept 11, 2019	Oct 14, 2019	22
BQ3	Oct 15, 2019	Nov 14, 2019	21
BQ4	Nov 15, 2019	Dec 20, 2019	21
BQ5	Jan 07, 2020	Feb 12, 2020	26
BQ6	Feb 13, 2020	Mar 20, 2020	26
BQ7	Mar 31, 2020	Apr 30, 2020	22
BQ8	May 01, 2020	May 29, 2020	20

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days
	Jul 22, 2019	Jun 10, 2020	213 Days
	Jul 22, 2019	Jun 05, 2020	210 Days
	Jul 29, 2019	Jun 02, 2020	202 Days
	Aug 02, 2019	Jun 01, 2020	197 Days
	Aug 05, 2019	Jun 01, 2020	196 Days

Board Meeting/Workshop @ 7:00PM - with Administration and Public
LTM Learning Team Meeting with Instructional Staff
BTAP Beginning Teacher Assistance Program Meeting with Administration
DHM Department Head Meeting with Administration
FACM Faculty Meeting with Instr. Staff, Guidance and Administration
SAM System Administrators Meeting @ 8:00AM with Administration and Managers
Recruitment Open House / Parent Night @ 6:30PM with All Employees
STSC School Improvement Steering Committee @ 6:00PM with Administration and Public

NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants










































Report Card Distribution Dates

Grading Period	Distribution Dates
BQ1	Sep 18, 2019
BQ2	Oct 21, 2019
BQ3	Nov 22, 2019
BQ4	After EOC scores arrive
BQ5	Feb 19, 2020
BQ6	Apr 03, 2020
BQ7	May 07, 2020
BQ8	Mailed after Jun 12, 2020

Employees work 10 Hr Days M-Th and Friday school is closed

Floating Week for all 220 Employees Contract ONLY

FSA FLORIDA STANDARDS ASSESSMENTS (No off-campus Activities, W/O Prior Admin Approval)

JULY 2019				
MON	TUE	WED	THU	FRI
1. School Closed	2. School Closed	3. School Closed	4. School Closed HOLIDAY	5. School Closed
8. School Closed	9. School Closed	10. School Closed	11. School Closed	12. School Closed
15.                                         				

APRIL 2020					MAY 2020					JUNE 2020				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3					1	1 EMD Post School 191-15 196-1	2 EMD End 202-1	3 EMD	4 EMD	5 EMD End 210-1
6	7 SISC ~ STA/STSC Board Meeting	8 SISC ~ STP	9	10 HOLIDAY ALL	4	5	6	7	8	8 EMD	9 EMD	10 EMD End 213-1	11	12 School Closed 4 Day Week
13	14	15 STP ~ RECRUITMENT OPEN HOUSE	16	17	11	12 STP ~ 8th Grade Graduation	13	14 SISC ~ STA/STSC Board Meeting	15	15	16 Board Meeting	17	18	19 School Closed 4 Day Week End 220-A,I,IS, NI
20	21	22	23 STA/STSC RECRUITMENT OPEN HOUSE	24	18	19	20	21	22	22 School Closed	23 School Closed	24 School Closed	25 School Closed	26 School Closed
27	Tentative State SkillsUSA Competition				25 HOLIDAY ALL	26	27	28	29 End 2nd Semester STUDENTS LAST DAY	Tentative National SkillsUSA Competition				
Grade 9-12 School Hours 7:00 AM to 1:45 PM					Grade 9 School Hours 7:00 AM to 1:45 PM					Grade 6-8 Grades School Hours 9:00 AM to 3:45 PM				

STA/STSC ~ Student Attendance Days				STA/STSC ~ Report Card Distribution Dates		STP ~ Student Attendance Days				STP ~ Report Card Distribution Dates																																																							
Period	Begins	Ends	# of Days	Grading Period	Distribution Dates	Period	Begins	Ends	# of Days	Grading Period	Distribution Dates																																																						
BQ1	Aug 12, 2019	Sep 10, 2019	21	BQ1	Sep 18, 2019	Q1	Aug 12, 2019	Oct 17, 2019	46	Q1	October 29, 2019																																																						
BQ2	Sept 11, 2019	Oct 14, 2019	22	BQ2	Oct 21, 2019	Q2	Oct 21, 2019	Dec 20, 2019	39	Q2	Jan 16, 2020																																																						
BQ3	Oct 15, 2019	Nov 14, 2019	21	BQ3	Nov 22, 2019	Q3	Jan 07, 2020	Mar 20, 2020	52	Q3	April 08, 2020																																																						
BQ4	Nov 15, 2019	Dec 20, 2019	21	BQ4	After EOC scores arrive	Q4	Mar 31, 2020	May 29, 2020	42	Q4	Mailed after Jun 10, 2020																																																						
BQ5	Jan 07, 2020	Feb 12, 2020	26	BQ5	Feb 19, 2020	Employee Contract Periods <table border="1"> <thead> <tr> <th>Employee Group</th> <th>Begin Date</th> <th>End Date</th> <th># of Days</th> </tr> </thead> <tbody> <tr> <td>Administration (A)</td> <td>Jul 22, 2019</td> <td>Jun 19, 2020</td> <td>220 Days</td> </tr> <tr> <td>Non-Instructional (NI, IS)</td> <td>Jul 22, 2019</td> <td>Jun 19, 2020</td> <td>220 Days</td> </tr> <tr> <td>Instructional Support (IS)</td> <td>Aug 02, 2019</td> <td>Jun 01, 2020</td> <td>191 Days</td> </tr> <tr> <td rowspan="4">Instructional (I) (6 PD Holidays)</td> <td>Jul 22, 2019</td> <td>Jun 19, 2020</td> <td>220 Days</td> </tr> <tr> <td>Jul 22, 2019</td> <td>Jun 10, 2020</td> <td>213 Days</td> </tr> <tr> <td>Jul 22, 2019</td> <td>Jun 05, 2020</td> <td>210 Days</td> </tr> <tr> <td>Jul 29, 2019</td> <td>Jun 02, 2020</td> <td>202 Days</td> </tr> <tr> <td></td> <td>Aug 05, 2019</td> <td>Jun 01, 2020</td> <td>196 Days</td> </tr> </tbody> </table>					Employee Group	Begin Date	End Date	# of Days	Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days	Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days	Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days	Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days	Jul 22, 2019	Jun 10, 2020	213 Days	Jul 22, 2019	Jun 05, 2020	210 Days	Jul 29, 2019	Jun 02, 2020	202 Days		Aug 05, 2019	Jun 01, 2020	196 Days																						
Employee Group	Begin Date	End Date	# of Days																																																														
Administration (A)	Jul 22, 2019	Jun 19, 2020	220 Days																																																														
Non-Instructional (NI, IS)	Jul 22, 2019	Jun 19, 2020	220 Days																																																														
Instructional Support (IS)	Aug 02, 2019	Jun 01, 2020	191 Days																																																														
Instructional (I) (6 PD Holidays)	Jul 22, 2019	Jun 19, 2020	220 Days																																																														
	Jul 22, 2019	Jun 10, 2020	213 Days																																																														
	Jul 22, 2019	Jun 05, 2020	210 Days																																																														
	Jul 29, 2019	Jun 02, 2020	202 Days																																																														
	Aug 05, 2019	Jun 01, 2020	196 Days																																																														
BQ6	Feb 13, 2020	Mar 20, 2020	26	BQ6	Apr 03, 2020	HOLIDAYS <table border="1"> <thead> <tr> <th>Date</th> <th>Holiday</th> <th>A/NI</th> <th>IS</th> <th>I/A</th> </tr> </thead> <tbody> <tr> <td>July 04, 2019</td> <td>Independence Day</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Sep 02, 2019</td> <td>Labor Day</td> <td>X</td> <td>X</td> <td>PD</td> </tr> <tr> <td>Sep 30, 2019</td> <td>Fall Holiday</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Oct 09, 2019</td> <td>Fall Holiday</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Nov 25-29, 2019</td> <td>Thanksgiving Holidays</td> <td>X</td> <td>X</td> <td>1 PD</td> </tr> <tr> <td>Dec 23, 2019 - Jan 3, 2020</td> <td>Winter Break</td> <td>X</td> <td>X</td> <td>2 PD</td> </tr> <tr> <td>Jan 20, 2020</td> <td>M. L. King's Birthday</td> <td>X</td> <td>X</td> <td>PD</td> </tr> <tr> <td>Mar 23-27, 2020</td> <td>Spring Break</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Apr 10, 2020</td> <td>Spring Holiday</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>May 25, 2020</td> <td>Memorial Day</td> <td>X</td> <td>X</td> <td>PD</td> </tr> </tbody> </table>					Date	Holiday	A/NI	IS	I/A	July 04, 2019	Independence Day	X	X	X	Sep 02, 2019	Labor Day	X	X	PD	Sep 30, 2019	Fall Holiday	X	X	X	Oct 09, 2019	Fall Holiday	X	X	X	Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD	Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD	Jan 20, 2020	M. L. King's Birthday	X	X	PD	Mar 23-27, 2020	Spring Break	X	X	X	Apr 10, 2020	Spring Holiday	X	X	X	May 25, 2020	Memorial Day	X	X	PD
Date	Holiday	A/NI	IS	I/A																																																													
July 04, 2019	Independence Day	X	X	X																																																													
Sep 02, 2019	Labor Day	X	X	PD																																																													
Sep 30, 2019	Fall Holiday	X	X	X																																																													
Oct 09, 2019	Fall Holiday	X	X	X																																																													
Nov 25-29, 2019	Thanksgiving Holidays	X	X	1 PD																																																													
Dec 23, 2019 - Jan 3, 2020	Winter Break	X	X	2 PD																																																													
Jan 20, 2020	M. L. King's Birthday	X	X	PD																																																													
Mar 23-27, 2020	Spring Break	X	X	X																																																													
Apr 10, 2020	Spring Holiday	X	X	X																																																													
May 25, 2020	Memorial Day	X	X	PD																																																													
BQ7	Mar 31, 2020	Apr 30, 2020	22	BQ7	May 07, 2020																																																												
BQ8	May 01, 2020	May 29, 2020	20	BQ8	Mailed after Jun 10, 2020																																																												

Scheduled Meetings

Board Meeting/Workshop @ 7:00PM ~ with Administration and Public
LTM Learning Team Meeting with Instructional Staff
BTAP Beginning Teacher Assistance Program Meeting with Administration
DHM Department Head Meeting with Administration
FACM Faculty Meeting with Instr. Staff, Guidance and Administration
SAM System Administrators Meeting @ 8:00AM with Administration and Managers
Recruitment Open House / Parent Night @ 6:30PM with All Employees
SISC School Improvement Steering Committee @ 6:00PM with Administration and Public
PEP Personal Educational Plan with administration and admissions
NOTE: Advisory Committee Meetings of academy teachers and local business/industry volunteers occur 4 times a year and date is decided upon by the participants

- Employees work 10 Hr Days M-Th and Friday school is closed
- Floating Week for all 220 Employees Contract ONLY

Teacher Work Days - Pre/Post School		EMD - Emergency Make-Up Days	
Oct 18, 2019	August 01-09, 2019 (STP Pre-School)	June 01, 2020	June 08, 2020
Nov 08, 2019	August 05-09, 2019 (STA / STSC Pre-School)	June 02, 2020	June 09, 2020
Jan 06, 2020	June 01, 2020 (Post School)	June 03, 2020	June 10, 2020
Feb 28, 2020		June 04, 2020	June 11, 2020
March 30, 2020		June 05, 2020	June 12, 2020

**Board Meeting
February 14, 2019**

**Governing Board of Directors
SouthTech Success Center, Inc.**

**Agenda Item
SCA-3**

Motion:

I recommend that the Board approve the updated SouthTech Schools Fiscal Policies and Procedures Manual.

Summary Information:

The current Fiscal Policies and Procedures Manual was completed in April of 2017 and required updating. Current information of position titles and responsibilities were changed to reflect new personnel and duties. There were no major changes to policies or procedures.

Attachments: Fiscal Policies and Procedures Manual

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

SOUTHTECH SUCCESS CENTER
ITEM SCA-3 ST SCHOOLS
FISCAL POLICIES & PROCEDURES MANUAL

PLEASE SEE SOUTHTECH ACADEMY AGENDA ITEM A-5 BACKUP

**Board Meeting
February 14, 2019**

**Governing Board of Directors
SouthTech Success Center, Inc.**

**Agenda Item
SCB-1**

Motion:

I recommend that the Board approve the revised annual contracts for employment for FY19.

Summary Information:

These contracts have been revised to comply with statutory changes made during the 2016 legislative session.

Attachments: Revised contracts for all SouthTech Schools

Presented By:

Jim Kidd, Superintendent

Financial Impact:

There is no financial impact for this item.

SouthTech Schools

Annual Renewal Contract of for Re- Employment for of Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018		
Social Security No.	Position			Base Salary	\$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree	\$
Beginning Date	Ending Date	Duty Days		+ Supplement	\$
				+Stipend	\$
				+VAM Score	\$
				Total Salary	\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)**, (section on Charter Schools).
5. **F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract, which is also valid for a period of 1 school year.**
6. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the Board for the full period of service for which this contract is made, in no event to be absent from duty without leave or to leave his/her position without first being released from this contract by the Governing Board, to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
7. ~~Employee understands that his/her relationship with SouthTech Academy Inc. is as an at-will employee. Employee may be terminated at any time for any reason or for no reason. The Governing Board may suspend or remove the Employee for any reason or for no reason.~~ **Annual employees who have completed the probationary period and have been awarded a Renewal Contract may be suspended or dismissed at any time during the term of the contract for just cause or to facilitate necessary budget adjustments. (F.S. 1012.33(5))** The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
8. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
9. ~~Failure of the Employee to fulfill the obligations under this contract, and to carry out the lawful provisions, hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board. Notwithstanding the above, employees are at-will and may be terminated at any time for any reason or no reason.~~
10. Salaries are subject to change (increase/decrease), due to budget cuts, or low enrollment, and the uncertainty of further budgetary alignments; your position may be subject to layoff making this contract null and void.
11. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
12. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component. This stipend will continue as long as money is available in the budget to meet the requirements.
13. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, all rules of and actions by the Governing Board of SouthTech Academy, Inc.
14. By signing this Annual Contract, the Employee agrees to its terms, to employment, and to serve in accordance with any applicable provisions in Florida Statutes.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above.

_____	_____
Employee signature	Date
The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida	
By _____	_____
Chair Person	Date
Attest _____	_____
Superintendent	Date

SouthTech Schools

Annual Probationary Contract of Employment for Instructional Personnel (Hereinafter "Contract")

Last Name	First Name	Middle Initial	School Year FY 2017 – 2018	
Social Security No.	Position			Base Salary \$
Educator's Certificate	Valid To	Type	Number	+ Advanced Degree \$
Beginning Date	Ending Date		Duty Days	+Stipend \$
				Total Salary \$
				\$

This Contract is subject to the following conditions precedent, assertions and agreement by the Employee that:

1. The Employee is legally qualified to teach in the State of Florida, as evidenced by the Florida Educator's Certificate (Certificate) referenced above, and said Certificate is warranted by the Employee to be unrevoked and valid, OR
2. The Employee will be legally qualified to teach in the State of Florida upon the issuance of a Florida Educator's Certificate for which application (Application) has been duly made to the Florida Department of Education (DOE). In the event that such Application is not granted by DOE for any reasons, and pending any challenges thereto, the Employee agrees that this Contract is null and void and of no further force or effect, OR
3. The Employee will be legally qualified to teach for SouthTech Academy, Inc. upon the issuance of a Certificate for which Application has been duly made.
4. The Employee shall serve for the dates, salary, and in the position as specified above. The SouthTech Academy, Inc. salary schedules will be consistent with **Florida Statute Section 1012.22 (1) (c)** (Charter Schools).
5. ~~This Probationary Contract is subject to a 75-day (work day) introductory period, during which time the employee may resign without breach of this Probationary Contract, said resignation effective and irrevocable on the date submitted. In addition, the introductory period shall be extended pending fingerprint processing and determination of compliance with standards of good moral character. F.S. 1012.335 specifies that each individual newly hired as instructional personnel by the School's Governing Board shall be awarded an Annual Probationary Contract. A probationary contract is an employment contract for a period of 1 school year during which employees may be dismissed without cause or may resign without breach of contract. Upon successful completion of this probationary contract and compliance with other statutory requirements of F.S. 1012.335, the individual may be awarded an Annual Renewal Contract.~~
6. Following the **Annual Probationary Contract period, if the probationary contract employee is offered, and accepts, re-employment for the following school year, referenced in condition No. 5, the Employee shall not be dismissed (except as noted in No. 14 below) during the term of this Contract except for just cause as determined by the President in the President's sole discretion, and approved by the Governing Board.**
7. ~~As per Florida Statute Section 1002.33 (16) (b) (6). Each employee hired as instructional by SouthTech Academy, Inc. shall work as a probationary employee for the first year of employment. Upon successful completion on this probationary contract SouthTech Academy, Inc. may award an annual contract.~~
8. This Contract shall be deemed amended to comply with all laws, all rules of the State Board of Education, and all rules of and actions by the Governing Board of SouthTech Academy, Inc.
9. By signing this Probationary Contract, the Employee agrees to its terms, ~~to~~ **for** employment, and to serve in accordance with ~~any~~ **all** applicable provisions in Florida Statutes.
10. The Employee agrees to perform the obligations attached to the position for which employed as prescribed by the **Governing Board** for the full ~~period of service term~~ **term** for which this contract is made, and in no event to be absent from duty without **approved** leave. or to leave his/her position without first being released from this contract by the Governing Board. **The employee further agrees** to observe and to enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by the legally constituted Governing Board of SouthTech Academy, Inc. in so far as such laws, rules, regulations, and policies are applicable to the position held by him/her.
11. The Governing Board may suspend or remove the Employee ~~for just~~ **without** cause. ~~or unsatisfactory performance or necessary budget adjustments.~~ The Governing Board agrees to make available to the Employee in the Personnel Office or other accessible place in the school a copy of its rules, regulations, and policies for which the Employee will be held accountable and subject to under the terms of this contract.
12. It is expressly understood and agreed by and between the parties hereto that neither the Employee nor the Governing Board owes any further contractual obligation to the other after termination of this contract, and that no expectancy of re-employment may be derived from the execution or performance of this agreement. The Employee understands that unless and until his/her contract is renewed, there is no obligation on the part of the Governing Board to re-employ the Employee after the termination of this contract.
13. ~~Failure of the Employee to fulfill the obligations under this probationary contract, and to carry out the lawful provisions hereof, unless prevented from doing so by reason of personal illness of the Employee, or as otherwise provided by law, shall constitute sufficient grounds for the termination of this contract by the Governing Board.~~
14. Salaries are subject to change (increase/decrease) due to budget cuts, ~~or~~ low enrollment, and the uncertainty of further budgetary alignments. ~~your position may be subject to layoff making this contract null and void.~~
15. As a condition of employment, instructional staff and counselors are required to attend open houses and other assigned school events beyond their school day hours.
16. As a condition of employment, the pursuit of Reading Endorsement for Language Arts, Social Studies, Science and Foreign Languages teachers will be mandated. Continuous uninterrupted enrollment until completion of 6 components will be required. A \$500 stipend will be paid for each component; This stipend will continue as long as money is available in the budget to meet the requirements.

Disclosure Statement: It is expressly understood and agreed by and between the parties hereto that neither the Employee nor SouthTech Academy, Inc. owes any further contractual obligation to the other after the last day of contract term shown above. The Employee understands that pursuant to Section 1012.335, Florida Statutes, he/she shall have probationary status and no legal cause shall be required of SouthTech Academy, Inc. in the event that the Employee is not re-employed by SouthTech Academy, Inc. after the last day of contract term.

Employee signature

Date executed

The Governing Board of South Tech Charter Academy, Inc., Boynton Beach, Florida

By _____
Chair Person

Date

Attest _____
Superintendent

Date

DRAFT