

STA/STPA
GOVERNING BOARD/SAC
MEMBER PACKET
EMERGENCY VIRTUAL
SPECIAL MEETING
July 29, 2020

SouthTech Charter Academy, Inc.
SouthTech Preparatory Academy, Inc.

Vacant – Executive Director
Eileen Turenne, STA High School Principal
Nicole Handy, STPA Middle School Principal

**SOUTHTECH CHARTER ACADEMY, INC.
SOUTHTECH PREPARATORY ACADEMY, INC.
STA/STPA Governing Board Emergency Virtual Meeting Agenda
July 29, 2020**

1. Call to Order

2. Pledge of Allegiance



3. Roll Call: Board Secretary – Confirm Quorum Present

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

4. Open Meeting Act Statement: Chairperson asks if public notice has been made.

5. Introduction and Purpose of the Meeting – *James Notter, Board Chair*

6. Reports

- a. **Principal-SouthTech Academy**
- b. **Principal-SouthTech Preparatory Academy**

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

8. Introduction of Consent Agenda for SOUTHTECH ACADEMY – *Board Chair (Superintendent Vacancy)*

Old Business

None.

Administrative Items

None.

Personnel Items

None.

Financial Items

None.

Emergency Items

E-1 Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Employment Agreement.

E-2 I recommend that the Board approve the revised SY20-21 School Calendar for SouthTech Academy, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

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

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

Introduced by _____ Seconded by _____

All in favor _____ Opposed _____

11. Approval of Each Pulled Item (Item-by Item) – *Introduction by Board Chair (Superintendent Vacancy)*

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

**13. Introduction of Consent Agenda for SOUTHTECH PREPARATORY ACADEMY-
*Board Chair (Superintendent Vacancy):***

Old Business

None.

Administrative Items

None.

Personnel Items

None.

Financial Items

None.

Emergency Items

PE-1 Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Employment Agreement.

PE-2 I recommend that the Board approve the revised SY20-21 School Calendar for SouthTech Preparatory Academy, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

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

15. Approval of SouthTech Preparatory Academy Consent Agenda Except for Items Pulled:

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

16. Approval of Each Pulled Item (Item-by Item) – *Introduction by Board Chair (Superintendent Vacancy)*

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

17. Board Comments

18. Motion to Adjourn

Introduced by: _____
All in favor: _____ Opposed: _____
Time _____

SOUTHTECH CHARTER ACADEMY, INC.
CONSENT AGENDA
July 29, 2020

Old Business

None.

Administrative Items

None.

Personnel Items

None.

Financial Items

None.

Emergency Items

- E-1** Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Employment Agreement.
- E-2** I recommend that the Board approve the revised SY20-21 School Calendar for SouthTech Academy, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

Board Meeting

July 29, 2020

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

Agenda Item

E-1

Motion:

Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Director Employment Agreement.

Summary Information:

At the July 14, 2020 Emergency Board Meeting, Agenda Item E-2 was presented and passed, which supported Steven Kozak for the stated position. Further, the motion authorized the Board Chair and Glen Torcivia, P.A. to finalize the employment agreement with Steven Kozak and bring it forward at the next advertised Board meeting.

Attachments:

1. Letter dated July 22, 2020 from Glen Torcivia, P.A.
2. Interim Executive Director Employment Agreement

Presented By:

Glen Torcivia, P.A.

Financial Impact:**Interim Executive Director Position**

Proposed Contracted Annual Salary \$120,000.00

Employer Health (Employee & Spouse) \$10,749.00

OASDI @ 7.65% 9,180.00

FRS @ 10% 12,000.00

Other Benefits: Life, EAP, Etc 500.00

\$152,429.00

Cell Phone Allowance(\$100/mo) 1,200.00

Mileage Allowance (\$400/mo) 4,800.00

Annual Cost \$158,429.00

Proposed Monthly Cost \$13,202.42

Current Position Monthly Cost \$8,192.99

Increase Monthly Cost to SouthTech \$5,009.43

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407-1950
561-686-8700 Telephone / 561-686-8764 Facsimile
www.torcivialaw.com

Glen J. Torcivia
Lara Donlon
Christy L. Goddeau*
Carolyn S. Ansay*

Jennifer H.R. Hunecke
R. Brian Shutt*
Pamala H. Ryan*
Matthew L. Ransdell

*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

July 22, 2020

Chair and Members of the Board of SouthTech
SouthTech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437

Re: Interim Executive Director Position

Dear Chair and Members:

After your last Board Meeting, Mr. Notter and I discussed the Interim Executive Director Employment Agreement with Mr. Kozak. Mr. Kozak has agreed to accept this position for a salary of \$120,000 per year during the time that he will be serving as the Interim Executive Director. Below is a summary on the key provisions of the attached Agreement:

1. Salary - \$120,000 a year;
2. Contract in effect until the earlier of a) December 31, 2020 b) the employment of an Executive Director c) 10-days' notice;
3. Upon the conclusion of serving as Interim Executive Director, Mr. Kozak will return to his current position of Business and Community Partnership Liaison Officer at his current salary of \$74,000 a year; and
4. Mr. Kozak will receive all benefits provided to other employees of SouthTech plus a \$400.00 a month car allowance and a \$100.00 a month cell phone allowance, both on a pro-rata basis, while serving as the Interim Executive Director.

If any of you have any questions, I will be available at your Board meeting of Wednesday, July 29, 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glen J. Torcivia".

Glen J. Torcivia
GJT/ak

cc: Steve Kozak

INTERIM EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of July, 2020, by and between SOUTHTECH CHARTER ACADEMY, INC. and SOUTHTECH PREPARATORY ACADEMY, INC. (hereinafter collectively referred to as "SOUTHTECH SCHOOLS"), and STEVE KOZAK (hereinafter referred to as "MR. KOZAK").

WITNESSETH:

WHEREAS, SOUTHTECH SCHOOLS' GOVERNING BOARDS are undergoing a process to interview, evaluate, and hire an Executive Director for SOUTHTECH SCHOOLS. This hiring process is expected to conclude with the selection of a new Executive Director no later than October 2020.

WHEREAS, SOUTHTECH SCHOOLS desires to appoint an Interim Executive Director to temporarily fulfill the functions of the Executive Director as defined in ***Exhibit A*** during the SOUTHTECH SCHOOLS' GOVERNING BOARDS hiring process described above.

WHEREAS, SOUTHTECH SCHOOLS' GOVERNING BOARDS have decided to employ MR. KOZAK to serve as Interim Executive Director of SOUTHTECH SCHOOLS, including SOUTHTECH CHARTER ACADEMY, INC. and SOUTHTECH PREPARATORY ACADEMY, INC.; and

WHEREAS, MR. KOZAK desires to accept the position of Interim Executive Director of SOUTHTECH SCHOOLS; and

NOW, THEREFORE, the parties, intending to be legally bound, for good and valuable consideration, the sufficiency of which is hereby acknowledged, agree as follows:

1. EMPLOYMENT AS INTERIM EXECUTIVE DIRECTOR

SOUTHTECH SCHOOLS' GOVERNING BOARDS agree to employ MR. KOZAK as Interim Executive Director of SOUTHTECH SCHOOLS commencing _____, 2020. MR. KOZAK shall be responsible only to the SOUTHTECH SCHOOLS' GOVERNING BOARDS and shall satisfactorily perform the duties of Interim Executive Director as set forth in the job description for the Executive Director position (attached as **Exhibit A**). MR. KOZAK shall have the authority and responsibility to direct and supervise the operation of SOUTHTECH SCHOOLS and to appoint, employ, and terminate the employment or services of such individuals as may be necessary for the proper and efficient operation of SOUTHTECH SCHOOLS, in accordance with SOUTHTECH SCHOOLS' GOVERNING BOARDS Personnel Policies and other SOUTHTECH SCHOOLS' GOVERNING BOARDS policies, as amended from time to time. However, MR. KOZAK shall not create, eliminate, or replace any position without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS or the Chair of the Governing Boards or the Chair of the Finance Committee.

In addition to complying with all policies of SOUTHTECH SCHOOLS, MR. KOZAK shall not have the authority to spend (or commit SOUTHTECH SCHOOLS to spending) more than \$10,000.00 without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS, or the Chair of the Governing Boards or the Chair of the Finance Committee. All expenditures shall be reported, in writing to Board, at each meeting of the SOUTHTECH SCHOOLS' GOVERNING BOARDS.

Further, MR. KOZAK shall not have the authority to terminate the employment of the following individuals: Eileen Turenine, Nicole Handy, Jennifer Melillo or Kathryn

McIneaney, without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS.

While serving as Interim Executive Director, MR. KOZAK shall continue to fulfill all of the responsibilities of the position of Business and Community Partnership Liaison Officer (***Exhibit B***).

2. CONTRACT COMMENCEMENT AND TERMINATION

This contract shall commence on the ____ day of ____, 2020 and continue until December 31, 2020. However, this Contract will automatically terminate upon the commencement of employment of an Executive Director by SOUTHTECH SCHOOLS. In addition, either party may terminate this contract with or without cause by providing the other party ten (10) calendar days' written notice of said intent to terminate. If this contract is terminated, SOUTHTECH SCHOOLS' obligation for payment for services rendered under this contract shall be terminated, and payment for salary and benefits provided for herein shall be paid through the date of termination. After the date of termination, SOUTHTECH SCHOOLS' shall have no further obligations to MR. KOZAK under this Agreement.

3. NON-RENEWAL AND REVERT TO PREVIOUS POSITION.

The term of this contract shall not renew in any form or fashion, and will end on December 31, 2020, or otherwise as specified in paragraph 2 above. Upon the natural expiration of this Agreement on December 31, 2020 or earlier as specified in paragraph 2 above, MR. KOZAK's employment with SOUTHTECH SCHOOLS shall revert to his previous position of Business and Community Partnership Liaison Officer (Job Description attached as ***Exhibit B***), which will be an employment at-will position with no

employment agreement and subject to the normal policies and procedures of SOUTHTECH CHARTER ACADEMY, INC. for its regular employees.

4. SEARCH COMMITTEE AND INTERVIEW COMMITTEE

MR. KOZAK shall no longer be a member of either the Search Committee or the Interview Committee relative to the hiring process for a new Executive Director. MR. KOZAK shall not interfere with, or participate in any manner (other than performing purely ministerial duties) relative to the Search Committee, Interview Committee, or in any other way, as relating to the hiring of a new Executive Director.

5. EVALUATION OF PERFORMANCE

Due to the temporary nature of this appointment of MR. KOZAK as Interim Executive Director of SOUTHTECH SCHOOLS, there shall be no formal evaluation of his performance in that position.

6. SALARY

MR. KOZAK shall be paid an annual base salary of \$120,000.00 during the term of this Agreement. This salary will be payable in accordance with the SOUTHTECH SCHOOLS payroll schedule and policies. When MR. KOZAK reverts back to his previous position of Business and Community Partnership Liaison Officer upon the natural expiration of this Agreement or as specified in paragraph 2 above, he will also revert back to his previous annual salary of \$74,000.00 payable in accordance with the SOUTHTECH CHARTER ACADEMY, INC. payroll schedule and policies for his continued at-will employment.

7. BENEFITS

MR. KOZAK shall receive all such benefits as are provided to other employees of SOUTHTECH SCHOOLS, subject to applicable State and Federal law. In addition, during the period of time he is serving as the Interim Executive Director, he shall be paid a \$400.00/month car allowance and a \$100.00/month cell phone allowance(both on a pro-rata basis). Such payments shall be made retroactively, at the conclusion of each calendar month that he is employed as Interim Executive Director. These payments will cease upon the conclusion of his employment as Interim Executive Director.

8. AMENDMENTS

This Agreement may only be amended by a written document signed by all parties.

9. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Florida and venue of any litigation related to this Agreement shall be in Palm Beach County, Florida, exclusively.

10. SEVERABILITY

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

11. ATTORNEY'S FEES

In the event that litigation is commenced to enforce any term or provision of this contract or alleging a breach of this contract, each party shall bear their own attorney's fees and costs through and including all trial and appellate proceedings.

12. NOTICES

All notices or other communications hereunder shall be in writing and shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

A. If to SOUTHTECH SCHOOLS, addressed to:

Board Chairperson
South Tech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437
notterj@comcast.net

B. If to SOUTHTECH PREPARATORY ACADEMY, INC., addressed to:

Board Chairperson
South Tech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437
notterj@comcast.net

C. If to MR. KOZAK, addressed to:

Mr. Steve Kozak
209 Eagleton Lakes Blvd
Palm Beach Gardens, Florida 33418
stevenkozak@mac.com

Notice of any change of address shall be sent by email to the address noted above.

13. ENTIRE AGREEMENT

This Agreement embodies the whole understanding of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this

Agreement shall supersede all previous telecommunications, representations, or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and entered into the day and year first written above.

SOUTHTECH CHARTER ACADEMY, INC.

STEVE KOZAK

By:_____

By:_____

SOUTHTECH PREPARATORY ACADEMY, INC.

By:_____

Exhibit A

SOUTHTECH SCHOOLS

EXECUTIVE DIRECTOR

JOB DESCRIPTION: The Executive Director reports to the Governing Board and is the Board's agent held responsible for the overall administration and supervision of the corporation. This responsibility includes serving as Executive Director/Chief Executive Officer, responsible for all facets of SouthTech Schools, including middle, secondary, post-secondary, on-campus, and off-campus programs, grants, or other business endeavors pursued by the Board.

REQUIREMENTS: M. S. Degree in Education, Business, or related field; minimum of 5 years' experience in administration in education, along with demonstrated knowledge of public charter school laws and policies

DUTIES: Provides administrative and supervisory oversight of the following functions relating to operation of the Academy:

1. Serves as the Board's agent, providing administrative and supervisory oversight of all business matters and compliance issues, in accordance with State and Federal Statutes, Department of Education Rules, Corporate By-Laws, and Governing Board Policy
2. Oversees Direct Report Employees—including the Human Resource Manager, the Financial Officer, the Business and Community Partnerships Liaison, the Federal Grants and Support Administrator, the Exceptional Student Education Director & IDEA Grant Manager, the High School Principal, the Middle School Principal, and the Director of Adult Education
3. Supervises Financial Operations, including budget, reporting, fiscal accountability, and compliance issues
4. Supervises Personnel Matters, Staff Recruitment, Development and Placement, Resolution of Labor Issues, Grievance, and Discipline
5. Supervises the Educational Process in the utilization of data-driven, decision-making strategies to drive instruction and instructional program development, evaluation, and revision, as well as the development and implementation of prescriptive remedial activities
6. Oversees student achievement and accountability mandates
7. Monitors student numbers and program enrollments to financially sustain the school plant operations
8. Oversees Marketing, Public Relations, and Government-related initiatives
9. Responsible for school related operations to include at a minimum student and employee services
10. Addresses legal issues
11. Works through contract negotiations
12. Ensures Charter Compliance for all schools—in accordance with the SDPBC and the FLDOE
13. Addresses School Operations Problems that cannot be resolved at the school level
14. Responsible for emergency and unforeseen event management and resolution
15. Develops marketable and practical Academy Programs and Courses
16. Delegates, monitors, and evaluates appropriate tasks of qualified staff members
17. Serves as the third and final step in all grievance due process matters prior to them being elevated to the Governing Board
18. Performs other duties as assigned by the Governing Board

SALARY: Commensurate with education and experience within salary formula parameters

Exhibit B

SOUTHTECH CHARTER ACADEMY, INC.

BUSINESS & COMMUNITY LIAISON

JOB DESCRIPTION: The Business and Community Liaison reports directly to the Deputy Superintendent in the exercise of administrative duties, which consist interacting with Businesses, Industry, and Local Educational Entities to market Career Education Services, solicit financial support, program sponsorship, other avenues of revenue and support; apprenticeship, work experience opportunities, employment opportunities, or other activities that result in workplace experience; Development of articulation agreements, Memorandum of Understandings, or other contractual agreements with other educational entities to enhance and expand educational services and opportunities.

REQUIREMENTS: B.S. or B.A. Degree or equivalent with career education experience, work experience, and marketing experience backgrounds preferred.

DUTIES: Promotes and markets SouthTech Schools while soliciting involvement and broad-spectrum support from Business, Industry, Governmental Agencies, Municipalities, other Educational Entities, individual donors, and any other sources which may be identified.

1. Promotes SouthTech Schools in the best interest of students, in accordance with the highest traditions of public education, and in support of South Tech's Strategic Plan, Mission Statement and objectives
2. Markets SouthTech School Programs to all segments of the community and stakeholders
3. Develops support networks with members of the Business Community and other entities with mutual interest in Career Education Programs
4. Actively recruits business partnerships, program advisory committee members, student job experience opportunities, and apprenticeship placements
5. Solicits services, financial, and tool and equipment donations from public and private donors and explores other avenues for procuring financial support for new and current programs
6. Pursues Articulation Agreements, Memorandums of Understanding, and other contractual agreements which expand student opportunities, student acceleration components, or other education or training opportunities with other Education Institutions
7. Markets SouthTech Schools training and educational opportunities to Governmental Agencies, Municipalities, Businesses, or Industry
8. Works with appropriate Career Education staff to create custom training programs for Governmental Agencies, Municipalities, Businesses, or Industry
9. Communicates effectively with all members of the SouthTech community
10. Assists with student recruitment for all programs and schools
11. Evaluates and makes recommendation concerning program compatibility with workforce demand, student appeal, marketability, facilities, liability exposure, and instructor availability
12. Assists in industry certification testing administration, if needed
13. Attends Governing Board and SISC Meetings
14. Assists with planning and presenting the SouthTech Summit each year
15. Aligns resources from job responsibilities with resources from the Summit to amplify productivity
16. Actively supports the SouthTech Foundation when established
17. Performs Other Duties as Assigned by the Deputy Superintendent or Superintendent

SALARY: Commensurate with Level of Education and Experience

New 6/20/18

Board Meeting

July 29, 2020

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

Agenda Item

E-2

Motion:

I recommend that the Board approve the revised SY20-21 School Calendars, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

Summary Information:

The PBCSD Board voted to approve select modifications to their SY20-21 School Calendar at the July 22, 2020 Board meeting, due to adverse impacts from the COVID-19 Pandemic. Students will start school in a virtual environment on August 31st and end on June 18th; teachers will start August 13th, one day only, for monthly payroll purpose, then start again on August 25th and end on June 21st. Also, the State 120 hour per credit rule can be maintained within this modified SY20-21 School Calendar. SouthTech Schools Leadership has reviewed this newly modified PBCSD School Calendar and believes that aligning with the new start and end dates will be the least disruptive for our students and faculty, especially in a pandemic environment.

Attachments:

1. STA Calendar for SY21

Presented By:

Eileen Turenne

Financial Impact:

None.

JULY 2020				
MON	TUE	WED	THU	FRI
		1 School Closed	2 School Closed HOLIDAY	3 School Closed
6 School Closed	7 School Closed	8 School Closed	9 School Closed	10 School Closed
13	14	15	16	17 School Closed 4 Day Week
Floating Week for all 220 Employees Contract ONLY				
20 Begin 220 A, I, IS, NI	21	22	23	24 School Closed 4 Day Week
Floating Week for all 213 and 210 Employees Contract ONLY				
27 Floating Day for all 213 and 210 Employees Contract ONLY	28 210-I, NI 213-I	29 SAM	30 RECRUITMENT OPEN HOUSE (Tentative)	31 School Closed 4 Day Week

OCTOBER 2020				
MON	TUE	WED	THU	FRI
			1 End Grading BQ1	2 Begin Grading BQ2
5	6	7	8 Board Meeting DHM / SISC	9 Report Card Distribution
12 HOLIDAY ALL	13	14	15	16
19	20	21	22	23
26	27 RECRUITMENT OPEN HOUSE	28	29 Midterm Exams P1-P2 Students Early Dismissal	30 Midterm Exams P3-P4 Students Early Dismissal

JANUARY 2021				
MON	TUE	WED	THU	FRI
				1 HOLIDAY ALL
4	5	6	7	8
11	12	13	14 DHM / SISC Board Meeting	15
18 HOLIDAY ALL	19	20 FACM	21	22
25	26	27 Final Exams- Sem. 1 P1-P2 Students Early Dismissal	28 Final Exams- Sem. 1 P3-P4 Students Early Dismissal	29 Makeup Day End 1st Semester End Grading BQ4 Students Early Dismissal

AUGUST 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7 School Closed 4 Day Week
10	11	12 Begin 202-I	13 Pre-School for Teachers Board Meeting	14 School Closed 4 Day Week
17	18	19	20 Begin 191-IS	21 School Closed 4 Day Week
24	25 Pre-School Student Orientation FACM/LTM BTAP	26 Pre-School	27 Pre-School DHM	28 Pre-School BTAP
31 STUDENTS FIRST DAY Begin 1st Semester Begin Grading BQ1				

NOVEMBER 2020				
MON	TUE	WED	THU	FRI
2 Make up Students Early Dismissal End Grading BQ2	3 No Students Teacher Work Day FACM/LTM BTAP /SAM	4 Begin Grading BQ3	5	6
9 Report Card Distribution	10	11	12 SUMMIT DHM / SISC Board Meeting	13
16 FACM	17	18	19	20
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
30				

FEBRUARY 2021				
MON	TUE	WED	THU	FRI
1 No Students Teacher Work Day FACM/LTM/ BTAP /SAM	2 Begin Grading BQ5 Begin 2nd Semester	3	4	5
8	9 Report Card Distribu- tion After EOC scores arrive	10	11 DHM/SISC Board Meeting	12
15	16 Parent Training	17 FACM	18	19
22	23	24	25 RECRUITMENT OPEN HOUSE	26

SEPTEMBER 2020				
MON	TUE	WED	THU	FRI
	1	2	3	4
7 HOLIDAY ALL	8	9	10 VIRTUAL PARENT NIGHT / TITLE I	11
14	15 DHM/SISC Annual / Regular Governing Board Meeting	16	17	18
21	22 College FAIR/Parent Training (Tentative)	23 FACM	24	25
28 HOLIDAY ALL	29	30		

DECEMBER 2020				
MON	TUE	WED	THU	FRI
	1	2	3	4 No Students Teacher Work Day FACM/LTM BTAP / SAM
7	8	9	10 Students Early Dismissal Staff Luncheon Board Meeting DHM / SISC	11
14 End Grading BQ 3	15 Begin Grading BQ4	16 FACM	17	18 Report Card Distribution
21 HOLIDAY ALL	22 HOLIDAY ALL	23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL
28 HOLIDAY ALL	29 HOLIDAY ALL	30 HOLIDAY ALL	31 HOLIDAY ALL	

MARCH 2021				
MON	TUE	WED	THU	FRI
1	2	3	4 End Grading BQ5	5 Begin Grading BQ 6
8	9	10	11 DHM/SISC Board Meeting	12 Report Card Distribution
15 HOLIDAY ALL	16 HOLIDAY ALL	17 HOLIDAY ALL	18 HOLIDAY ALL	19 HOLIDAY ALL
22 No Students Teacher Work Day FACM/LTM/ BTAP /SAM	23	24	25	26
29	30	31		

APRIL 2021				
MON	TUE	WED	THU	FRI
			1	2 HOLIDAY ALL
5	6	7	8 DHM / SISC Board Meeting	9
10	11 Midterm Exams P1-P2 Students Early Dismissal	12 Midterm Exams P3-P4 Students Early Dismissal	13 Exams Make-up Students Early Dismissal End Grading BQ6	14 No Students Teacher Work Day FACM/LTM BTAP /SAM EMD
19 Begin Grading BQ7	20	21	22 RECRUITMENT OPEN HOUSE	23 Report Card Distribution
26	27	28	29	30

MAY 2021				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13 DHM / SISC Board Meeting	14
17	18 End Grading BQ7	19 Begin Grading BQ8	20	21
24 Report Card Distribution	25	26 FACM Senior Exams (Tentative)	27 Senior Exams (Tentative)	28 Senior Grades Make-Up (Tentative)
31 HOLIDAY ALL				

JUNE 2021				
MON	TUE	WED	THU	FRI
	1	2	3	4 Senior Check Out (Tentative)
7	8	9	10	11
14	15 Board Meeting DHM	16 Final Exams - Sem. 2 - P1-P2 Students Early Dismissal	17 Final Exams - Sem. 2 P3-P4 Students Early Dismissal	18 Final Exams Make Up - Sem. 2 Students Early Dismissal STUDENTS LAST DAY End Grading BQ8 End 191-IS
21 Post School BTAP / FACM End 202-1 196-1 210-1, NI	22	23	24 Report Cards Mailed TBA End 213-1	25 End 220-A,I,IS, NI
28 School Closed	29 School Closed	30 School Closed		

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

HOLIDAYS				
Date	Holiday	A/NI	IS	I/A
July 02, 2020	Independence Day	X	X	X
Aug 18, 2020	Primary Day	X	X	X
Sep 07, 2020	Labor Day	X	X	PD
Sep 28, 2020	Fall Holiday	X	X	X
Oct 12, 2020	Fall Holiday	X	X	X
Nov 23-27, 2020	Thanksgiving Holidays	X	X	1 PD
Dec 21, 2020- 4, 2021	Winter Break	X	X	2 PD
Jan 18, 2021	M. L. King's Birthday	X	X	PD
Mar 15-19, 2021	Spring Break	X	X	X
Apr 02, 2021	Spring Holiday	X	X	X
May 31, 2021	Memorial Day	X	X	PD

Employee Contract Periods ** See calendar for dates worked			
Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 20, 2020	Jun 24, 2021	220 Days
Non-Instructional (NI)	Jul 20, 2020 Jul 21, 2020	Jun 24, 2021 Jun 21, 2021	220 Days 210 Days
Instructional Support (IS)	Aug 20, 2020 Jul 20, 2020	Jun 21, 2021 Jun 24, 2021	191 Days 220 Days
Instructional (I) (6 PD Holidays)	Jul 20, 2020 Jul 28, 2020 Jul 28, 2020 Aug 13, 2020 (Aug 13) Aug 25, 2020	Jun 24, 2021 Jun 24, 2021 Jun 21, 2021 Jun 21, 2021 Jun 21, 2021	220 Days 213 Days 210 Days 202 Days 196 Days

Teacher Work Days - Pre/Post School	
Nov 03, 2020 Dec 04, 2020 Feb 01, 2021 Mar 22, 2021 Apr 16, 2021	August 13, 25-28, 2020 (STA / STSC Pre-School) June 21, 2021 (Post School)
EMD - Emergency Make-Up Days	
TBD	
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 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	

Student Attendance Days			
Period	Begins	Ends	# of Days
BQ1	Aug 31, 2020	Oct 01, 2020	22
BQ2	Oct 2, 2020	Nov 02, 2020	21
BQ3	Nov 04, 2020	Dec 14, 2020	23
BQ4	Dec 15, 2020	Jan 29, 2021	23
BQ5	Feb 02, 2021	Mar 4, 2021	23
BQ6	Mar 5, 2021	Apr 15, 2021	23
BQ7	April 19, 2021	May 18, 2021	22
BQ8	May19, 2021	June 18, 2021	22
Report Card Distribution Dates			
Grading Period	Distribution Dates		
BQ1	10/09/2020		
BQ2	11/09/2020		
BQ3	12/18/2020		
BQ4	After EOC scores arrive		
BQ5	03/12/2021		
BQ6	04/23/2021		
BQ7	05/24/2021		
BQ8	Mailed after June 24, 2021		

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)



Beginning – Ending dates for **SouthTech Academy** 4x4 calendar dates for the 2020-2021 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	08/31/2020	06/18/2021				179

<u>Semester 1</u>	08/31/2020	01/29/2021				89
Quarter 1	08/31/2020	10/09/2020				43
Blocked Q1	08/31/2020	10/01/2020	09/29/2020	10/06/2020	17:00	22
Blocked Q2	10/02/2020	11/02/2020	11/02/2020	11/05/2020	17:00	21
Quarter 2	11/04/2020	01/29/2021				46
Blocked Q3	11/04/2020	12/14/2020	12/10/2020	12/16/2020	17:00	23
Blocked Q4	12/15/2020	01/29/2021	01/26/2021	02/03/2021	17:00	23

<u>Semester 2</u>	02/02/2021	06/18/2021				90
Quarter 3	02/02/2021	04/15/2021				46
Blocked Q5	02/02/2021	03/04/2021	03/03/2021	03/09/2021	17:00	23
Blocked Q6	03/05/2021	04/15/2021	04/11/2021	04/20/2021	17:00	23
Quarter 4	04/19/2021	06/18/2021				44
Blocked Q7	04/19/2021	05/18/2021	05/14/2021	05/20/2021	17:00	22
Blocked Q8	05/19/2021	06/18/2021	06/15/2021	06/21/2021	17:00	22
Blocked Q8 Grade 12~ Posting Begins 05/25/2021						

REPORT CARD DISTRIBUTION DATES

Blocked Q1 10/09/2020
Blocked Q2 11/09/2020
Blocked Q3 12/18/2020
Blocked Q4 After EOC scores arrive

Blocked Q5 03/12/2021
Blocked Q6 04/23/2021
Blocked Q7 05/24/2021
Blocked Q8 Mailed after June 24, 2021

SOUTHTECH PREPARATORY ACADEMY, INC.
CONSENT AGENDA
July 29, 2020

Old Business

None.

Administrative Items

None.

Personnel Items

None.

Financial Items

None.

Emergency Items

PE-1 Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Employment Agreement.

PE-2 I recommend that the Board approve the revised SY20-21 School Calendars, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

Board Meeting

July 29, 2020

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

**Agenda Item
PE-1**

Motion:

Board approval of Steven Kozak as Interim Executive Director for SouthTech Schools per the terms and conditions of the attached Interim Executive Director Employment Agreement.

Summary Information:

At the July 14, 2020 Emergency Board Meeting, Agenda Item E-2 was presented and passed, which supported Steven Kozak for the stated position. Further, the motion authorized the Board Chair and Glen Torcivia, P.A. to finalize the employment agreement with Steven Kozak and bring it forward at the next advertised Board meeting.

Attachments:

1. Letter dated July 22, 2020 from Glen Torcivia, P.A.
2. Interim Executive Director Employment Agreement

Presented By:

Glen Torcivia, P.A.

Financial Impact:**Interim Executive Director Position**

Proposed Contracted Annual Salary \$120,000.00

Employer Health (Employee & Spouse) \$10,749.00

OASDI @ 7.65% 9,180.00

FRS @ 10% 12,000.00

Other Benefits: Life, EAP, Etc 500.00

\$152,429.00

Cell Phone Allowance(\$100/mo) 1,200.00

Mileage Allowance (\$400/mo) 4,800.00

Annual Cost \$158,429.00

Proposed Monthly Cost \$13,202.42

Current Position Monthly Cost \$8,192.99

Increase Monthly Cost to SouthTech \$5,009.43

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407-1950
561-686-8700 Telephone / 561-686-8764 Facsimile
www.torcivialaw.com

Glen J. Torcivia
Lara Donlon
Christy L. Goddeau*
Carolyn S. Ansay*

Jennifer H.R. Hunecke
R. Brian Shutt*
Pamala H. Ryan*
Matthew L. Ransdell

*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

July 22, 2020

Chair and Members of the Board of SouthTech
SouthTech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437

Re: Interim Executive Director Position

Dear Chair and Members:

After your last Board Meeting, Mr. Notter and I discussed the Interim Executive Director Employment Agreement with Mr. Kozak. Mr. Kozak has agreed to accept this position for a salary of \$120,000 per year during the time that he will be serving as the Interim Executive Director. Below is a summary on the key provisions of the attached Agreement:

1. Salary - \$120,000 a year;
2. Contract in effect until the earlier of a) December 31, 2020 b) the employment of an Executive Director c) 10-days' notice;
3. Upon the conclusion of serving as Interim Executive Director, Mr. Kozak will return to his current position of Business and Community Partnership Liaison Officer at his current salary of \$74,000 a year; and
4. Mr. Kozak will receive all benefits provided to other employees of SouthTech plus a \$400.00 a month car allowance and a \$100.00 a month cell phone allowance, both on a pro-rata basis, while serving as the Interim Executive Director.

If any of you have any questions, I will be available at your Board meeting of Wednesday, July 29, 2020.

Sincerely,



Glen J. Torcivia
GJT/ak

cc: Steve Kozak

INTERIM EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of July, 2020, by and between SOUTHTECH CHARTER ACADEMY, INC. and SOUTHTECH PREPARATORY ACADEMY, INC. (hereinafter collectively referred to as "SOUTHTECH SCHOOLS"), and STEVE KOZAK (hereinafter referred to as "MR. KOZAK").

WITNESSETH:

WHEREAS, SOUTHTECH SCHOOLS' GOVERNING BOARDS are undergoing a process to interview, evaluate, and hire an Executive Director for SOUTHTECH SCHOOLS. This hiring process is expected to conclude with the selection of a new Executive Director no later than October 2020.

WHEREAS, SOUTHTECH SCHOOLS desires to appoint an Interim Executive Director to temporarily fulfill the functions of the Executive Director as defined in ***Exhibit A*** during the SOUTHTECH SCHOOLS' GOVERNING BOARDS hiring process described above.

WHEREAS, SOUTHTECH SCHOOLS' GOVERNING BOARDS have decided to employ MR. KOZAK to serve as Interim Executive Director of SOUTHTECH SCHOOLS, including SOUTHTECH CHARTER ACADEMY, INC. and SOUTHTECH PREPARATORY ACADEMY, INC.; and

WHEREAS, MR. KOZAK desires to accept the position of Interim Executive Director of SOUTHTECH SCHOOLS; and

NOW, THEREFORE, the parties, intending to be legally bound, for good and valuable consideration, the sufficiency of which is hereby acknowledged, agree as follows:

1. EMPLOYMENT AS INTERIM EXECUTIVE DIRECTOR

SOUTHTECH SCHOOLS' GOVERNING BOARDS agree to employ MR. KOZAK as Interim Executive Director of SOUTHTECH SCHOOLS commencing [REDACTED], 2020. MR. KOZAK shall be responsible only to the SOUTHTECH SCHOOLS' GOVERNING BOARDS and shall satisfactorily perform the duties of Interim Executive Director as set forth in the job description for the Executive Director position (attached as **Exhibit A**). MR. KOZAK shall have the authority and responsibility to direct and supervise the operation of SOUTHTECH SCHOOLS and to appoint, employ, and terminate the employment or services of such individuals as may be necessary for the proper and efficient operation of SOUTHTECH SCHOOLS, in accordance with SOUTHTECH SCHOOLS' GOVERNING BOARDS Personnel Policies and other SOUTHTECH SCHOOLS' GOVERNING BOARDS policies, as amended from time to time. However, MR. KOZAK shall not create, eliminate, or replace any position without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS or the Chair of the Governing Boards or the Chair of the Finance Committee.

In addition to complying with all policies of SOUTHTECH SCHOOLS, MR. KOZAK shall not have the authority to spend (or commit SOUTHTECH SCHOOLS to spending) more than \$10,000.00 without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS, or the Chair of the Governing Boards or the Chair of the Finance Committee. All expenditures shall be reported, in writing to Board, at each meeting of the SOUTHTECH SCHOOLS' GOVERNING BOARDS.

Further, MR. KOZAK shall not have the authority to terminate the employment of the following individuals: Eileen Turenine, Nicole Handy, Jennifer Melillo or Kathryn

McIneaney, without the prior approval of the SOUTHTECH SCHOOLS' GOVERNING BOARDS.

While serving as Interim Executive Director, MR. KOZAK shall continue to fulfill all of the responsibilities of the position of Business and Community Partnership Liaison Officer (***Exhibit B***).

2. CONTRACT COMMENCEMENT AND TERMINATION

This contract shall commence on the ____ day of ____, 2020 and continue until December 31, 2020. However, this Contract will automatically terminate upon the commencement of employment of an Executive Director by SOUTHTECH SCHOOLS. In addition, either party may terminate this contract with or without cause by providing the other party ten (10) calendar days' written notice of said intent to terminate. If this contract is terminated, SOUTHTECH SCHOOLS' obligation for payment for services rendered under this contract shall be terminated, and payment for salary and benefits provided for herein shall be paid through the date of termination. After the date of termination, SOUTHTECH SCHOOLS' shall have no further obligations to MR. KOZAK under this Agreement.

3. NON-RENEWAL AND REVERT TO PREVIOUS POSITION.

The term of this contract shall not renew in any form or fashion, and will end on December 31, 2020, or otherwise as specified in paragraph 2 above. Upon the natural expiration of this Agreement on December 31, 2020 or earlier as specified in paragraph 2 above, MR. KOZAK's employment with SOUTHTECH SCHOOLS shall revert to his previous position of Business and Community Partnership Liaison Officer (Job Description attached as ***Exhibit B***), which will be an employment at-will position with no

employment agreement and subject to the normal policies and procedures of SOUTHTECH CHARTER ACADEMY, INC. for its regular employees.

4. SEARCH COMMITTEE AND INTERVIEW COMMITTEE

MR. KOZAK shall no longer be a member of either the Search Committee or the Interview Committee relative to the hiring process for a new Executive Director. MR. KOZAK shall not interfere with, or participate in any manner (other than performing purely ministerial duties) relative to the Search Committee, Interview Committee, or in any other way, as relating to the hiring of a new Executive Director.

5. EVALUATION OF PERFORMANCE

Due to the temporary nature of this appointment of MR. KOZAK as Interim Executive Director of SOUTHTECH SCHOOLS, there shall be no formal evaluation of his performance in that position.

6. SALARY

MR. KOZAK shall be paid an annual base salary of \$120,000.00 during the term of this Agreement. This salary will be payable in accordance with the SOUTHTECH SCHOOLS payroll schedule and policies. When MR. KOZAK reverts back to his previous position of Business and Community Partnership Liaison Officer upon the natural expiration of this Agreement or as specified in paragraph 2 above, he will also revert back to his previous annual salary of \$74,000.00 payable in accordance with the SOUTHTECH CHARTER ACADEMY, INC. payroll schedule and policies for his continued at-will employment.

7. BENEFITS

MR. KOZAK shall receive all such benefits as are provided to other employees of SOUTHTECH SCHOOLS, subject to applicable State and Federal law. In addition, during the period of time he is serving as the Interim Executive Director, he shall be paid a \$400.00/month car allowance and a \$100.00/month cell phone allowance(both on a pro-rata basis). Such payments shall be made retroactively, at the conclusion of each calendar month that he is employed as Interim Executive Director. These payments will cease upon the conclusion of his employment as Interim Executive Director.

8. AMENDMENTS

This Agreement may only be amended by a written document signed by all parties.

9. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Florida and venue of any litigation related to this Agreement shall be in Palm Beach County, Florida, exclusively.

10. SEVERABILITY

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

11. ATTORNEY'S FEES

In the event that litigation is commenced to enforce any term or provision of this contract or alleging a breach of this contract, each party shall bear their own attorney's fees and costs through and including all trial and appellate proceedings.

12. NOTICES

All notices or other communications hereunder shall be in writing and shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

A. If to SOUTHTECH SCHOOLS, addressed to:

Board Chairperson
South Tech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437
notterj@comcast.net

B. If to SOUTHTECH PREPARATORY ACADEMY, INC., addressed to:

Board Chairperson
South Tech Charter Academy, Inc.
6161 West Woolbright Road
Boynton Beach, FL 33437
notterj@comcast.net

C. If to MR. KOZAK, addressed to:

Mr. Steve Kozak
209 Eagleton Lakes Blvd
Palm Beach Gardens, Florida 33418
stevenkozak@mac.com

Notice of any change of address shall be sent by email to the address noted above.

13. ENTIRE AGREEMENT

This Agreement embodies the whole understanding of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this

Agreement shall supersede all previous telecommunications, representations, or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and entered into the day and year first written above.

SOUTHTECH CHARTER ACADEMY, INC.

STEVE KOZAK

By:_____

By:_____

SOUTHTECH PREPARATORY ACADEMY, INC.

By:_____

Exhibit A

SOUTHTECH SCHOOLS

EXECUTIVE DIRECTOR

JOB DESCRIPTION: The Executive Director reports to the Governing Board and is the Board's agent held responsible for the overall administration and supervision of the corporation. This responsibility includes serving as Executive Director/Chief Executive Officer, responsible for all facets of SouthTech Schools, including middle, secondary, post-secondary, on-campus, and off-campus programs, grants, or other business endeavors pursued by the Board.

REQUIREMENTS: M. S. Degree in Education, Business, or related field; minimum of 5 years' experience in administration in education, along with demonstrated knowledge of public charter school laws and policies

DUTIES: Provides administrative and supervisory oversight of the following functions relating to operation of the Academy:

1. Serves as the Board's agent, providing administrative and supervisory oversight of all business matters and compliance issues, in accordance with State and Federal Statutes, Department of Education Rules, Corporate By-Laws, and Governing Board Policy
2. Oversees Direct Report Employees—including the Human Resource Manager, the Financial Officer, the Business and Community Partnerships Liaison, the Federal Grants and Support Administrator, the Exceptional Student Education Director & IDEA Grant Manager, the High School Principal, the Middle School Principal, and the Director of Adult Education
3. Supervises Financial Operations, including budget, reporting, fiscal accountability, and compliance issues
4. Supervises Personnel Matters, Staff Recruitment, Development and Placement, Resolution of Labor Issues, Grievance, and Discipline
5. Supervises the Educational Process in the utilization of data-driven, decision-making strategies to drive instruction and instructional program development, evaluation, and revision, as well as the development and implementation of prescriptive remedial activities
6. Oversees student achievement and accountability mandates
7. Monitors student numbers and program enrollments to financially sustain the school plant operations
8. Oversees Marketing, Public Relations, and Government-related initiatives
9. Responsible for school related operations to include at a minimum student and employee services
10. Addresses legal issues
11. Works through contract negotiations
12. Ensures Charter Compliance for all schools—in accordance with the SDPBC and the FLDOE
13. Addresses School Operations Problems that cannot be resolved at the school level
14. Responsible for emergency and unforeseen event management and resolution
15. Develops marketable and practical Academy Programs and Courses
16. Delegates, monitors, and evaluates appropriate tasks of qualified staff members
17. Serves as the third and final step in all grievance due process matters prior to them being elevated to the Governing Board
18. Performs other duties as assigned by the Governing Board

SALARY: Commensurate with education and experience within salary formula parameters

Exhibit B

SOUTHTECH CHARTER ACADEMY, INC.

BUSINESS & COMMUNITY LIAISON

JOB DESCRIPTION: The Business and Community Liaison reports directly to the Deputy Superintendent in the exercise of administrative duties, which consist interacting with Businesses, Industry, and Local Educational Entities to market Career Education Services, solicit financial support, program sponsorship, other avenues of revenue and support; apprenticeship, work experience opportunities, employment opportunities, or other activities that result in workplace experience; Development of articulation agreements, Memorandum of Understandings, or other contractual agreements with other educational entities to enhance and expand educational services and opportunities.

REQUIREMENTS: B.S. or B.A. Degree or equivalent with career education experience, work experience, and marketing experience backgrounds preferred.

DUTIES: Promotes and markets SouthTech Schools while soliciting involvement and broad-spectrum support from Business, Industry, Governmental Agencies, Municipalities, other Educational Entities, individual donors, and any other sources which may be identified.

1. Promotes SouthTech Schools in the best interest of students, in accordance with the highest traditions of public education, and in support of South Tech's Strategic Plan, Mission Statement and objectives
2. Markets SouthTech School Programs to all segments of the community and stakeholders
3. Develops support networks with members of the Business Community and other entities with mutual interest in Career Education Programs
4. Actively recruits business partnerships, program advisory committee members, student job experience opportunities, and apprenticeship placements
5. Solicits services, financial, and tool and equipment donations from public and private donors and explores other avenues for procuring financial support for new and current programs
6. Pursues Articulation Agreements, Memorandums of Understanding, and other contractual agreements which expand student opportunities, student acceleration components, or other education or training opportunities with other Education Institutions
7. Markets SouthTech Schools training and educational opportunities to Governmental Agencies, Municipalities, Businesses, or Industry
8. Works with appropriate Career Education staff to create custom training programs for Governmental Agencies, Municipalities, Businesses, or Industry
9. Communicates effectively with all members of the SouthTech community
10. Assists with student recruitment for all programs and schools
11. Evaluates and makes recommendation concerning program compatibility with workforce demand, student appeal, marketability, facilities, liability exposure, and instructor availability
12. Assists in industry certification testing administration, if needed
13. Attends Governing Board and SISC Meetings
14. Assists with planning and presenting the SouthTech Summit each year
15. Aligns resources from job responsibilities with resources from the Summit to amplify productivity
16. Actively supports the SouthTech Foundation when established
17. Performs Other Duties as Assigned by the Deputy Superintendent or Superintendent

SALARY: Commensurate with Level of Education and Experience

New 6/20/18

Board Meeting

July 29, 2020

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

**Agenda Item
PE-2**

Motion:

I recommend that the Board approve the revised SY20-21 School Calendars, which align with the modified District School Calendars approved at the District Board Meeting on July 22, 2020, due to the impacts of the COVID-19 Pandemic on schools re-opening.

Summary Information:

The PBCSD Board voted to approve select modifications to their SY20-21 School Calendar at the July 22, 2020 Board meeting, due to adverse impacts from the COVID-19 Pandemic. Students will start school in a virtual environment on August 31st and end on June 18th; teachers will start August 13th, one day only, for monthly payroll purpose, then start again on August 25th and end on June 21st. Also, the State 120 hour per credit rule can be maintained within this modified SY20-21 School Calendar. SouthTech Schools Leadership has reviewed this newly modified PBCSD School Calendar and believes that aligning with the new start and end dates will be the least disruptive for our students and faculty, especially in a pandemic environment.

Attachments:

1. STP Calendar for SY21

Presented By:

Nicole Handy

Financial Impact:

None.

JULY 2020				
MON	TUE	WED	THU	FRI
		1 School Closed	2 HOLIDAY School Closed	3 School Closed
6 School Closed	7 School Closed	8 School Closed	9 School Closed	10 School Closed
13	14	15	16	17 School Closed 4 Day Week
Floating Week for all 220 Employees Contract ONLY				
20 Begin 220-A, I, IS, NI	21	22 RECRUITMENT NIGHT	23	24 School Closed 4 Day Week
Floating Week for all 213 and 210 Employees Contract ONLY				
27 Floating Day for all 213 and 210 Employees Contract ONLY	28 210-I 213-I	29	30	31 School Closed 4 Day Week

OCTOBER 2020				
MON	TUE	WED	THU	FRI
			1 B Retake Picture Day CPSC Progress Reports Go Home	2 A
5 B	6 A	7 B	8 A FACM / SISC Board Meeting	9 B
12 HOLIDAY ALL	13 A	14 B CPEM	15 A	16 B
19 A	20 B DHM	21 A Fall Training for Parents	22 B	23 A
26 B	27 A	28 B	29 A CPSC	30 B

JANUARY 2021				
MON	TUE	WED	THU	FRI
				1 HOLIDAY ALL
4 B	5 A	6 B CPEM RECRUITMENT NIGHT	7 A DHM	8 B
11 A	12 B	13 A CPSC	14 B FACM/SISC Board Meeting	15 A
18 HOLIDAY ALL	19 B	20 A	21 B GLM	22 A
25 B	26 A	27 B	28 A Mid Term Exam Early Dismissal GLM	29 B Mid Term Exam Early Dismissal End 2nd Nine Weeks Grades Completed Grade Verification End 1st Semester

AUGUST 2020				
MON	TUE	WED	THU	FRI
3	4	5	6	7 School Closed 4 Day Week
10	11	12 Begin 202-I	13 Pre-School for Teachers FACM Board Meeting	14 School Closed 4 Day Week
17	18	19	20 DHM Begin 191-IS	21 School Closed 4 Day Week
24	25 Pre-School FACM Begin 196-I New Student Orientation	26 Pre-School LTM / BTAP/DHM/ CPSC New Student Orientation	27 Pre-School GLM PICTURE DAY New Student Orientation	28 Pre-School BTAP
31 A STUDENTS FIRST DAY Begin 1st Semester Begin 1st Nine Weeks				

NOVEMBER 2020				
MON	TUE	WED	THU	FRI
2 A End 1st Nine Weeks Grades Completed Grade Verification	3 No Students Teacher Work Day BTAP/PLC	4 B Begin 2nd Nine Weeks	5 A	6 B
9 A	10 B	11 A CPEM Report Card Distribution	12 B SISC/FACM Board Meeting SUMMIT	13 A
16 B	17 A PLC	18 B	19 A GLM	20 B
23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL	26 HOLIDAY ALL	27 HOLIDAY ALL
25 A	26 B	26 A	28 B	29 A

FEBRUARY 2021				
MON	TUE	WED	THU	FRI
1 No Students Teacher Work Day BTAP College Tour	2 A Begin 3rd Nine Weeks Begin 2nd Semester	3 B	4 A	5 B
8 A	9 B Report Card Distribution	10 A CPEM	11 B FACM/SISC Board Meeting	12 A
15 A	16 B CPSC College Tour	17 A PARENT NIGHT/ Parent Training	18 B GLM	19 A
22 B	23 A DHM	24 B	25 A PLC	26 B

SEPTEMBER 2020				
MON	TUE	WED	THU	FRI
	1 B	2 A CPEM	3 B	4 A
7 HOLIDAY ALL	8 B MEET THE TEACHER PARENT NIGHT/ TITLE I	9 A CPSC RECRUITMENT NIGHT 6:00PM	10 B	11 A
14 B	15 A FACM/SISC Annual / Regular Governing Board Meeting	16 B	17 A GLM	18 B
21 A	22 B DHM	23 A	24 B	25 A
28 HOLIDAY ALL	29 B	30 A		

DECEMBER 2020				
MON	TUE	WED	THU	FRI
	1 B	2 A	3 B	4 A
7 B	8 A DHM	9 B CPSC Club Photos	10 A Early Dismissal @ 11:30 am Staff Luncheon PLC-11:30-12:30 Board Meeting	11 B RNR FEST
14 A Progress Reports Go Home	15 B	16 A CPEM	17 B	18 A
21 HOLIDAY ALL	22 HOLIDAY ALL	23 HOLIDAY ALL	24 HOLIDAY ALL	25 HOLIDAY ALL
28 HOLIDAY ALL	29 HOLIDAY ALL	30 HOLIDAY ALL	31 HOLIDAY ALL	

MARCH 2021				
MON	TUE	WED	THU	FRI
1 A	2 B	3 A	4 B Progress Reports go Home	5 A
8 B	9 A DHM	10 B CPSC	11 A PLC/FACM/SISC Board Meeting	12 B
15 HOLIDAY ALL	16 HOLIDAY ALL	17 HOLIDAY ALL	18 HOLIDAY ALL	19 HOLIDAY ALL
22 No Students Teacher Work Day BTAP/ PLC	23 A	24 B CPEM	25 A GLM	26 B
29 A	30 B	31 A		

APRIL 2021				
MON	TUE	WED	THU	FRI
			1 B PLC	2 HOLIDAY ALL
5 A	6 B	7 A	8 B FACM/SISC Board Meeting	9 A
Staff Appreciation Week				
12 B	13 A	14 B RECRUITMENT NIGHT	15 A GLM End 3rd Nine Weeks Grades Completed Grade Verification	16 No Students Teacher Work Day BTAP/PLC
19 B Begin 4th Nine Weeks	20 A DHM	21 B	22 A	23 B
26 A Report Card Distribution	27 B	28 A	29 B PLC	30 A 6th Grade Trip

MAY 2021				
MON	TUE	WED	THU	FRI
3 B	4 A	5 B	6 A	7 B
10 A	11 B	12 A	13 B FACM Board Meeting	14 A
17 B	18 A Progress Reports Go Home	19 B	20 A	21 B
24 A	25 B	26 A	27 B	28 A 8th Grade Trip
31 HOLIDAY ALL				

JUNE 2021				
MON	TUE	WED	THU	FRI
	1 B	2 A	3 B	4 A 8th Grade Dance Early Dismissal
7 B	8 A	9 B	10 A R&R FEST	11 B 7th Grade Trip
14 A	15 B Board Meeting	16 A 8th Grade Ceremony (Tentative) Early Dismissal	17 B Final Exams Early Dismissal DHM	18 A Final Exams Grades Completed Early Dismissal STUDENTS LAST DAY End Grading Period 191-1S
21 Post School BTAP Grade Verification End 196-1 202-1 210-1	22	23	24 End 213-1 Report Cards Mailed After June 24, 2021	25 End 220-A, I, 1S, NI
28 School Closed	29 School Closed	30 School Closed		

Grade 6-8 Grades

School Hours 8:45 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

Nov 03, 2020	August 13; 25-28, 2020 (STA / STSC Pre-School)
Dec 04, 2020	June 18, 2021 (Post School)
Feb 01, 2021	
Mar 22, 2021	
Apr 16, 2021	

TBD

Period	Begins	Ends	# of Days
Q1	Aug 31, 2020	Nov 02, 2020	43
Q2	Nov 04, 2020	Jan 29, 2021	46
Q3	Feb 02, 2021	Apr 15, 2021	46
Q4	Apr 19, 2021	Jun 18, 2021	44

Grading Period	Distribution Dates
Q1	November 11, 2020
Q2	February 09, 2021
Q3	April 26, 2021
Q4	Mailed after Jun 24, 2021

Scheduled Meetings

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
GLM Grade Level Meeting

Employee Contract Periods

Employee Group	Begin Date	End Date	# of Days
Administration (A)	Jul 20, 2020	Jun 24, 2021	220 Days
Non-Instructional (NI)	Jul 20, 2020 Jul 21, 2020	Jun 24, 2021 Jun 21, 2021	220 Days 210 Days
Instructional Support (IS)	Aug 20, 2020 Jul 20, 2020	Jun 21, 2021 Jun 24, 2021	191 Days 220 Days
Instructional (I) (6 PD Holidays)	Jul 20, 2020 Jul 28, 2020 Jul 28, 2020 Aug 13, 2020 (Aug 13) Aug 25, 2020	Jun 24, 2021 Jun 24, 2021 Jun 21, 2021 Jun 21, 2021 Jun 21, 2021	220 Days 213 Days 210 Days 202 Days 196 Days

HOLIDAYS

Date	Holiday	A/NI	IS	I/A
July 02, 2020	Independence Day	X	X	X
Aug 18, 2020	Primary Day	X	X	X
Sep 07, 2020	Labor Day	X	X	PD
Sep 28, 2020	Fall Holiday	X	X	X
Oct 12, 2020	Fall Holiday	X	X	X
Nov 23-27, 2020	Thanksgiving Holidays	X	X	1 PD
Dec 21, 2020-4, 2021	Winter Break	X	X	2 PD
Jan 18, 2021	M. L. King's Birthday	X	X	PD
Mar 15-19, 2021	Spring Break	X	X	X
Apr 02, 2021	Spring Holiday	X	X	X
May 31, 2021	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)



Beginning – Ending dates for **SouthTech Preparatory Academy** calendar dates for the 2020-2021 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>08/31/2020</i>	<i>06/18/2021</i>				<i>179</i>
<u><i>Semester 1</i></u>	<i>08/31/2020</i>	<i>01/29/21</i>				<i>89</i>
Quarter 1	08/31/2020	11/02/2020	10/29/2020	11/06/2020	17:00	43
Quarter 2	11/04/2020	01/29/2021	01/27/2021	02/04/2021	17:00	46
<u><i>Semester 2</i></u>	<i>02/02/21</i>	<i>06/18/21</i>				<i>90</i>
Quarter 3	02/02/2021	04/15/2021	04/13/2021	04/21/2021	17:00	46
Quarter 4	04/19/2021	07/18/2021	06/15/2021	06/21/2021	17:00	44

REPORT CARD DISTRIBUTION DATES

Blocked Q1 11/11/2020
Blocked Q2 02/09/2021
Blocked Q3 04/26/2021
Blocked Q4 Mailed after June 24, 2021