



Seaside School, Inc

February 2023 Board Meeting

February 2023 Board Meeting

Published on February 13, 2023 at 10:15 AM CST
Amended on February 21, 2023 at 2:14 PM CST

Date and Time

Wednesday February 15, 2023 at 5:00 PM CST

Location

Seaside Neighborhood School
Upstairs 3rd Building
10 Smolian Circle
Santa Rosa Beach, FL 32459

Founded in 1996
Serving Students in Grades 5 - 12

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Information on procedures for public comment can be found at <https://www.seasideschools.net/domain/35>.

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting

accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

Specific issues about a particular student should only be addressed to the school's Director of Student Services, rather than the Board of Directors.

All public comments will be taken under advisement by the Board, but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

Agenda

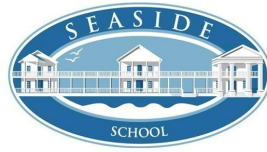
	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Rhea Goff	
II. Consent Items			5:01 PM
A. Minutes	Approve Minutes	Jenna O'Donoghue	1 m
	Approve minutes for January 2023 Board Meeting on January 19, 2023		
B. Discipline/Enrollment Report	Discuss	Drew Ward	1 m
C. Financials	Discuss	Kav Tucker	1 m
D. Facilities Use Requests for SNS	Discuss	Kim Mixson	1 m
The Chapel at Seaside Emerald Coast Theater Company			
E. Adopt Consent Agenda Items	Vote	Kristen "Rhea" Goff	1 m
III. School Update			5:06 PM
A. School Leadership Team Update	FYI	Scott O'Prey	10 m
B. School Foundation Update	FYI		
No report this month.			
IV. Governance Committee			5:16 PM
A. Instructional Materials Adoption - WCSO Policy	FYI	Farrar Barker	5 m

	Purpose	Presenter	Time
B. Instructional Materials Adoption - Seaside School, Inc Policy	Vote	Farrar Barker	5 m
V. Development Committee			5:26 PM
A. Update	FYI	Mike Kerrigan	5 m
B. Seacoast Collegiate High School Expansion Update	FYI	Rhea Goff	5 m
C. Leaders Building Leaders Proposal	Vote	Kristen "Rhea" Goff	7 m
VI. Finance Committee			5:43 PM
A. Update	FYI	Kav Tucker	5 m
VII. Student Excellence Committee			5:48 PM
A. Update	FYI	Mark Foley	5 m
VIII. Public Comment			
IX. Closing Items			
A. Adjourn Meeting	Vote		

Coversheet

Minutes

Section:	II. Consent Items
Item:	A. Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for January 2023 Board Meeting on January 19, 2023



Seaside School, Inc

Minutes

January 2023 Board Meeting

January 2023 Board Meeting

Date and Time

Thursday January 19, 2023 at 5:30 PM

Location

Seaside Neighborhood School
10 Smolian Circle (3rd Building, Upstairs)
Santa Rosa Beach, FL 32459

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Serving Students in Grades 5 - 12

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summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

Directors Present

A. Winicki, C. Lewis, D. Lilienthal, D. Tinghitella, F. Barker, G. Latour, J. O'Donoghue, K. Goff, K. Tucker, L. Blue, M. Foley, M. Kerrigan, M. Uhlfelder

Directors Absent

M. Hale, T. Glavine

Guests Present

J. Robbins, K. Mixson, S. O'Prey

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Goff called a meeting of the board of directors of Seaside School, Inc to order on Thursday Jan 19, 2023 at 5:31 PM.

II. Consent Items

A. December Minutes

G. Latour made a motion to approve the minutes from December 2022 Board Meeting on 12-15-22.

D. Tinghitella seconded the motion.

The board **VOTED** to approve the motion.

B. Discipline/Enrollment Report

C. December Financials

D. Adopt Consent Agenda Items

G. Latour made a motion to Approve Consent Agenda Items.

D. Tinghitella seconded the motion.

The board **VOTED** to approve the motion.

III. School Update

A. School Leadership Team Update

Dr. O'Prey and Ms. Mixson gave update about mid-year goals.

Ms. Goff brought up Dr. O'Prey's evaluation to be completed by February 1st.

Ms. Goff discussed continuing Tom Miller's contract to participate in high school expansion conversations. She will present in February for funding that contract.

B. School Foundation Update

Ms. Goff. prompted everyone to read the attached report.

Mr. Tucker spoke to aligning fundraising efforts. Mr. Vlahos, a Seaside School Foundation Board Member, will present at the February board meeting about alligning those goals.

IV. Governance Committee

A. Update

Ms. Barker updated the team of the lottery enrollment. Lottery enrollment numbers are up from the previous year.

Selection committee has opened applications. The selection committee will use the following timeline:

- 1/16-2/28: Lottery opens
- 1/16-2/21: BOD application open
- 3/8: BOD Interviews
- 3/14: Board meeting / selection approval
- 3/16: Lottery drawing

V. Development Committee

A. Update

Mr, Kerrigan noted that current student enrollment was "+4" over projected enrollment.

He outlined that school promotion for lottery enrollment is underway.

- Seaside Neighborhood School tours are being given every Thursday in January.
- Seacoast Collegiate High School is hosting information nights on most Tuesdays in January and February.
- There has been promotion in print and digital ads and social media outlets.

Converation with SCDC and SAS regarding school branding is ongoing.

The projected date for a new website launch is February 13.

B. Seacoast Collegiate High School Expansion Update

Ms. Goff prompted board members to review the attached documents.

A special meeting for a vote will happened by the end of January in order to continue the high school expansion project. Various funding avenues are being explored by the expansion committee.

VI. Finance Committee

A.

Update

Mr. Tucker gave an update on our financials. The school budget surplus is dwindling due to state and district salary increases and increased operational fees.

VII. Student Excellence Committee

A. Update

Mr. Foley gave an update on the completion of winter sports seasons and the new spring sports.

Plans are in place to support students during Spring Break. A group of parents are organizing to create a "Dads on Duty" to be present at dismissal.

Ms. Goff has plans to observe pick-up behind the post office with SCDC and to resend the contract in regards to trespassing on the lyceum lawn.

The doors and school fencing were discussed.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:43 PM.

Respectfully Submitted,
K. Goff

Coversheet

Discipline/Enrollment Report

Section:	II. Consent Items
Item:	B. Discipline/Enrollment Report
Purpose:	Discuss
Submitted by:	
Related Material:	February 2023 Discipline_Enrollment .pdf



Prepared for the Seaside Neighborhood School, Inc. School Board
for the February 2023 Meeting

Discipline Data January 11, 2023 - February 13, 2023

Grades 5-8

Codes Used: DC, ALT, TRE, DT2, MC1, PL, DT1, IL

Level 1- 7

Level 2- 1

Level 3- 2

Level 4 (SESIR): 1

HOPE Scholarship: 1

Grades 9-12

Codes Used: TA

Level 1- 1

Level 2- 0

Level 3- 0

Level 4 (SESIR): 0

HOPE Scholarship: 0

Enrollment Numbers as of February 13, 2023

5th grade - 49

6th grade - 49

7th grade - 48

8th grade - 46

9th grade - 53

10th grade - 54

11th grade - 47

12th grade - 59

Total - 405

Coversheet

Financials

Section:	II. Consent Items
Item:	C. Financials
Purpose:	Discuss
Submitted by:	
Related Material:	SNS Jan 2023 Seaside Board Packet.pdf

The Seaside School, Inc
Balance Sheet All Funds
January 31, 2023

	Operating	ESSER Special Revenue	Capital Outlay	Total
Assets and Other Debits				
Cash - Operating - Regions	455,239	-	-	455,239
Cash - Internal - Truist	124,262	-	-	124,262
Cash - Athletic - Regions	22,491	-	-	22,491
Cash - Money Market - Regions	-	-	131,352	131,352
Cash - Prepaid Visa	17,500	-	-	17,500
Petty Cash	100	-	-	100
Accounts Receivable - FEFP	136,173	-	-	136,173
Accounts Receivable - Other	-	55,134	8,792	63,927
Due from Foundation	67,049	-	-	67,048
Prepaid Expenses	932	-	-	932
Due from Other Funds	55,134	-	30,027	85,161
Total Assets and Other Debits	<u>878,881</u>	<u>55,134</u>	<u>170,171</u>	<u>1,104,186</u>
Liabilities, Fund Equity, and Other Credits				
Liabilities:				
Accrued Salaries	63,475	-	-	63,475
Accrued Payroll Liabilities - Insurance	7,710	-	-	7,710
Accounts Payable	212,855	-	14,000	226,855
Deferred Revenue	-	-	-	-
Note Payable	-	-	-	-
Due to Other Funds	30,027	55,134	-	85,161
Total Liabilities	<u>314,068</u>	<u>55,134</u>	<u>14,000</u>	<u>383,202</u>
Fund Equity and Other Credits				
Fund Balance	408,059	-	234,371	642,430
Excess (Deficiency) of Revenues - YTD	156,754	-	(78,200)	78,554
Total Fund Equity and Other Credits	<u>564,813</u>	<u>-</u>	<u>156,171</u>	<u>720,984</u>
Total Liabilities Fund Equity and Other Credits	<u>878,881</u>	<u>55,134</u>	<u>170,171</u>	<u>1,104,186</u>

**Revenues, Expenses, & Excess or Deficiency / Budget vs. Actual
Combined Summary**

Month and Year-to-Date Ending January 31, 2023

Revenues & Expenses

	Current Month	Year to Date	Annual Budget	Balance Remaining	% Remaining
Revenues					
FEFP - Walton County School District	291,955	2,257,646	3,440,881	1,183,235	34%
FEFP - Restricted Capital Outlay	3,817	18,350	25,561	7,211	28%
Teacher Salary Allocation	-	97,112	-	(97,112)	-
Industry Certification Funding	-	-	18,700	18,700	100%
Advance Placement Funding	-	-	10,000	10,000	100%
Florida Teacher Lead Program	-	7,125	7,000	(125)	-2%
School Recognition Funds	-	-	38,680	38,680	100%
Miscellaneous Revenue	10,538	32,305	-	(32,305)	-
Recovery of Prior Year Expense	-	7,833	-	(7,833)	-
Transfer Facility Lease	14,000	98,000	168,000	70,000	42%
Sponsor a Teacher	-	-	6,000	6,000	100%
Charter School Capital Outlay	16,500	115,500	198,000	82,500	42%
ESSER II	-	59,857	-	(59,857)	-
School Lunch Revenue MS	1,267	13,236	14,500	1,264	9%
School Lunch Revenue HS	-	2,161	1,000	(1,161)	-116%
School Field Trips MS	2,435	2,435	7,000	4,565	65%
8th Grade Field Trip MS	7,845	18,093	15,000	(3,093)	-21%
School Field Trips (City/Senior) HS	-	46,768	13,000	(33,768)	-260%
Athletics General	4,507	13,008	-	(13,008)	-
Parent Teacher Gift Collection MS	9,610	16,585	7,500	(9,085)	-121%
Parent Teacher Gift Collection HS	6,082	8,236	3,000	(5,236)	-175%
Yearbook Revenue MS	-	-	500	500	100%
Yearbook Revenue HS	-	547	500	(47)	-9%
Student Activities MS	125	125	1,500	1,375	92%
Student Activities HS	1,617	5,685	11,000	5,315	48%
Transfer from Foundation	-	-	361,253	361,253	100%
Interest and Dividend Income	0	1	-	(1)	-
Total Revenues	401,856	2,852,163	4,348,575	1,496,412	34%
Expenses					
5100 - Instruction	253,921	1,452,741	2,398,867	946,126	39%
5200 - Exceptional Instruction	6,494	40,773	79,787	39,013	49%
6100 - Student Personnel Services	22,839	165,853	277,976	112,123	40%
6300 - Curriculum Development	484	672	14,880	14,208	95%
6400 - Instructional Staff Training Services	750	4,475	7,000	2,525	36%
6500 - Instructional-Related Technology	4,360	18,970	70,920	51,950	73%
7100 - Board Administration	5,935	60,591	35,700	(24,891)	-70%
7200 - General Administration	3,232	28,303	43,768	15,465	35%
7300 - School Administration	59,617	426,615	729,920	303,305	42%
7500 - Fiscal Services	5,833	50,833	90,000	39,167	44%
7800 - Student Transportation Services	-	1,090	12,074	10,984	91%
7900 - Operation of Plant	(6,978)	90,105	195,822	105,717	54%
F360 - Capital Outlay	14,300	193,700	168,000	(25,700)	-15%
F435 - ESSER II	31,558	91,415	-	(91,415)	-
9100 - Community Services	22,672	147,473	129,900	(17,573)	-14%
Contingency/Buyback	-	-	93,962	93,962	100%
Total Expenses	425,016	2,773,609	4,348,575	1,574,966	36%
Excess (Deficiency) Revenues Over Expenses	(23,160)	78,554	(0)		

Coversheet

Facilities Use Requests for SNS

Section: II. Consent Items
Item: D. Facilities Use Requests for SNS
Purpose: Discuss
Submitted by:
Related Material:
SEASIDE SCHOOL SPACE REQUEST-The Chapel At Seaside.pdf
SEASIDE SCHOOL SPACE REQUEST (1).pdf

Seaside Neighborhood School Space Request

Date of Request: **Jan. 30, 2023**

Requestor: **The Chapel at Seaside**

Date of Event: **Sundays starting Feb 26th**

Food & Beverage/Caterer: **N/A**

Name of Event: **Kids Church**

Type of Event: **Kids Sunday School for The Chapel**

Venue Rental:

Set Up Date – Sundays starting Feb 26th
Start & End Time- **set up 9am-9:45**

Event Begin &
End Time **9:45-11:15**

Event Break Down
Start & End Time **11:15-11:30**

People
15-30 average

1. Dance Room _____
2. Building 1 _____
3. Building 2 **the classrooms in the lower level of Building 2** _____
4. Building 3 _____
5. Other _____

Will this be a ticketed event? If so, how many tickets will be sold? What is price of ticket? **-NO**

What additional provisions are to be made for extra security, such as off-duty deputies? **-NO additional security needed. We use background checked and trained volunteers.**

What equipment (sound, props, stage, tent) will be placed in the venue? Explain electrical needs. **-If we can have access to TV or projectors in the rooms that we can "cast" to, that would be it.**

Who is to be responsible for trash collection? **-We will take our trash with us.**

Attach preliminary parking plan – how many cars expected; will off-site parking be required? **-We will have people park in Smolian Circle. It will be our normal church people parking there like they currently do.**

Irrigation Requests?

This approval is contingent upon the event planner adhering to the "Seaside School Space Request Guidelines," which are attached.

*Fee to be paid to made payable to SEASIDE SCHOOL INC.: \$ _____
**Adjusted at the time of billing to fee in effect at time of event.*

SEASIDE USE ONLY
REVIEWED :

PRINCIPAL _____ DATE: _____

ADMINISTRATIVE ASSISTANT _____ DATE: _____

PLANT MANAGER _____ DATE: _____

APPROVED

DECLINED

BOARD PRESIDENT APPROVAL SIGNATURE

DATE

"REV. 7/14/15"

SEASIDE Event Guidelines

Seaside School

3rd Party Facilities Use Policy

Purpose: To establish policies and procedures for use of School facilities and premises for users and uses unrelated to the primary function of the School.

Committee Oversight: Governance, and Buildings & Maintenance

General Policies: The Seaside School Board of Directors will consider formal requests for use of the school premises, after review and recommendation of the Buildings & Maintenance Committee.

- All approved users will be required to provide general liability insurance in the minimum single occurrence coverage amount \$1,000,000.00, and including Seaside School and the Seaside School Foundation as additional named insureds.
- Fees for any use will be based on type of use and estimated impact on School facilities, and will be determined upon recommendation by Buildings & Maintenance Committee. The minimum use fee shall be \$150.00, unless otherwise waived under the terms of this Policy.
- Special consideration and fee waivers may be granted by the Board of Directors for uses that are performed by employees of the School and for students of the School, or for community service uses that the Board of Directors may approve on a case-by-case basis, and at the Board's sole discretion.
- The Board of Directors may from time to time revise policies and procedures guiding such use; and also reserves the right to approve or deny any use, for any reason whatsoever, and to revise terms and/or fees for use.

Procedures:

- Requests for use shall be directed to the Buildings & Maintenance Committee for review, prior to presentation to the Board of Directors.
- Committee will determine appropriate fee, if any, and will distribute summary of request and recommendation to Board members.
- Board of Directors may provide approval/denial by way of electronic communication/circulation, or within the agenda of a regularly scheduled Board meeting.
- Committee head will direct appropriate School employee(s) or other designated person(s) in the oversight of any approved use, which designated person(s) duties will include:
 - finalize Use Agreement execution – Agreement must first be signed by Committee head or Board Chairman, and designated person will then have 3rd Party execute prior to commencement of any use.
 - review 3rd party's insurance policy/rider for compliance with Policy, and file a copy along with the use application and Use Agreement documents;
 - collect approved fees, prior to actual use of facilities by 3rd party, and deposit/distribute to appropriate personnel;
 - provide approved 3rd party access to, and assure the security and condition of facilities following use;

- report to Board of Directors or Committee head any concerns or issues following any particular use;
- perform other such duties as the Board of Directors may institute from time to time regarding 3rd party use policy.

Attachments: Use Application; Use Agreement

I acknowledge that I have read, understand, and will abide by all the Event Rules and Regulations set forth by Seaside School, Inc.



Rev. Andrew Beard-Event Requestor Signature and Print Name

1-30-2023

Date

"Rev. 7/14/15"

Seaside Neighborhood School Space Request

Date of Request: 2/2/2023

Requestor: Emerald Coast Theatre Company

Date of Event: July 10-14, 2023

Food & Beverage/Caterer: N/A

Name of Event: Camp Showtime- Disney Dreams

Type of Event: ECTC Summer Cabaret camp

Venue Rental:

	Set Up Date – Start & End Time	Event Begin & End Time	Event Break Down Start & End Time	# People
1. Dance Room _____	8:00am- 3:00pm M-F			15-30
2. Building 1 _____				
3. Building 2 _____				
4. Building 3 _____				
5. Other _____				

Will this be a ticketed event? If so, how many tickets will be sold? What is price of ticket? None

What additional provisions are to be made for extra security, such as off-duty deputies? None

What equipment (sound, props, stage, tent) will be placed in the venue? Explain electrical needs. Access to wifi

Who is to be responsible for trash collection? We will

Attach preliminary parking plan – how many cars expected; will off-site parking be required? Dropoff/pickup

Irrigation Requests?

This approval is contingent upon the event planner adhering to the “Seaside School Space Request Guidelines,” which are attached.

***Fee to be paid to made payable to SEASIDE SCHOOL INC.: \$ _____**
**Adjusted at the time of billing to fee in effect at time of event.*

SEASIDE USE ONLY
REVIEWED :

PRINCIPAL _____ DATE: _____

ADMINISTRATIVE ASSISTANT _____ DATE: _____

PLANT MANAGER _____ DATE: _____

 APPROVED

 DECLINED

 BOARD PRESIDENT APPROVAL SIGNATURE

 DATE

"REV. 7/14/15"

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- Special consideration and fee waivers may be granted by the Board of Directors for uses that are performed by employees of the School and for students of the School, or for community service uses that the Board of Directors may approve on a case-by-case basis, and at the Board's sole discretion.
- The Board of Directors may from time to time revise policies and procedures guiding such use; and also reserves the right to approve or deny any use, for any reason whatsoever, and to revise terms and/or fees for use.

Procedures:

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- Committee will determine appropriate fee, if any, and will distribute summary of request and recommendation to Board members.
- Board of Directors may provide approval/denial by way of electronic communication/circulation, or within the agenda of a regularly scheduled Board meeting.
- Committee head will direct appropriate School employee(s) or other designated person(s) in the oversight of any approved use, which designated person(s) duties will include:
 - finalize Use Agreement execution – Agreement must first be signed by Committee head or Board Chairman, and designated person will then have 3rd Party execute prior to commencement of any use.
 - review 3rd party's insurance policy/rider for compliance with Policy, and file a copy along with the use application and Use Agreement documents;
 - collect approved fees, prior to actual use of facilities by 3rd party, and deposit/distribute to appropriate personnel;
 - provide approved 3rd party access to, and assure the security and condition of facilities following use;
 - report to Board of Directors or Committee head any concerns or issues following any particular use;
 - perform other such duties as the Board of Directors may institute from time to time regarding 3rd party use policy.

Attachments: Use Application; Use Agreement

I acknowledge that I have read, understand, and will abide by all the Event Rules and Regulations set forth by Seaside School, Inc.

A handwritten signature in black ink that reads "Anna Fisher". The signature is written in a cursive style with a large, stylized initial 'A'.

Anna Fisher

Event Requestor Signature and Print Name

2/2/2023

Date

"Rev. 7/14/15"

Coversheet

School Leadership Team Update

Section: III. School Update
Item: A. School Leadership Team Update
Purpose: FYI
Submitted by:
Related Material: February 23 BOD Presentation (Enrollment Update).pdf

The Seaside School, Inc February 2023

2022-2023 School Year Marketing and Enrollment Update

Prepared by the School Leadership Team

SNS + SCHS Student Recruitment – Promotion

Marketing Buys

- Digital Media Advertisements
- Print Advertisements
 - SoWal Life
 - Bay Life
 - Destin Life

Social Media Campaign on Facebook and Instagram



SNS + SCHS Student Recruitment – Events

Seaside Neighborhood School

Tours Completed:

January 5, 2023
January 12, 2023
January 19, 2023
January 26, 2023

Tours Remaining:

February 23, 2023

SNS students to spend
½ day on 2/23 at SCHS.

Seacoast Collegiate High School

Information Sessions Completed:

October 1, 2022 (at SCHS)
November 7, 2022 (at SCHS)
December 6, 2022 (at SCHS)
January 10, 2023 (at SCHS)
January 19, 2023 (at STEMM Okaloosa)
January 31, 2023 (at SCHS)
February 7, 2023 (at SCHS)

Information Sessions Remaining:

February 21, 2023 (at SCHS)
February 22, 2023 (at ECMS)

Lottery Enrollment Numbers as of February 13, 2023

	As of 1/19/2023	As of 2/7/2023	As of 2/13/2023
Grade	# of Applications Submitted	# of Applications Submitted	# of Applications Submitted
5	46	94	100
6	25	44	47
7	9	20	22
8	8	13	14
9	18	40	42
10	1	1	2
11	2	8	8
12	0	1	1
Total	109	221	236

Coversheet

Instructional Materials Adoption - WCSD Policy

Section: IV. Governance Committee
Item: A. Instructional Materials Adoption - WCSD Policy
Purpose: FYI
Submitted by:
Related Material: WCSD Bd policy 4.22 (Instructional Materials).docx

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

©NEFEC Page 1 of 7 WALTON 4.22*+

Revised: 06/27/22

EDUCATIONAL MEDIA MATERIALS SELECTION 4.22*+

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school.

The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. Materials that are appropriate for the users of the media center based on age, reading level and interest level.

G. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Walton County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a

school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials.

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III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student’s library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (i.e., administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

1. Religion. Factual, unbiased material which represents all major religions
2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society
3. Sex Education. Factual information, appropriate for the age group or

related to the school curriculum

4. Sex. Pornographic, sensational, or titillating materials shall not be included

5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

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6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library media center, the school media specialist shall evaluate the existing collection and shall consult with:

1. Reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, faculty, parents, and community members).

2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d). F.S.

3. Library media center collections will:

- a. be based on reader interest,
- b. support state academic standards and aligned curriculum

c. support the academic needs of students and faculty

4. When considering materials to be purchased, the media specialist shall follow these procedures:

- a. Purchase materials which are outstanding and frequently used;
- b. Periodically replace worn or missing basic items;
- c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2;

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and replaced by new and age appropriate materials,

- d. Purchase materials in many types of format: digital, e-books, electronic, soft or hard bound.
- e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools, as defined by rule, must publish on their school

website, a list of all materials maintained in the school library media center meaning any collection of books, ebooks, periodicals, and videos

maintained and accessible on the site of an elementary school – and in classrooms and their libraries or required, as well as, those materials required as a part of a school or grade-level reading list. The website format must include the following:

- a. Identify the type of material maintained in the library media center by category - book, ebook, periodical, etc.;
- b. List title and author for books and ebooks;
- c. List name or title for periodicals and videos,
- d. List title for any other material, and;
- e. Books and ebooks must be searchable by, at a minimum, author and

title. All other materials must be searchable by, at a minimum, title.

VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Walton County resident, or employee of the district may request reconsideration of school library media; however, the challenged material shall not be removed immediately, and materials may be available for student use pending a final decision. When a complaint is made, the following procedure shall be followed:

A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.

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B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.

C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).

D. The challenged materials shall not be removed immediately, and materials may be available for student use pending a final decision.

E. The challenged materials shall be read and re-evaluated by the committee,

considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.

F. The Complainant shall be informed in writing concerning the school-level committee's decision.

G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.

H. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the Public Library Board;
2. One representative of the general public at large; and
3. One representative of a school parent organization.
4. One principal from the level at which the complaint originated (K5, 6-8, or 9-12).
5. Three school-level instructional staff members including the following:

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- a. One media specialist from the level at which the complaint originated;
- b. One media specialist from another level; and
- c. One classroom teacher from the level at which the complaint originated.
6. Two district-level instructional staff members including the following:
 - a. One district-level instructional staff member from the level where the material is in question; and
 - b. The Supervisor of Curriculum and Instruction

I. The Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Determine the extent to which the material supports the curriculum;
4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.

J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.

K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

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L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.

M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate

documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final.

N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.28, 1006.34(2)(b), 1006.40 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-7.0713

HISTORY: ADOPTED: 6/27/14

REVISION DATE(S): 12/06/22

FORMERLY: IJ

Coversheet

Instructional Materials Adoption - Seaside School, Inc Policy

Section: IV. Governance Committee
Item: B. Instructional Materials Adoption - Seaside School, Inc Policy
Purpose: Vote
Submitted by:
Related Material:
Instructional Material Adoption, Seaside School, Inc 22.23 (Clean).pdf
Instructional Material Adoption, Seaside School, Inc 22.23 (With Edits).pdf

All classroom instructional materials, used by Seaside School, Inc. including State- adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with state and district performance standards.

- I. Evaluation of Instructional Materials. The Chief Academic Officer shall establish a School Review Committee (Academic Excellence committee) and develop procedures for the review and evaluation of instructional materials. The School Review Committee will include content area teachers, one or two parents of children at content grade level and an administrator. Meetings of the School Review Committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011 F.S. The staff involved in this process shall recommend to the Chief Academic Officer the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.
- II. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:
 - A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board.

- B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.
- C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.
- D. The School Board shall conduct an open noticed public meeting to approve an annual instructional materials plan identifying instructional materials that will be purchased. The public meeting will take place on the next regularly scheduled Student Excellence Committee Meeting after the public hearing.
- E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.
- F. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.
- G. The following procedures shall apply to all objections to instructional materials adopted by the School Board:
 - 1. The parent or resident of the county, as defined by Florida Statutes may contest the Seaside School board's adoption of a specific instructional material by filing a written objection using the form (Objection to Instructional and/or Media Material) that is publicly available in each school office, the Chief Academic Officer, or on the Seaside School, Inc. website.
 - 2. The form must be signed by the parent or resident of the county, include the required contact information, and state the objection to the instructional material based on the criteria stated in Florida Statutes s. 1006.31(2) or 1006.40(3)(d).
 - 3. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:

- a) Author, compiler, or editor; or Publisher;
- b) Title;
- c) Reason for objection;
- d) Page number of each item challenged; and,
- e) Signature, address and telephone number of person making the complaint.

4. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions received during the thirty-day time-period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer.
5. The contested material shall be made available to the public online at least seven (7) days before the hearing.
6. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.

H. The Chief Academic Officer through the Superintendent of Walton County Schools shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

III. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:

- A. When a teacher, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs and course objectives and standards.
- B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:
1. The class(es) or age group(s) that the instructional aid is appropriate.
 2. How the use of the instructional aid will meet the curriculum objective(s) and standards.
 3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).
 4. Problems, if any, of style, tone, content, or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.
 5. Other appropriate instructional aids available for individual students to use in place of the one selected.
 6. Where applicable, supporting professional materials which were used in selecting the instructional aid.
- C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher,

the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Chief Academic Officer and the CEO. If the instructional aid is rejected by CAO and the CEO, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

- D. The Chief Academic Officer shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, or by the CEO, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.
- E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.
- F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the School providing that the curriculum sequence is maintained.
- G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.
- H. The complainant will be provided with the Seaside School, Inc. policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.
- I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

- J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.
- K. School-level Instructional Appeals Committee. The Appeals committee shall consist of two middle school and two high school teachers selected by the CAO and three (3) Board members serving on the Student Excellence Committee to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the CEO and CAO when a committee is convened.
- L. Challenged materials shall not be removed immediately; and materials may be available for student use pending a final decision. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.
- M. The complainant shall be informed in writing concerning the principal's decision.
 - 1. If the principal determines the challenge material retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the Committee's decision and a copy of the procedures for filing an appeal.
 - 2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing

within five (5) working days of the decision at the same time the decision will be referred to the District's Instructional Material Review Committee.

- N. The committee's review shall be treated objectively, unemotionally, and in business-like manner and shall be conducted in the best interests of the students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- O. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Chief Executive Officer.
- P. A School Board appeal may be requested by the complainant when the school level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school level committee and shall render the final decision on the complainant's concern.
- Q. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.
- R. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the Chief Academic Officer (school's media center). Teachers shall apply the selection criteria set forth in WCSD Policy # 4.22 Educational Media Materials Selection.

All classroom instructional materials, used ~~in the Walton County Schools~~ including State- adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with state and district performance standards.

- I. Evaluation of Instructional Materials. The ~~Superintendent~~ shall establish a Review Committee (Academic Excellence committee) and develop procedures for the review and evaluation of instructional materials. The ~~District~~ Review Committee will include content area teachers, one or two parents of children at content grade level and ~~district personnel~~. Meetings of the ~~District~~ Review Committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011 F.S. The staff involved in this process shall recommend to the ~~Superintendent~~ the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.
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- E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.
- F. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.
- G. The following procedures shall apply to all objections to instructional materials adopted by the School Board:
 - 1. The parent or resident of the county, as defined by Florida Statutes may contest the Seaside School board's adoption of a specific instructional material by filing a written objection using the form (Objection to Instructional and/or Media Material) that is publicly available in each school office, the **Chief Academic Officer**, or on the ~~District's~~ website.
 - 2. The form must be signed by the parent or resident of the county, include the required contact information, and state the objection to the instructional material based on the criteria stated in Florida Statutes s. 1006.31(2) or 1006.40(3)(d).
 - 3. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:

- a) Author, compiler, or editor; or Publisher;
- b) Title;
- c) Reason for objection;
- d) Page number of each item challenged; and,
- e) Signature, address and telephone number of person making the complaint.

4. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions received during the thirty-day time-period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer.
5. The contested material shall be made available to the public online at least seven (7) days before the hearing.
6. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.

H. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

III. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:

- A. When a teacher, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs and course objectives and standards.
- B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:
1. The class(es) or age group(s) that the instructional aid is appropriate.
 2. How the use of the instructional aid will meet the curriculum objective(s) and standards.
 3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).
 4. Problems, if any, of style, tone, content, or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.
 5. Other appropriate instructional aids available for individual students to use in place of the one selected.
 6. Where applicable, supporting professional materials which were used in selecting the instructional aid.
- C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher,

the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Supervisor of Curriculum and Instruction and the Superintendent. If the instructional aid is rejected by the Supervisor of Curriculum and Instruction and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

- D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Supervisor of Curriculum and Instruction, or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.
- E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.
- F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the School (district) providing that the curriculum sequence is maintained.
- G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.
- H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.
- I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

- J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.
- K. School-level Instructional Appeals Committee. The Appeals committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) citizens selected by the School Board who reside in the particular school zone to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the Supervisor of Curriculum and Instruction when a committee is convened.
- L. Challenged materials shall not be removed immediately; and materials may be available for student use pending a final decision. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.
- M. The complainant shall be informed in writing concerning the principal's decision.
 - 1. If the principal determines the challenge material retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the Committee's decision and a copy of the procedures for filing an appeal.

2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will be referred to the District's Instructional Material Review Committee.
- N. District-level Appeals An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five working days of the filing of the appeal.
- O. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Supervisor of Curriculum and Instruction as being responsible for the organization of this review committee according to School Board policies. The committee's recommendation shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:
1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.
 2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.

3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.
 4. Three teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.
 5. Four (4) parents. One shall be a parent of an elementary student, one shall be a parent of a middle school student, and two shall be the parents of high school students.
- P. The committee's review shall be treated objectively, unemotionally, and in business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- Q. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Chief Executive Officer(Superintendent.)
- R. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.
- S. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.
- T. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their

titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the Chief Academic Officer (school's media center). Teachers shall apply the selection criteria set forth in WCSD Policy # 4.22 Educational Media Materials Selection.

Coversheet

Leaders Building Leaders Proposal

Section: V. Development Committee
Item: C. Leaders Building Leaders Proposal
Purpose: Vote
Submitted by:
Related Material:
Seaside Schools 2023 Strategic Review Support Proposal (2).pdf

Professional Services Proposal



Prepared for: Seaside Schools, INC
January 27, 2023

Situational Appraisal

During the 2021-2022 school year, Seaside Schools, Inc invested in a strategic vision and goal setting process that brought all campuses and stakeholders to the table to set the vision for the next three years.

- ❖ Create clarity in roles and responsibilities (Governance and Management).
- ❖ Create cohesion between the middle and high school campus.
- ❖ Diversify fundraising
- ❖ Reduce the time board spends in management activity
- ❖ Strategically ready for high school new building operation
- ❖ Board composition and recruitment

Seaside School, Inc Vision 2024-2025

To begin the 2024-2025 school year, Seaside Schools, Inc will be the model learning organization for young adults in the southeast region of the country, serving over 600 Walton County students. Built for education, designed for high performance, the dual enrollment campus is at full capacity, serving students in 9th grade through the college level courses. Our students are thriving socially, emotionally and academically.

Seaside leadership and staff are fully committed to developing and preparing every child entering the 5th grade to attend the college, university and professional calling they most desire by thinking decades ahead, stretching the learning environment and curriculum globally. Through internships, thought leader keynotes, and visits to institutes of higher learning that were not initially envisioned possible, Seaside Schools, INC will become a nationally recognized recruiting ground for talented, values oriented students. Over 90% of the students who enter at Seaside Neighborhood are committed to finishing their academic track at Seacoast Collegiate!

Despite being on two campuses, the purpose, vision and values are clearly defined and alive in all aspects of each school's daily activity. With shared resources, aligned curriculum and rich learning programs, all Seaside Schools, Inc students are engaged in the highest quality of education ever experienced in a Walton County public school.

The school's leadership team, governing board, and foundation board are communicating in unison and working with strategic partners of Seaside Schools, Inc focused on providing the educational opportunities that challenge college and career bound students in a creative and supportive atmosphere to become knowledgeable, thoughtful, contributing citizens. Truly developing each student for any future path.

Seaside Schools, Inc leadership works to raise the performance of each team member, challenging each other to learn the most effective pedagogical methods, communication and collaboration to break through obstacles, avoid or resolve conflict and elevates the entire team's ability to drive results.

Seaside Schools, Inc is a healthy and desirable place for all employees where multiple high

quality applicants apply for any position, people feel valued and there is a clear opportunity for advancement and overall professional development.

The time of the governing and foundation board are focused on *setting strategic direction for the school and empowering school administration to lead and direct, with board accountability, the management of the day-to-day operations of the school*. Meetings are engaging, effective, focused on student learning, improving working conditions, and the future of Seaside Schools, INC. Members leave each meeting feeling reassured that their talents are utilized and that their votes would bring dynamic and viable long term results.

The foundation is raising millions of dollars per year through multiple streams of revenue. Each dollar raised is directed to improving the educational experience of each student, the development of every employee, and the strengthening of the future of Walton County.

Solution & Approach

Dr. Tom Miller, with the support of the Leaders Building Leaders consulting firm of former high performing charter school principals, serves as the “Executive Director to the Seaside Schools, Inc. Boards” through a combination of virtual, live, or hybrid professional services and would include:

First 60 days:

- As an extension of the Seaside Schools, INC leadership structure, work to build trust, ensure clarity and certainty in the three year plan for all Seaside Schools, INC stakeholders.
 - Conduct a deep dive analysis to identify systemic or cultural issues preventing the organization moving forward with the three year plan.
 - Create and executive an action plan based on findings to improve culture and build trust.
- Conduct a Strategic Review and create Written Objectives, Benchmarks and Timelines for all [six vision casting statements](#) and the findings from the [2022 Organizational Health Report](#) and Stakeholder [Climate Surveys](#).
 - Aligned monthly reports for each including timeline, next steps and tangible evidence in the areas of high performing academics, working conditions and capacity building, effective governance, strategic and viable financial planning, policy and procedures, and branding and market reputation.
- Work with all team and committee leads to ensure strategies are in place to execute each strategic goal.
 - Equip and coach where necessary.
 - Focus their time together in meetings, execution and reporting.
 - Agenda development, facilitation, reporting and cascading communication throughout the organization and key stakeholders.
- Evaluate the school’s overall academic performance when compared to the top in the area. Facilitate time with the academic leadership team in vision casting Seaside’s academic future.

- Ensure the execution of the high school expansion project in a fiscally viable and responsible manner.
 - Manage and oversee the Grant Writing, Capital Development and other revenue development teams.
- Develop an internal and external communication plan:
 - Oversee crisis communications
 - Work as a liaison between key stakeholders, board, foundation and management.

Next 60 Days:

- Overseeing the strategic plan, managing the systems, identifying and developing future Seaside Schools, INC organizational leaders, facilitation of problem solving and skinny strategic plans for community and school based issues, working to create a more empowered, trusted and healthy organization.
- Clarify and refine the organization’s leadership structure for the future:
 - Clarity in roles and responsibilities (focused on the goals of the organization).
- Work with the Foundation Team to strategize a list of fundraising initiatives and present the 2023-2024 fundraising and capital development plans to raise two million dollars a year through a diverse fundraising structure and donation portfolio.
- Strategic Recruitment Process:
 - Lead the process to create a strong and viable recruiting process for future employees and students
- Stakeholder Engagement
 - The definition of parent engagement is agreed upon and communicated regularly.
 - Define what parent engagement looks like at your school
 - Parent perspective
 - School perspective
- Work for the Executive Committee to ensure board members are working within their strengths and talents.
 - Accountability, Development and Communications
- School cohesion and high school expansion support
 - Vision, Branding and Recruitment
 - Curriculum and Instruction
- On-site, Director level strategic leadership, associate development, teamwork training, and coaching for the top 20% of Seaside Schools, INC.
 - Succession planning and development for all key positions
 - On-site communication, teamwork and Leading Engaging & Productive Meetings training for all team leads.
 - School-wide diversity, inclusion and engagement training events.

Professional Services

Time on the Seaside Schools’ campuses, and additional strategic meetings would be delivered for two to three days at a time. Time on campus will be focused on “doing the work” and “facilitation” of professional development and strategic meetings.

- Serve as Executive Director to the Board (School and Foundation)
- On site minimum of 2 days a week, not to exceed 3 days a week unless prior approval of both parties (virtual support daily). On campus support would decrease as the project moves forward.
- Facilitate and Participate in key team, committee and board meetings to ensure healthy culture and progress on key result areas
- Liaison between school principals and board
- Monthly progress report (verbal/written) based on identified outcomes
- Present Executive Director report at monthly BOD meetings
- LBL full support staff for transition and overall support in executing the short and long term goals (academics, operations, staff development and organizational health)
- Professional development: All employees of Seaside Schools, INC will have 100% access to all personal and professional development programs offered by LBL during the agreement at no expense to the school. (DISC profiles will be at cost to LBL).
- On Demand Support: Principals and BOD have direct access to LBL team for support during this agreement.
- We are not employees of Seaside Schools, Inc., however, our team will treat Seaside Schools, Inc. as if it were our own school. Our hours of direct service and support will be focused on the strategic goals set, school improvement and advancement.

Full development plan would be delivered over 6 to 12 months and include a comprehensive implementation calendar with day/time details that could be accessed by all Seaside Schools, INC leaders and Leaders Building Leaders team and consultants.

We know we are the strategic partner that you can trust and need at the most critical time in the school's history!

Terms and Conditions

- Professional Services Fee:
 - \$25,500 per month (first two full months)
 - \$20,500 per month (second two months)
 - \$15,500 per month (Renewed every 90 days)
- Agreed upon travel (plane, car and board) will be billed as actually accrued on a monthly basis and are due upon receipt of our statement invoiced on the first day of each month.

Acceptance

The signatures below indicate acceptance of the details, terms, and conditions in this proposal, and provide approval to begin work as specified.

For Seaside Schools, Inc.

_____ Date: _____