



## Seaside School, Inc

### November Board Meeting

Published on November 13, 2023 at 10:01 AM CST  
Amended on November 16, 2023 at 4:23 PM CST

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#### Date and Time

Thursday November 16, 2023 at 5:30 PM CST

#### Location

Seaside Neighborhood School  
10 Smolian Circle  
Santa Rosa Beach, FL 32459

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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.

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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           |
|--|-----------------|------------------|----------------|
| <b>I. Opening Items</b>  |                 |                  | <b>5:30 PM</b> |
| <b>A.</b> Record Attendance  |                 | Jenna O’Donoghue | 1 m            |
| <b>B.</b> Call the Meeting to Order  |                 | Kav Tucker       |                |
| <b>C.</b> Pledge of Allegiance   |                 | Kav Tucker       | 2 m            |
| <b>II. Consent Agenda Items</b>  |                 |                  | <b>5:33 PM</b> |
| <b>A.</b> Approve October Board Minutes  | Approve Minutes | Kav Tucker       | 2 m            |
| <b>B.</b> Consent Items  | Vote            | Kav Tucker       | 5 m            |
| Item #1: October Financials  |                 |                  |                |
| Item #2: Hire Lee Mixson. Bus Driver and Operation of Plant (This was a budgeted position)                               |                 |                  |                |
| Item #3: Board Meeting Calendar (Approve to eliminate the December and February Board Meetings due to holidays and race) |                 |                  |                |

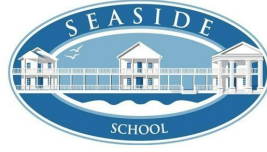
|  | Purpose | Presenter          | Time           |
|--|---------|--------------------|----------------|
| <b>III. School Update</b>  |         |                    | <b>5:40 PM</b> |
| <b>A.</b> Seaside School School Counseling Team Presentation   | FYI     | Thomas Miller      | 10 m           |
| <b>B.</b> Head of Schools Report<br>Access to the Drafted Board Report (attached)  | FYI     | Thomas Miller      | 5 m            |
| <p>Actions for vote in November:</p> <ul style="list-style-type: none"> <li>• Hiring, Lee Mixson (Bus Driver and Operations of Plant)</li> </ul>   |         |                    |                |
| <b>IV. Foundation Update</b>   |         |                    | <b>5:55 PM</b> |
| <b>A.</b> Foundation Update  | FYI     | Teresa Horton      | 15 m           |
| <p>An overview of the strategic campaign will be provided along with tools and resources for board members.</p>  |         |                    |                |
| <b>V. Governance Committee</b>   |         |                    | <b>6:10 PM</b> |
| <b>A.</b> Governance Update  | FYI     | Robert Kauffman    | 5 m            |
| <ul style="list-style-type: none"> <li>• Board selection Schedule                             <ul style="list-style-type: none"> <li>◦ Applications Received (January 5 through February 21)</li> <li>◦ Application review session to occur the week of 2/5/24</li> <li>◦ Applicant interviews occur on 2/20/24</li> <li>◦ Board vote March 2024</li> </ul> </li> <li>• December Governance To-Do List and Agenda:                             <ul style="list-style-type: none"> <li>◦ Admission Preferences (Robert/Tom),</li> <li>◦ finalize Self-Assessment (Robert/Michelle),</li> <li>◦ agenda item for discussion of Board Structure,</li> </ul> </li> <li>• January                             <ul style="list-style-type: none"> <li>◦ review Policies and Procedures Manual,</li> <li>◦ Diversity Policy/Statement</li> </ul> </li> </ul> |         |                    |                |
| <b>VI. Finance Committee</b>   |         |                    | <b>6:15 PM</b> |
| <b>A.</b> Finance Updates  | Vote    | Frank "Chip" Brown | 10 m           |

|   | Purpose   | Presenter | Time             |                |
|---|---|-----------|------------------|----------------|
| Finance Committee met multiple times: <ol style="list-style-type: none"> <li>1. High School Expansion</li> <li>2. Budget updates</li> <li>3. Vetting process for large purchases and contracts</li> </ol> |   |           |                  |                |
| Next 30 days: Secure the high school expansion funding plan   |   |           |                  |                |
| <b>B.</b>   | Athletic Boosters Update  | FYI       | Andrew Jordan    | 5 m            |
| <b>VII.</b>   | <b>Student Excellence</b>   |           |                  | <b>6:30 PM</b> |
| <b>A.</b>   | Student Excellence Committee Updates  | FYI       | Jenna O'Donoghue | 5 m            |
| <b>VIII.</b>  | <b>Development Committee</b>  |           |                  | <b>6:35 PM</b> |
| <b>A.</b>   | Updates   | FYI       | Mike Kerrigan    | 3 m            |
|   | Updates   |           |                  |                |
|   | <ul style="list-style-type: none"> <li>• Update on 2023 -24 goals</li> <li>• Three-year capital projects planning</li> <li>• Upcoming events</li> </ul> |           |                  |                |
| <b>IX.</b>  | <b>Executive Committee</b>  |           |                  | <b>6:38 PM</b> |
| <b>A.</b>   | High School Expansion Update  | Discuss   | Kav Tucker       | 10 m           |
| <b>X.</b>   | <b>Public Comment</b>   |           |                  |                |
| <b>XI.</b>  | <b>Other Business</b>   |           |                  |                |
| <b>XII.</b>   | <b>Closing Items</b>  |           |                  |                |
| <b>A.</b>   | Adjourn Meeting   | Vote      | Kav Tucker       |                |

# Coversheet

## Approve October Board Minutes

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



## Seaside School, Inc

# Minutes

## October Board Meeting

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### Date and Time

Thursday October 19, 2023 at 5:30 PM

### Location

Seaside Neighborhood School  
10 Smolian Circle  
Santa Rosa Beach, FL 32459

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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.*

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**Directors Present**

A. Jordan, A. Winicki, D. Lilienthal, D. Tinghitella, F. Brown, G. Latour, J. O'Donoghue, J. Ward, K. Tucker, L. Blue, R. Kauffman, T. Brooks

**Directors Absent**

C. Lewis, M. Kerrigan, M. Uhlfelder

**Directors who left before the meeting adjourned**

J. Ward

**Guests Present**

D. Ward, K. Mixson, M. Wilcox, T. Miller

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

K. Tucker called a meeting of the board of directors of Seaside School, Inc to order on Thursday Oct 19, 2023 at 5:32 PM.

**C. Pledge of Allegiance****D. Seaside Neighborhood School Student Leadership Presentation**

Courtney Davis, Serena Richard, Taylor Bell and Kim Mixson presented the six students who had the opportunity to attend the Ron Clark Academy. The students each talked about what they love about being a house leader, presented a slideshow about the leadership skills they learned at RCA and their favorite take aways from it. They then had the board members and guests collectively play rock, paper, scissors with their body (not their hands) and encouraged everyone to cheer for each other even after they had lost.

**II. Consent Agenda Items****A.**

### **Approve September Board Minutes**

K. Tucker made a motion to approve the minutes from September Board Meeting on 09-21-23.

J. Ward seconded the motion.

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

### **B. Consent Items**

K. Tucker made a motion to Approve the consent Items.

G. Latour seconded the motion.

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

## **III. School Update**

### **A. Head of Schools Report**

T. Miller talked about student learning, character education and creating leaders, that's what important. Starting to integrate the Seaside way to Seacoast. Defining the core values of the Seaside School. We have an opportunity for teachers to write notes to students and celebrate them in front of their peers for demonstrating our core values. Presented the new Seacoast posters with core values. Any middle school parents present were encouraged to check in and watch a house meeting. Lottery dates January 5th through February 15th. Goal of 515 for the overall number for overall enrollment. On the admissions page there is a interest form for potential new students. Tours will be starting for both campuses soon. We have switched to another company for the lottery- Lotterease and Enrolleaze and Melissa Willcox will be leading the process with that. Chromebooks were discussed & they would be ready to hand out soon.

D. Ward- Presidential Scholar Athlete was announced. Each county nominates one student and this year it was Rosalita Rubino who is a Senior at Seacoast.

### **B. School Safety Updates**

D. Ward discussed the monthly threat assessment meetings and how we partner well with the Walton County School District. Our schools are ranked #3 in safety and #3 academically. Safety protocols are still in place (locked doors, radios, signing in all visitors on campus). Along with monthly Fire & Alice Drills and Fortify FL (See Something/Say Something). The college is looking into PA System & Cameras-hopefully they'll be in place by the end of the year. Discussion about the safety of the doors at SNS and what could be done to make them better.

### **C. Open Enrollment Period and Updates**

- Open enrollment dates will be January 5th-February 15th
- Lottery Date 2/29 or 3/1
- We've moved over to LotterEASE. It is nationally recognized, more customer service and aligns to our enrollment information.



- Additionally, the cost is 20% less than the prior program.

#### **IV. Foundation Update**

##### **A. Foundation Report**

T. Horton was not here. K. Tucker discussed the Glavine event and that it did well. Race date is February 15th-18th. Rhea will be helping to chair the capital campaign. They are working on securing larger donors and expecting good progress of meeting the ten million dollar goal.

#### **V. Governance Committee**

##### **A. Policies to be Approved**

J. Ward made a motion to Approve the Gender Bathroom Policy.

K. Tucker seconded the motion.

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

#### **VI. Finance Committee**

##### **A. Finance Updates**

C. Brown- On track for \$125,000 surplus. Our revenue looks good with all the potential cash flows. Two big drivers are FBFP and LCIR.

T. Miller- Our goal is to really understand where our money goes. Identifying what we spend and comparing to the prior year and making sure our line items are correct so we can budget accordingly.

##### **B. Athletic Boosters Update**

A. Jordan- Working on revenue generation. Should have a 501c3 in a month or two.

Membership program will have three levels (\$250, \$150 & \$100). Also membership levels at a business capacity. An email should be going out soon.

J. Ward to K. Tucker requested to move ahead to VIII Development at 6:25 pm.

#### **VII. Student Excellence**

##### **A. Print Resource Review**

L. Blue made a motion to Approve the Seaside Book List.

K. Tucker seconded the motion.

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

##### **B. Student Excellence Committee Updates**

J. O'Donoghue-Committee updates as far as our goals, certain committee members have been assigned to tackle different goals including: teacher appreciation, student and family

engagement, creating some new events that will pour into the college campus as well. One of those events is all students and families will receive tickets to a NWFSC basketball game for December 8th as a spirit night activity.

Three new internship opportunities for Seacoast Collegiate High School students from spring to summer. More information will come as we meet again in December.

We have Kevin Sandoe who will potentially work with students on resume building, interview skills and college applications.

## **VIII. Development Committee**

### **A. Updates**

J. Ward- We need a policy in place for the bid solicitation process. Any capital spend that is less than a certain dollar amount would be up to admin. The next would be submitted by admin and to be approved by the development committee and anything above a certain level would have to come to this board to be approved. Aligning more with what NWFSC does, (ex. under \$5,000-no approval needed, \$5,000-\$50,000 development approval and above \$50,000 would be a board conversation). This will go through two committees before coming back before the board.

The Governor just appointed Rhea Goff, Cory Bostik and Megan Harrison to the NWFSC board.

J. Ward left at 6:30 PM.

## **IX. Executive Committee**

### **A. High School Expansion Update**

K. Tucker-updated board members on revised timeline and cost of expansion. Land clearing has started. A lot of work and thousands of hours have been put into this expansion project. Timing of capital and appropriations in place. Where we are right now to open in the fall of 2025, vertical construction has to start in March to do so we need to start ordering the materials. Hard cost of construction \$37.5 m, architecture fees \$1.7 m, soft costs and other surveys, permits. We're looking at close to \$42 million dollars now. A bond was discussed as a possibility. We have got a \$9 million dollar appropriation, a capital campaign that's successfully raised \$2.5 million, talking to legislators and hoping for another \$9 million. We have the triumph consultants and hoping for a triumph grant between \$8-\$9 million. Our capital campaign goal is \$10 million. Another meeting on November 2nd.

## **X. 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 7:03 PM.

Respectfully Submitted,  
M. Wilcox

# Coversheet

## Consent Items

**Section:** II. Consent Agenda Items  
**Item:** B. Consent Items  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SNS\_Oct\_2023\_Seaside\_Board\_Financial\_Pack.pdf

**The Seaside School, Inc**  
**Balance Sheet All Funds**  
**October 31, 2023**

|  | Operating      | ESSER Special<br>Revenue | Capital Outlay | Total            |
|--|----------------|--------------------------|----------------|------------------|
| <b>Assets and Other Debits</b>                         |                |                          |                |                  |
| Cash - Operating - Regions                             | 211,804        | -                        | -              | 211,804          |
| Cash - Internal - Truist                               | 119,069        | -                        | -              | 119,069          |
| Cash - Athletic - Regions                              | 23,281         | -                        | -              | 23,281           |
| Cash - Money Market - Regions                          | -              | -                        | 131,352        | 131,352          |
| Cash - Prepaid Visa                                    | 14,268         | -                        | -              | 14,268           |
| Petty Cash   | 100            | -                        | -              | 100              |
| Accounts Receivable - FEFP                             | 149,443        | -                        | -              | 149,443          |
| Accounts Receivable - Other                            | -              | 115,049                  | 157,062        | 272,112          |
| Due from Foundation                                    | 52,273         | -                        | -              | 52,273           |
| Prepaid Expenses                                       | -              | -                        | -              | -                |
| Due from Other Funds                                   | 281,888        | -                        | -              | 281,888          |
| <b>Total Assets and Other Debits</b>                   | <u>852,127</u> | <u>115,049</u>           | <u>288,415</u> | <u>1,255,591</u> |
| <b>Liabilities, Fund Equity, and Other Credits</b>     |                |                          |                |                  |
| <b>Liabilities:</b>                                    |                |                          |                |                  |
| Accrued Salaries                                       | 50,837         | -                        | -              | 50,837           |
| Accrued Payroll Liabilities - Insurance                | -              | -                        | -              | -                |
| Accounts Payable                                       | 156,008        | -                        | 14,000         | 170,008          |
| Due to Other Funds                                     | -              | 115,049                  | 166,839        | 281,888          |
| <b>Total Liabilities</b>                               | <u>206,845</u> | <u>115,049</u>           | <u>180,839</u> | <u>502,733</u>   |
| <b>Fund Equity and Other Credits</b>                   |                |                          |                |                  |
| Fund Balance   | 591,972        | -                        | 56,828         | 648,800          |
| Excess (Deficiency) of Revenues - YTD                  | 53,311         | -                        | 50,748         | 104,059          |
| <b>Total Fund Equity and Other Credits</b>             | <u>645,283</u> | <u>-</u>                 | <u>107,576</u> | <u>752,858</u>   |
| <b>Total Liabilities Fund Equity and Other Credits</b> | <u>852,127</u> | <u>115,049</u>           | <u>288,415</u> | <u>1,255,591</u> |

**Revenues, Expenses, & Excess or Deficiency / Budget vs. Actual  
Combined Summary  
Month and Year-to-Date Ending October 31, 2023**

**Revenues & Expenses**

|                                      | <b>Current Month</b> | <b>Year to Date</b> | <b>Annual Budget</b> | <b>Balance Remaining</b> | <b>% Remaining</b> |
|--------------------------------------|----------------------|---------------------|----------------------|--------------------------|--------------------|
| <b>Revenues</b>                      |                      |                     |                      |                          |                    |
| FEFP - Walton County School District | 378,020              | 1,512,080           | 4,540,589            | 3,028,510                | 67%                |
| FEFP - Restricted Capital Outlay     | 3,148                | 12,591              | 40,423               | 27,832                   | 69%                |
| Industry Certification Funding       | -                    | -                   | 18,700               | 18,700                   | 100%               |
| Advance Placement Funding            | -                    | -                   | 10,000               | 10,000                   | 100%               |
| School Recognition Funds             | -                    | -                   | 38,680               | 38,680                   | 100%               |
| Miscellaneous Revenue                | 3,940                | 8,600               | -                    | (8,600)                  | -                  |
| Transfer Facility Lease              | 14,000               | 56,000              | 168,000              | 112,000                  | 67%                |
| Sponsor a Teacher                    | 600                  | 10,191              | 6,000                | (4,191)                  | -70%               |
| Charter School Capital Outlay        | 18,333               | 73,333              | 217,520              | 144,187                  | 66%                |
| District Local Capital Improvement   | 36,155               | 144,620             | 398,034              | 253,414                  | 64%                |
| ESSER III                            | 75,692               | 112,755             | 396,637              | 283,883                  | 72%                |
| School Lunch Revenue MS              | 1,416                | 11,135              | 14,500               | 3,365                    | 23%                |
| School Lunch Revenue HS              | 721                  | 1,864               | 1,000                | (864)                    | -86%               |
| School Field Trips MS                | -                    | 530                 | 7,000                | 6,470                    | 92%                |
| 8th Grade Field Trip MS              | 6,750                | 12,495              | 15,000               | 2,505                    | 17%                |
| School Field Trips (City/Senior) HS  | -                    | -                   | 13,000               | 13,000                   | 100%               |
| Athletics General                    | 8,105                | 10,637              | 69,000               | 58,363                   | 85%                |
| Parent Teacher Gift Collection MS    | -                    | -                   | 7,500                | 7,500                    | 100%               |
| Parent Teacher Gift Collection HS    | -                    | -                   | 3,000                | 3,000                    | 100%               |
| Yearbook Revenue MS                  | -                    | 250                 | 500                  | 250                      | 50%                |
| Yearbook Revenue HS                  | 70                   | 140                 | 500                  | 360                      | 72%                |
| Student Activities MS                | -                    | 126                 | 1,500                | 1,374                    | 92%                |
| Student Activities HS                | 80                   | 1,275               | 11,000               | 9,725                    | 88%                |
| Transfer from Foundation             | -                    | -                   | 260,000              | 260,000                  | 100%               |
| Interest and Dividend Income         | 0                    | 1                   | -                    | (1)                      | -                  |

|                       |                |                  |                  |                  |            |
|-----------------------|----------------|------------------|------------------|------------------|------------|
| <b>Total Revenues</b> | <b>593,056</b> | <b>2,012,353</b> | <b>6,238,083</b> | <b>4,225,732</b> | <b>68%</b> |
|-----------------------|----------------|------------------|------------------|------------------|------------|

**Expenses**

|  |         |         |           |           |      |
|--|---------|---------|-----------|-----------|------|
| 5100 - Instruction                           | 231,340 | 932,631 | 3,027,407 | 2,094,777 | 69%  |
| 5200 - Exceptional Instruction               | 7,992   | 24,226  | 90,719    | 66,493    | 73%  |
| 6100 - Student Personnel Services            | 28,295  | 97,146  | 324,606   | 227,460   | 70%  |
| 6300 - Curriculum Development                | -       | 436     | 14,880    | 14,444    | 97%  |
| 6400 - Instructional Staff Training Services | -       | 575     | 20,000    | 19,425    | 97%  |
| 6500 - Instructional-Related Technology      | 711     | 20,251  | 70,920    | 50,669    | 71%  |
| 7100 - Board Administration                  | 38,740  | 59,107  | 136,400   | 77,293    | 57%  |
| 7200 - General Administration                | 4,254   | 17,015  | 51,057    | 34,042    | 67%  |
| 7300 - School Administration                 | 70,998  | 283,226 | 897,330   | 614,104   | 68%  |
| 7500 - Fiscal Services                       | 7,917   | 31,667  | 95,000    | 63,333    | 67%  |
| 7800 - Student Transportation Services       | 396     | 945     | 61,907    | 60,962    | 98%  |
| 7900 - Operation of Plant                    | 3,502   | 142,888 | 260,185   | 117,296   | 45%  |
| F360 - Capital Outlay                        | 43,312  | 167,205 | 446,034   | 278,829   | 63%  |
| F435 - ESSER II                              | 115,049 | 112,755 | 396,637   | 283,883   | 72%  |
| 9100 - Community Services                    | 7,020   | 18,221  | 198,900   | 180,679   | 91%  |
| Buyback                                      | -       | -       | 20,273    | 20,273    | 100% |

|                       |                |                  |                  |                  |            |
|-----------------------|----------------|------------------|------------------|------------------|------------|
| <b>Total Expenses</b> | <b>559,525</b> | <b>1,908,294</b> | <b>6,112,255</b> | <b>4,203,961</b> | <b>69%</b> |
|-----------------------|----------------|------------------|------------------|------------------|------------|

|   |               |                |                |  |  |
|---|---------------|----------------|----------------|--|--|
| <b>Excess (Deficiency) Revenues Over Expenses</b> | <b>33,530</b> | <b>104,059</b> | <b>125,829</b> |  |  |
|---|---------------|----------------|----------------|--|--|

# Coversheet

## Head of Schools Report

**Section:** III. School Update  
**Item:** B. Head of Schools Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** November The Seaside School Executive Director Report .pdf

# Seaside School Head of School Report

**To:** Board Members  
**From:** Tom Miller and Team  
**Re:** Executive Director’s Monthly Board Report  
**Date:** November 16, 2023

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Actions for vote:

- Hiring bus driver/operation of plant (already in school budget for this year)
  - [Job description](#)

Based on the approved [2023-2024 School Goals](#); the following information is provided to the Board of Directors:

### Student Enrollment

| Grade Level            | 2023-2024<br>Active Enrollment | Avg. Class Sizes | Withdrawals<br>Since Day 1 | Waitlist |
|------------------------|--------------------------------|------------------|----------------------------|----------|
| 5 <sup>th</sup> Grade  | 46                             | 16               | 0                          |          |
| 6 <sup>th</sup> Grade  | 51                             | 18               | 0                          |          |
| 7 <sup>th</sup> Grade  | 49                             | 17               | 0                          |          |
| 8 <sup>th</sup> Grade  | 48                             | 16               | 0                          |          |
| 9 <sup>th</sup> Grade  | 72                             | 17               | 2                          |          |
| 10 <sup>th</sup> Grade | 54                             | 18               | 0                          |          |
| 11 <sup>th</sup> Grade | 62                             | N/A              | 0                          |          |
| 12 <sup>th</sup> Grade | 57                             | N/A              | 1                          |          |
| <b>Total</b>           | 440 (440 goal)                 |                  | 0                          |          |

### Previous Enrollment Data Points:

- 71 new students to Seacoast Collegiate School (29%) in all, 125 (28%) are new.
- Just to get another view of where our students come to school from, here is a map I made of all Seacoast Student Home Locations: ([click here](#))
- Here are the Seaside Neighborhood Students: ([click here](#))

**Enrollment Goal #1:** Meet the 2024-2025 SCHS enrollment goal (315) through a relationship focused and robust direct marketing campaign for the 2024-2025 open enrollment period for high school.

2024-2025 Projected Enrollment:

|                       | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |
|-----------------------|-----|-----|-----|-----|-----|------|------|------|
| Enrollment Goal       | 48  | 48  | 48  | 48  | 100 | 75   | 75   | 65   |
| Projected returning   | 0   | 45  | 50  | 48  | 36  | 70   | 50   | 60   |
| Estimated Preferences |     |     |     |     |     |      |      |      |
| Openings              |     |     |     |     |     |      |      |      |



|                          |   |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|---|
| Held for new preferences | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
|--------------------------|---|---|---|---|---|---|---|---|

### Next 30 Day Action Steps:

- Meet with the marketing team and administration to set the strategic events and marketing calendar to meet the high school enrollment growth goals.
  - Student tour dates
  - Upgrade admissions page
    - Testimonials (parent and student) and pictures
    - <https://www.seasideschools.net/admissions/admissions-information>
  - Set multiple informational meetings with the families of 7th and 8th grade students with a goal to increase the student retention rate to 80%.
  - Outline an internal and external marketing plan around the Business Management and A.S. degree.
    - Highlight the successes of our partnership with NWFSC with our current families and external stakeholders.
    - Survey current families on their current understanding of the Business Management offering and upcoming A.S. Degree opportunities.
  - Set up virtual parent nights December through February (What it means to be a Seaside School Student)

### Student Attendance Data:

SCHS: Students H.S. Attendance (11/130 (8.4%) high school students with 10 or more missing one class (1st and 7th periods) Note: Will need a revision of the current handbook in regard to student absences/missed classes and impact.

| Grade          | Enrollment | Student Days Absent | Average Daily Attendance | Students Chronically Absent | Average Attended per day | Average Absent per day | Days Doctor Excused | Days Unexcused | Days Excused |
|----------------|------------|---------------------|--------------------------|-----------------------------|--------------------------|------------------------|---------------------|----------------|--------------|
| 05 - SNS       | 46         | 15                  | 96.38%                   | 21.74%                      | 44.33                    | 1.67                   |                     | 10             | 5            |
| 06 - SNS       | 51         | 14                  | 96.95%                   | 21.57%                      | 49.44                    | 1.56                   | 3                   | 4              | 7            |
| 07 - SNS       | 49         | 25                  | 94.33%                   | 32.65%                      | 46.22                    | 2.78                   | 3                   | 15             | 4            |
| 08 - SNS       | 48         | 8                   | 98.15%                   | 12.50%                      | 47.11                    | 0.89                   |                     | 4              | 4            |
| 09 - Calendars | 73         | 27                  | 95.89%                   | 30.14%                      | 70                       | 3                      | 1                   | 14             | 10           |
| 10 - Calendars | 54         | 21                  | 95.68%                   | 27.78%                      | 51.67                    | 2.33                   | 2                   | 6              | 13           |
| 11 - Calendars | 62         | 4                   | 99.28%                   | 4.84%                       | 61.56                    | 0.44                   |                     | 4              |              |
| 12 - Calendars | 57         | NA                  | NA                       | NA                          | NA                       | NA                     | NA                  | NA             | NA           |
| Total          | 440        | 114                 | 97.12%                   | 18.86%                      | 427.33                   | 12.67                  | 9                   | 57             | 43           |

Full year: 180 total school days/150 hours (9000 minutes) of seat time

Must have 135 hours of seat time per Florida Statute 1003.436

Link: [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](https://www.state.fl.us/statutes)

\*Can only miss 18 days/15 hours (900 minutes) of seat time to fulfill the 135 hour requirement

## Student Discipline Report

*This year's area of focus - as it relates to building, sustaining and growing a positive culture and environment - is the assembly, collaboration and "bringing together" of both Seaside Neighborhood School and Seacoast Collegiate High School students and staff through our commonly owned and adopted core values (The Seaside Way).*

**November:** Behaviors have increased (referrals and suspensions have doubled in the past 30 days).

**School Discipline Goal:** Decrease the number of reported bullying incidents by 25% while reducing the number of HOPE scholarships by 50% to seven (7) by implementing a school wide Seaside Way positive behavior point/celebration system for all grades by October 15, 2023.

*Reminder of Student Performance Contract and Civility Discipline sent October . Daily walkthroughs, more administrative supervision, stronger oversight will be the keys to overall student behavior.*

| Month        | In School Suspension<br># students / # days | Out of School Suspension<br># students / # days | Behavior Referrals<br>Major/minor | HOPE Scholarship |
|--------------|---|---|-----------------------------------|------------------|
| August       | 0/0   | 0/0   | 0/0                               | 0                |
| September    | 0/0   | 0/0   | 0/1                               | 0                |
| October      | 1/1.5                                       | 0/0   | 1/11                              | 0                |
| November     | x/x   | 2/6   | 1/1                               |                  |
| <b>Total</b> | x/x   | x/x   | x/x                               |                  |

*Positive Behavioral Program Update: High school will have their first "Core Values" awards 12/1 (Lunch at the Coast)*

## Updates on Strategic Academic Goals

### 1. Academic Achievement

*Academic Goal 1: Secure top 5% in the State in ALL established State Academic Assessment Categories. [Click for 2023 Rankings Overview](#)  
[Seaside Schools Statewide Comparison Data \(2021-2022\)](#)*

#### *Recent Data Collected*

##### *High School At-Risk*

- 36% of 9th grade at level 1 or 2 on FAST ELA or Math (26/73 = 36%)
- 33% of 10 grade at level 1 or 2 on FAST ELA or Math (18/54 = 33%)
- 14% of 10th grade students GPA <3.1 (8 of 54)

##### *Actions:*

- Student/Parent meetings for all students with a less than 3.1 GPA
- Students required to attend weekly tutoring (Level 1)
- Class ZERO and EIGHT started in October at SCHS ([click here](#))
- Teacher implementing in-class intervention programs
- Identify a percentage of mastery (minimum 80% on any assignment without reteach or intervention)

##### *Tangible Progress Monitoring Data Points:*

- Student progress reports (11/8/23)
- Seaside Writes Assessment (November 9th)
- PM2 Data (January 9, 2024)

- *STAR Assessment (January 10, 2024)*
- *Student Grades*
- *Student Attendance*

Academic Goal 2: *Increase the proficiency of all ELA and writing state assessments.*

2.1 Monitor the fidelity and effectiveness of the adopted CommonLIT ELA program.

Academic Goal 3: *Ensure 100% school and student readiness for the high school curriculum and programmatic expansion to include AS degree. (Next 45 day push)*

3.1 *Finalize the curriculum maps and graduation plan outline for AA and AS degrees.*

- *to be reviewed by high school staff in the coming weeks ([Click here for access](#))*

3.2 *Develop a high school master schedule to allow for students (9th and 10th grade) to attend multiple semester long college courses so they will be fully prepared to begin their full time college coursework in 11th grade.*

- *Communicated to high school team, meeting to be scheduled*

3.3 *All SCHS students, by the end of 9th grade, will have taken their PERT and either completed or registered for one prerequisite college course.*

- *10th grade students have started to finalize their PERT*
- *9th grade dates (TBD)*

3.4 *All freshman students attend an information session in the fall of 2024 to enroll in the Business Management course as a sophomore.*

- *TBD*

3.5 *Write the outline for student and family orientations and graduate plans for A.S degrees.*

-

3.6 *Identify best practice schools with similar populations and education programs to visit, learn and be mentored by.*

Dual Enrollment Meeting hosted by NWFSC (December 6th at 4:00)

- *Link to register ([Click here](#))*

## 2. School Culture

- *Family Engagement:*
  - *11/13 Seaside Chat (6:30)*
  - *11/16 Thanksgiving Feast*
- *Staff Experience:*
  - *MS Talent Show 11/3*
  - *Staff Updates 11/9*
    - *Closet cleaning 11/9*
  - *Thanksgiving Feast 11/16*

Student Support (Counseling Team): The counseling team provided a Purpose Statement and detailed report on barriers to fully executing the goals around student social and emotional well being. ([Click here](#))

### Key awareness:

- Student Experience:
  - SCHS Lunch at the Coast (SGA fundraiser)
  - Mentorship Program (MS) Finished 11/8 with students exposed to over 20 community programs, careers and callings
  - High School (cross content multi-cultural and historical awareness programming)
  - Small House meeting 11/8
  - Thanksgiving Feast 11/16
  - SGA Event on Campus (TBD in November)
  - Winter Formal 12/8 at Lake House

High school experience survey (November 2023): Data is being broken down (40 responses)

- Seeking time for study on campus
- Asking for more events
- Timely communication
- Information about college
- 50% very likely to recommend school to a friend

### 3. Attract, Retain, and Grow Excellent Teachers

High Performance Charter School: Drew Ward and I met with Dr. Yalcin Akin, ED of the Orlando Science Schools <https://orlandoscience.org/> We asked about teacher recruitment, development and student programming.

- Key takeaways
  - Invite new hires over the summer (5 day camps)
  - Consistently recruit key STEM positions
  - Furniture (get students and staff involved ASAP)

**Goal #1:** *Build a robust recruitment, hiring and orientation program and process.*

1.1 Update the school HR page with current salaries, benefits as well as testimonials from current employees.

- Benefits One Pager ([click here](#))
- Website: <https://www.seasideschools.net/about/human-resources>
  - Website updates tracking ([click here](#))
  - Recruited staff to support the academic content areas of the school web page (Student Excellence Committee?)

1.2 Gain feedback from current employees on the orientation process (work to improve).

1.3 Identify key social mediums to advertise positions (Theme: Work where you vacation)

- Reached out to meet with education department at NWFSC
- Asked all current employees to reach out to alma mater departments
- All jobs are posted: Chamber of Commerce, Glassdoor, indeed, LinkedIn, Handshake (looking at ZipRecruiter)
  - Follow up meeting with Carey Lewis needs to be scheduled
- Looking at strategic ads in locations most traveled from

**Goal #2:** Establish a personal growth plan for all employees.

- Core Values Plan ([Click here](#))

- Leadership Study ([Click Here](#))
- Reading Across Content ([Click Here](#))

**Goal #3:** Provide professional feedback to all employees monthly.

- 3.1 Establish a school wide feedback protocol.
- 3.2 Establish a commonly used tool to track feedback to all employees.
- 3.3 Equip all supervisors with feedback and coaching skills.
- 3.4 Build instructional walkthrough and feedback time into supervisor schedule.

**Long Term:** Become the healthiest and most desired organization to work at and partner with in Walton and surrounding counties.

- Create and act in unison towards a shared vision, values and strategic goals.
- Develop and execute an internal and external communication plan.
- Implement programs to support the social, emotional and physical health of employees.
- *Evaluate the organization based on key Organizational Health Metrics (engagement, well being, turnover, absenteeism, job satisfaction, new hire fail rate, culture, pay rate, and benefits)*
- Define parent engagement and raise the percentage of engaged parents to greater than 80%. (baseline from 2022 56%)

#### 4. Compliance Reporting

### Facilities Report

**Transportation:** Pick up and Drop Off

- New driver begins 12/1 (CDL training being set up)
- Current bus is full. We could survey families to garner the interest in a second bus. Still need a consistent second driver to do so.
- Observed the “walker” on 11/8. Twelve students were waiting behind the post office to be picked up at 2:45. We will need to set up a “custody” walk up at the school and permission to walk home form after the holiday.

School Safety and Compliance Deadline List ([Click here](#))

List of Safety Measures ([Reviewed and Edited Monthly](#))

- RAVE Panic Button Testing on Both campus (success)
- Windows being tinted for security (should be completed over holiday)
- Possible floor damage in SNS Culinary space
- Doors (frames seem to be an issue)
- Safety (setting up audit with Hawkeye Security)
- Office of Safe Schools ([visit form](#))

[Capital Outlay Budget Update](#)

**HS Construction Project:**

Multiple meetings with the furniture team. Have recruited staff to support the process. Vetting the best models of flexible seating options for high school.

- Identified 320 potential seats at capacity for 9/10 building.

5 year budget projection completed ([Click here](#))

90 Day Goal: Establish a three year repair and renovation plan with budget (new operation of plant position will take on)

- Inspection report 1 ([Click here](#))
- Inspection Report 2 ([Click here](#))

**Human Resource Update**

**New Hire Profiles for Approval**

| Name       | Position   | Licensure |
|------------|--|-----------|
| Lee Mixson | Bus Driver/Operation of Plant ( <a href="#">click here</a> ) |           |
|            |  |           |
|            |  |           |

**Internal Promotions**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

**Current Vacancies**

|   |
|---|
| Bus Driver (2nd driver)   |
| Biology (2nd semester)  |
| Testing Coordinator ( <a href="#">click here</a> ) PT                     |
| Registrar ( <a href="#">click here</a> ) Internal position recommendation |

**Fiscal Operations Update**

**Key Reporting Coming Up:**

990 Signed and Delivered?

Audit (Verify if delivered to FDOE)

Appropriations (Funding from state meeting 11/17?)

**Estimated FTE count is 434. This is based on the number of students who take classes at surrounding high schools. Our actual enrollment as of today is \_\_\_\_\_**

**Short Term Goal #1:** Forensically analyze the current school operations and personnel budget. With the proper evaluation and decision making, I predict a minimum of \$150,000 can be cleared from the operating expenses when compared to the 2022-2023 budget.

(Current Budget noted in the board agenda)

- Line items needing addressing
  - Sub line item

- Digital software
- Identify funds directed towards Capital Outlay and LCIR

This school year we have purchased:

- 230 chromebooks (130 for college students)
- 40 iPADS (art and middle school)
- 30 ThinkPADS (10 middle school and 20 high school for CTE programming)
- 30 Laptops for Teachers

Need to review:

- Digital software programming
  - ESSR funds will be going away this year (\$30,000). We need to take the time to review and analyze the programs that are the most effective
- Athletic Budgets and Stipends
  - Need to improve systems, processes and communication for athletic funds oversight
  - Proposed Budget

To be completed in October:

- Establish systems to improve identified Internal control issues
  - Here were the immediate identified weaknesses ([Click here](#))
    - Assets Inventories/Physical Counts of Assets (Not Completed)
    - Two signatures on Checks Policy over a certain amount (\$10,000 recommended)
    - Systems for checking balances before ordering (in place)
    - Cash handling (Not completed)

**Short Term Goal #2:** Identify grants and external revenue streams to match between \$25,000 to \$50,000 in programmatic or personnel costs.

Grants awarded over the last 30 days: ([Click here](#))

- SNS: Leslie Kilpatrick, Preston Sink, Michelle Peterson, and Sharon Martin (over \$4,100 from Walton Education Foundation)
- SCHS: Val Wallace: Spanish library (\$1,050)
- SNS: Courtney Fail: \$2,500 from National Defense Industrial Association Gulf Coast Chapter ACCEerator Grants

Grants working towards:

- Received a list from SHS ([Vetting these opportunities](#))
- Impact 100 (\$100,000 ask) **Not rewarded**
- Searching “Building Hope” sites for grant opportunities ([click here](#))
- Triumph grant pre-application (\$7.5 million) ([Pre-application](#) draft)

Creating clarity in the “philanthropic impact”

- State of the Charter ([Annual Report Example](#))
- Seaside School (presentation to families 11/13) click [here](#)
- Diverse Funding Ideas Presented ([needs to come back to the table](#))

**Important Dates**

Nov 17, 2023 Thanksgiving Feast (Seaside Neighborhood)



# Coversheet

## Foundation Update

**Section:** IV. Foundation Update  
**Item:** A. Foundation Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 11.16.2023 Seaside School Board Report.pdf

**SEASIDE SCHOOL FOUNDATION UPDATE | 11.16.2023**

**Submitted by: Teresa Horton, Executive Director**

**SSF Financial Review as of 10.31.2023**

- Cash/Operating Fund: \$651,213
- Capital Campaign Fund: \$1,101,007
- Endowment Fund: \$344,155 | Investment Fund: \$818,869



**The Seaside School Foundation, Inc. FY24 GOALS:**

- \$2,500,000 Major Gifts Revenue
- \$200,000 Annual Fund Revenue
- \$800,000 Net Event Revenue

**Capital Campaign Update**

- \$2,529,671 towards \$10MM Goal (5-year capital campaign)
- FY '23 Annual Fund: \$4,407 + Endowment Fund: \$1,914 (as of 10.31.2023)
- 100% Board Participation | Schedule time to meet
- [Capital Campaign Toolkit](#)
- [Case for Support | Empowering Students. Enriching Community](#)
  - Building on a Strong Partnership
  - Meeting the Needs of a Growing Community
  - Expanding Educational Access
  - Driving Economic Development
  - Empowering Future Success
  - Unlocking Opportunities with Associate Degrees
  - Creating "The Accelerator" for Collaboration and Innovation
- [Path to \\$10M | FY24-28](#)
  - Major Gifts | Naming Opportunities (\$100K-\$1M) 5 opportunities remaining | \$4.2M
  - Leadership Gifts | Naming Opportunities (\$1K-\$50K) 237 opportunities remaining | \$2M
  - Major Gifts | Corporate and Foundation Grants (\$50K-\$100K) | \$2M
  - One-Time + Annual Major + Leadership Gifts | Fin Society (\$1K-\$25K) | \$1M\*
  - Annual Fund Gifts | The Rising Tides Fund (\$50-\$500) | (\$200K-annual goal) (\$1M-FY 24-28 goal)

| Seaside School Foundation   Fundraising Overview         |                     |                         |
|--|---------------------|-------------------------|
| Overall Capital Campaign Funds Raised to Date            | \$2,529,671         |                         |
| FY24 Capital Campaign Funds Raised to Date               | \$348,500           |                         |
| FY24 Event Sponsorship Dollars Raised to Date            | \$215,500           |                         |
| Monthly Fundraising Activity   OCTOBER                   |                     |                         |
| Monthly Campaign Activity through 10.31.23               | \$87,500            |                         |
| Monthly FY24 Event Sponsorship Activity through 10.31.23 | \$27,500            |                         |
| Total Monthly Activity through 10.31.23                  | \$115,000           |                         |
| Active Campaign Prospects + Stages                       | Number of Prospects | Total Target Gift Range |
| Stage One: Identification/Evaluation                     | 749                 |                         |

|   |     |             |
|---|-----|-------------|
| PAST Seaside School Donors w/Capacity of to give \$100K or more | 204 |             |
| PAST Seaside School Donors with Capacity to give up to \$50K    | 511 |             |
| Corporate and Family Foundation Prospects                       | 34  |             |
| Stage Two: Cultivation Stage                                    | 35  | \$4,185,000 |
| Stage Three: Solicitation Stage                                 | 8   | \$930,000   |

**Upcoming Events**

**2024 Seaside School Race Weekend | February 15-18, 2024 | Seaside, Florida**

- Race Planning Committee
  - Thursday, November 16, 2023, Thursday, December 14, 2023, Thursday, January 18, 2023
- New for 2024:
  - New VIP experiences, Exclusive swag items presented by The Seaside Style, A SUPER new theme

| 2024 Race Weekend Revenues | Year to Date   | Annual Budget  | Balance Remaining | Notes                           |
|----------------------------|----------------|----------------|-------------------|---------------------------------|
| Race Entry Fees            | 136,800        | 412,000        | 275,200           | Includes VIP and parking passes |
| Donations                  | 1,822          | 15,000         | 13,178            |                                 |
| Race Weekend Sponsorships  | 125,500        | 315,000        | 189,500           |                                 |
| <b>Total Race Revenues</b> | <b>264,532</b> | <b>976,000</b> | <b>711,468</b>    |                                 |