

## Seaside School, Inc

### The Seaside School Board Meeting

Published on December 17, 2025 at 4:58 PM CST

Amended on December 18, 2025 at 5:06 PM CST

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#### Date and Time

Thursday December 18, 2025 at 5:30 PM CST

#### Location

Seacoast Collegiate High School

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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/about/governance>

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.

If a person decides to appeal any decision made by this body with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Record Attendance		Melissa Willcox	1 m
<b>B.</b> Call the Meeting to Order		Andrew Jordan	
<b>C.</b> Approve Minutes	Approve Minutes	Andrew Jordan	1 m
<b>D.</b> Consent Items	Vote	Andrew Jordan	5 m
<b>II. School Leadership Team</b>			<b>5:37 PM</b>
<b>A.</b> Executive Director Report	FYI	Thomas Miller	10 m
<a href="#">Click Here for access</a>			
Two Votes:			
<ul style="list-style-type: none"> <li>• Approve School Recognition Funds</li> <li>• Approve <a href="#">South Walton Center: Annual College Enrollment Plan Memo</a></li> <li>• Approve Hire (<a href="#">Brian Solarek</a>) PT Maintenance</li> </ul>			
<b>B.</b> High School Update	FYI	Drew Ward	10 m
Seacoast Collegiate High School			
Principal's Report			

	Purpose	Presenter	Time
December 2025			
Seacoast Collegiate High School concludes the fall semester with several notable accomplishments and ongoing initiatives that continue to strengthen our academic programs, student engagement, and community partnerships.			
The school hosted its inaugural Thanksgiving Feast, which was well attended by over 400 students and parents. The event successfully fostered a sense of community and collaboration among students, families, and staff and will become an annual tradition. The musical theatre club performed and did a wonderful job-- Thank you to Abbie Lee and her team!			
Administrative collaboration with Northwest Florida State College (NWFSC) remains ongoing with a focus on establishing well-defined academic pathways to guide students toward successful completion of the Associate of Arts (AA) degree. More courses, including electives, will be offered at our South Walton campus next semester.			
Our first information session for prospective students and families yielded an excellent turnout, with over 80 attendees. Additional sessions are scheduled for January and February to accommodate further interest. In January, Principal Ward will visit both Emerald Coast Middle School (ECMS) and Freeport Middle School (FMS) to meet with eighth-grade students considering enrollment at Seacoast for the 2026–2027 academic year. Students from Seaside Neighborhood School are also invited to participate in a campus visit on January 14th.			
In recognition of Literacy Week (January 24–30), Seacoast will partner with Seaside Neighborhood School for a collaborative initiative entitled the “Marathon of Reading.” Together, both schools have established a collective goal of reading 26,200 pages during the week, encouraging literacy development and sustained reading engagement among students.			
Beginning in January, Seacoast will introduce the “Careers on Campus” speaker series, hosted during “Lunch at the Coast.” This program will feature monthly presentations from professionals across diverse career sectors, providing students with firsthand insight into various fields:			
January 23 – Health and Medicine			
February 27 – Artificial Intelligence, ROV, and Technology			
March 27 – Aviation			
April 24 – Law, Psychology, and Civics			

	Purpose	Presenter	Time
May 22 – Engineering			

Campus improvement projects have also been completed this semester. The courtyard and green space renovation has greatly enhanced the campus environment by offering additional recreational and gathering areas for students and staff. The parking lot completion has significantly improved traffic flow, resulting in safer and more efficient arrival and dismissal procedures.

The school's annual Universal Studios trip will take place from January 16–19.

Discipline Data (November–December):

Referrals: 18

Suspensions: 2

Primary incidents: Excessive tardiness, dress code violations, cheating/plagiarism, horseplay, classroom disruptions, and general misconduct.

<b>C.</b>	Middle School Update	FYI	Kim Mixson	5 m
	<a href="#">Click Here for Access</a>			

<b>D.</b>	Foundation Updates	FYI	Callie Cox	10 m
	See attached			

<b>III.</b>	<b>Academic Excellence</b>		<b>6:12 PM</b>
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<b>A.</b>	Academic Excellence Committee Report	FYI	Kevin Sandoe	5 m
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**I. COMMITTEE REPORT: ACADEMIC PERFORMANCE OVERVIEW**

- **Intervention Progress:** The Lexia program is showing positive results, supporting approximately 50 below-grade-level students; remediation strategies adjusted to target students with incomplete data
  - *Context: Directly addresses Learning Gains targets requiring 90 additional ELA students and 54 additional Math students making measurable progress*
- **Operational Intensity:** Nearly half of students are now receiving some form of intervention support; PLC teams meet biweekly to monitor effectiveness
  - *Context: Scaling intervention infrastructure*

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• <b>Dashboard Development:</b> Conversation has surfaced around implementing a visual data dashboard (Red/Yellow/Green format) <ul style="list-style-type: none"> <li>◦ <i>Context: The AEC requested a clear academic tracking mechanism; PM2 data (January) will provide first intervention effectiveness indicators</i></li> </ul> </li> <li>• <b>High School Math Priority:</b> The AEC did not address the Algebra I/Geometry performance gap; PM2 data will provide tracking insight</li> <li>• <b>Committee-Approved Items</b> (<i>informational only — no board action required</i>): <ul style="list-style-type: none"> <li>◦ Project Lead the Way CTE modules for 6th-7th grade science curriculum (Miss Kim signed the grant agreement)</li> <li>◦ Classroom digital resources and supplemental materials approved for SCHS (implemented)</li> <li>◦ <b>Motion needed for:</b> <ul style="list-style-type: none"> <li>▪ John Carattini - - IT Fundamentals Brilliant for Educators Math help for coding</li> <li>▪ Drew Ward - - Drone Certification FlyUsi.org Certification website and testing modules</li> </ul> </li> </ul> </li> <li>• <b>Process Enhancement:</b> Committee adding approved materials/curriculum list to recurring agenda for transparency</li> <li>• <b>Public Comment:</b> Parent request for enhanced syllabus information regarding reading materials (referred to administration per governance protocols)</li> </ul>			

#### IV. Finance

6:17 PM

A. Finance Updates	FYI	Frank "Chip" Brown	10 m
<ul style="list-style-type: none"> <li>• Financial update overview (see attached comments from Lily Meadows at SFS)</li> <li>• Motion to close (1) Truist account and (2) Regions operating account. We have moved almost all funds to First Citizens (as required as part of the loan. Will keep some funds in a local account at Regions. What was previously termed as the Athletic account at Regions will become the local account for things such as petty cash and certain expenses where not practical to use First Citizens account.</li> <li>• Motion to approve Proposal B for School Recognition Funding allocation - 61% of the staff voted for Proposal B - Includes all staff employed that completed the 24-25 school year, Full time employees receive 1 share, Part time employees receive ½ share</li> </ul>			

#### V. Governance

6:27 PM

	Purpose	Presenter	Time
<b>A.</b> Approve 2026 Application and Admittance Policy	Vote	Robert Kauffman	10 m
<b>B.</b> Approve Additional Policies	Vote	Thomas Miller	5 m
1) School Safety Policy (provided hard copy)			
2) Policy on Protection of Student Information			
3) Policy on Participation of Non-Traditional Students in Seaside School Athletic Programs			
<b>C.</b> Approve Specific Material and Instructional Material Objections Documents	Vote	Robert Kauffman	5 m
The Specific Material and Instructional Material Objections Policy has three attachments:			
1) Specific Material or Instructional Material Objection Procedure			
2) Specific Material Objection Form (statutory)			
3) Parent Alternate Assignment Request Form)			

## **VI. Other Business**

## **VII. Closing Items**

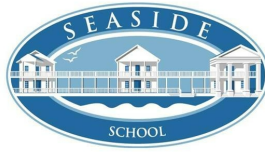
<b>A.</b> Adjourn Meeting	Vote	Andrew Jordan
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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_10_23_board_meeting_minutes (1).pdf

DRAFT



## Seaside School, Inc

### Minutes

#### The Seaside School Board Meeting

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##### **Date and Time**

Thursday October 23, 2025 at 5:30 PM

##### **Location**

Seacoast Collegiate High School

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Founded in 1996

Serving Students in Grades 5 - 12

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### **Directors Present**

A. Jordan, A. Weil, C. Cerise, C. King, D. Hahn, F. Brown, J. Doris, J. Ward, K. Sandoe, M. Harrison, R. Kauffman, T. Brooks

### **Directors Absent**

*None*

### **Guests Present**

C. Cox, D. Ward, K. Mixson, K. Tucker, M. Willcox

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

A. Jordan called a meeting of the board of directors of Seaside School, Inc to order on Thursday Oct 23, 2025 at 5:30 PM.

### **C. Approve Minutes**

J. Ward made a motion to approve the minutes from The Seaside School Board Meeting on 08-21-25.

J. Doris seconded the motion.

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

### **D. Consent Items**

J. Ward made a motion to approve the consent agenda items.

R. Kauffman seconded the motion.

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

## **II. School Leadership Team**

### **A.**

## **Executive Director Report**

T. Miller was not present, A. Jordan went over some of T. Miller's reflections, including test score declines, the student population increase of over 40% in the last two years, and our growth in demographics is now expanding with students enrolling from other public schools and homeschoools.

Strategic priorities: Financial Sustainability, High School Transition Success, Student Wellness Programs, Succession Planning, Seaside School Alignment Staff Retention and Development

The MOU was discussed and how things have changed with administration change. Looking to add the MOU as a bullet point focus so that the school and college are all working together.

Concerns regarding curriculum and instruction will be addressed at the next Academic Excellence meeting in November 11th.

M. Harrison--said that some of the scores decline are at a national level (including math).

K. Mixson—many 8th grade students take high school algebra, so those math scores are not reflective of the total 8th grade class.

## **B. High School Update**

D. Ward went over some of the key pieces from his update submitted and also discussed:

- The courtyard is almost complete
- The Addams Family Theatre production starts tonight in the courtyard/stage
- Positive Behavior Support System
- Lunch at the Coast
- Star Math Stats

Discussion between J. Ward and D. Ward regarding options of having more options for core classes (ex. Pre-AP Algebra 1 and Algebra 1). At this time no non honors classes are offered. Students needing extra help have SDS and Gear Up.

## **C. Middle School Update**

K. Mixson gave the following updates on SNS:

- Mentoring
- Talent Show
- Coastal Cleanup
- Ms. Mitchell and Mrs. Mixson attended Ron Clark Academy for PD
- Ms. Abbie Lee and Ms. Liza Snyder were recognized by the CAA

## **D. Foundation Updates**

C. Cox gave the following updates:

- Tom Glavine Golf Outing grossed over \$200 thousand dollars (\$50 thousand more than the previous two years) with net earnings of \$103 thousand.
- Meeting today to sign contracts for next year
- The county has approved us to have a larger number of participants for Taste of the Race.
- A new fundraising event is in the works to support the expansion.
- The golf event supports the expansion & the race supports operational

K. Tucker gave a legislative update:

- Working with Rubin Turnbull on guidance for appropriations, two applications have been prepared.

Discussion on how the school might want to move forward with the expansion between K. Tucker, A. Jordan, J. Ward, M. Harrison and C. Brown

### III. Academic Excellence

#### A. Academic Excellence Committee Report

K. Sandoe went over the items on the agenda for Academic Excellence.

J. Ward asked how mental health data is collected. K. Mixson and D. Ward discussed safety plans, threat assessment meetings and other ways that could be measured.

Next meeting will be November 11th with a full agenda.

#### B. BOARD APPROVAL

K. Sandoe made a motion to approve the following instructional materials as recommended by the Academic Excellence Committee: Middle School Spanish Program: 1. Grandma and Me at the Flea by Juan Felipe Herrera 2. The Upside Down Boy by Juan Felipe Herrera 3. Lucha Libre: The Man in the Silver Mask by Xavier Garza.

D. Hahn seconded the motion.

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

K. Sandoe made a motion to approve the following instructional materials as recommended by the Academic Excellence Committee: High School Digital CTE Programs (SCHS).

C. Cerise seconded the motion.

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

### IV. Finance

#### A. Finance Updates

C. Brown discussed the following updates:

- Received \$750k state appropriations
- District agreed to use current year headcount number for FEFP payments
- Continue to build up cash reserves to help mitigate uneven cash flows associated with LCIR
- Setting up reserve money market account at the school

## V. Governance

### A. Governance Updates

R. Kauffman gave the following updates:

- New Policies (School Safety & Protection of Student Information)
- Policy Manual is being updated
- Application and Admissions Policy is under review.
- 2026 Enrollment Schedule

R. Kauffman made a motion to approve the 2026 Enrollment Schedule.

C. King seconded the motion.

Lottery will open Friday, January 9, 2026 at 12:00PM

Lottery will close Friday, February 13, 2026 at 5:00PM

Lottery will run Friday, February 27, 2026 (time TBD)

Applicants will have 3 days from the time they are notified of selection to confirm

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

## VI. Other Business

### A. Selection Committee Update

D. Hahn made a motion to approve the Selection Committee Process Dates.

R. Kauffman seconded the motion.

Board applications will open Monday, January 5, 2026

Board applications will close Friday, February 6, 2026

All day interviews Wednesday, February 18, 2026

Bring the recommendations to a vote at the March board meeting

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

C. Brown inquired about policies and procedures with the law regarding who can play on our sports teams.

A conversation with C. Brown, D. Ward, K. Mixson, J. Ward, M. Harrison, and A. Jordan discussing if we need a policy or procedure to go with the new law or possibly a matrix or rubric.

## VII. 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 6:50 PM.

Respectfully Submitted,  
M. Willcox

# Coversheet

## Consent Items

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Consent Items
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	SNS_Board_Reports_Nov_25_Board_Pack.pdf SNS_Board_Reports_Oct_25_Board_Pack.pdf

**The Seaside School, Inc**  
**Balance Sheet by Fund**  
**November 30, 2025**

	Operating	Triumph Grant	Capital Outlay	Debt Service	Internal	Total
<b>Assets and Other Debits</b>						
Cash - Operating/Sweep - Regions	6,862	-	-	-	-	<b>6,862</b>
Cash - Checking & Savings - First Citizens	797,748					<b>797,748</b>
Cash - Investment - First Citizens	751,335					<b>751,335</b>
Cash - Internal - Truist	-	-	-	-	10,975	<b>10,975</b>
Cash - Internal - Regions	-	-	-	-	50,789	<b>50,789</b>
Cash - SVB	-	-	-	666,148	-	<b>666,148</b>
Petty Cash	100	-	-	-	-	<b>100</b>
Accounts Receivable - Capital Outlay	-	-	769,211	-	-	<b>769,211</b>
Accounts Receivable - Triumph - DBW	-	431,906	-	-	-	<b>431,906</b>
Accounts Receivable - Other	14,258					<b>14,258</b>
Due from Foundation	276,577	-	-	-	-	<b>276,577</b>
Prepaid Expenses	120,019	-	-	-	-	<b>120,019</b>
Due from Other Funds	718,758	-	-	271,177	-	<b>989,935</b>
				-		
<b>Total Assets and Other Debits</b>	<u>2,685,655</u>	<u>431,906</u>	<u>769,211</u>	<u>937,326</u>	<u>61,764</u>	<u><b>4,885,862</b></u>
<b>Liabilities, Fund Equity, and Other Credits</b>						
<b>Liabilities:</b>						
Accounts Payable	-	731	47,265	731,815	18,484	<b>798,294</b>
Deferred Revenue - FEFP	40,348	-	-	-	-	<b>40,348</b>
Due to Other Funds	271,177	431,175	24,966	-	259,367	<b>986,685</b>
<b>Total Liabilities</b>	<u>311,525</u>	<u>431,906</u>	<u>72,231</u>	<u>731,815</u>	<u>277,850</u>	<u><b>1,825,327</b></u>
<b>Fund Equity and Other Credits</b>						
Fund Balance	1,921,686	-	541,134	(1,022,155)	(298,251)	<b>1,142,414</b>
Excess (Deficiency) of Revenues - YTD	452,444	-	155,847	1,227,666	82,165	<b>1,918,122</b>
<b>Total Fund Equity and Other Credits</b>	<u>2,374,130</u>	<u>-</u>	<u>696,981</u>	<u>205,511</u>	<u>(216,086)</u>	<u><b>3,060,535</b></u>
<b>Total Liabilities Fund Equity and Other Credits</b>	<u>2,685,655</u>	<u>431,906</u>	<u>769,211</u>	<u>937,326</u>	<u>61,764</u>	<u><b>4,885,862</b></u>

**The Seaside School, Inc**  
**Revenues, Expenses, & Excess or Deficiency**  
**Summary by Fund**  
**Month and Year-to-Date Ending November 30, 2025**

	Operating	Triumph Grant	Capital Outlay	Debt	Internal	Total	Annual Budget	Balance Remaining	% Remaining
<b>Revenues</b>									
<b><u>State</u></b>									
FEFP - Walton County	2,619,496					2,619,496	6,251,732	3,632,235	58%
FEFP - Restricted to Capital Outlay	28,825	-	-	-	-	28,825	70,409	41,585	59%
Industry Certification Funding	-	-	-	-	-	-	150,000	150,000	100%
Advance Placement Funding	-	-	-	-	-	-	60,000	60,000	100%
Charter School Capital Outlay	-	-	150,350	-	-	150,350	360,840	210,490	58%
Local Capital Improvement	-	-	728,847	-	-	728,847	1,749,234	1,020,386	58%
General Appropriation			750,000			750,000			
Refunds of Prior Year's Expenditures	6,309	-	-	-	-	6,309	-	(6,309)	-
<b><u>Local</u></b>									
Interest Income	7,500	-	-	-	-	7,500	-	(7,500)	-
Misc Local Revenue	23,587	-	-	-	-	23,587	-	(23,587)	-
Transfer In Kind Facility Lease	70,000	-	-	-	-	70,000	168,000	98,000	58%
Transfer from Foundation - General Revenue	150,000	-	-	-	-	150,000	300,000	150,000	50%
<b><u>Grant(s)</u></b>									
Triumph Grant		413,958	-	-	-	413,958	1,079,893	665,935	62%
<b><u>Debt/Construction</u></b>									
Proceeds from Long Term Debt	-	-	-	8,391,911	-	8,391,911	-	(8,391,911)	-
<b><u>Internal</u></b>									
School Lunch Revenue	-	-	-	-	4,657	4,657	20,000	15,343	77%
Field Trip Revenue	-	-	-	-	75,763	75,763	115,000	39,237	34%
Athletics Revenue	-	-	-	-	26,385	26,385	25,000	(1,385)	-6%
<b>Total Revenues</b>	<b>2,905,717</b>	<b>413,958</b>	<b>1,629,197</b>	<b>8,391,979</b>	<b>217,715</b>	<b>13,558,568</b>	<b>10,350,108</b>	<b>(2,458,391)</b>	<b>-24%</b>
<b>Expenses</b>									
5100 - Instruction	1,268,312	340,840	9,727	-	-	1,618,879	4,471,536	2,852,657	64%
5200 - Exceptional Instruction	76,667	-	-	-	-	76,667	230,982	154,315	67%
6100 - Student Personnel Services	183,813	-	-	-	-	183,813	444,738	260,925	59%
6300 - Curriculum Development	1,797	-	-	-	-	1,797	17,500	15,703	90%
6400 - Instructional Staff Training Services	26,216	5,000	-	-	-	31,216	68,500	37,284	54%
6500 - Instructional-Related Technology	11,294	-	-	-	-	11,294	65,000	53,706	83%
7100 - Board Administration	97,707	11,000	-	-	-	108,707	301,074	192,367	64%
7200 - General Administration	22,414	-	-	-	-	22,414	53,019	30,605	58%
7300 - School Administration	532,400	57,118	-	-	-	589,518	1,561,749	972,231	62%
7400 - Capital Outlay Exp & Construction	-	-	70,000	7,164,313	-	7,234,313	196,713	(7,037,600)	-3578%
7500 - Fiscal Services	39,583	-	-	-	-	39,583	97,500	57,917	59%
7800 - Student Transportation Services	37,579	-	-	-	-	37,579	81,850	44,271	54%
7900 - Operation of Plant	155,491	-	171,826	-	-	327,317	628,749	301,431	48%
8100 - Maintenance of Plant	-	-	784,527	-	-	784,527	75,000	(709,527)	-946%
9100 - Internal Activity	-	-	-	-	135,551	135,551	382,501	246,950	65%
9200 - Debt Service	-	-	437,270	-	-	437,270	1,377,017	939,747	68%
Buyback	-	-	-	-	-	-	18,404	18,404	100%
<b>Total Expenses</b>	<b>2,453,273</b>	<b>413,958</b>	<b>1,473,351</b>	<b>7,164,313</b>	<b>135,551</b>	<b>11,640,446</b>	<b>10,071,833</b>	<b>(1,568,613)</b>	<b>-16%</b>
<b>Excess (Deficiency) Revenues Over Expenses</b>	<b>452,444</b>	<b>-</b>	<b>155,847</b>	<b>1,227,666</b>	<b>82,165</b>	<b>1,918,122</b>	<b>278,275</b>		



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**October 31, 2025**

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Cash - Checking & Savings - First Citizens	1,778,292					<b>1,778,292</b>
Cash - Internal - Truist	-	-	-	-	10,975	<b>10,975</b>
Cash - Internal - Regions	-	-	-	-	63,083	<b>63,083</b>
Cash - SVB	-	-	-	2,382	-	<b>2,382</b>
Petty Cash	100	-	-	-	-	<b>100</b>
Accounts Receivable - Capital Outlay	-	-	620,966	-	-	<b>620,966</b>
Accounts Receivable - Triumph - DBW	-	379,245	-	-	-	<b>379,245</b>
Accounts Receivable - Other	9,856					<b>9,856</b>
Due from Foundation	263,047	-	-	-	-	<b>263,047</b>
Prepaid Expenses	76,937	-	-	-	-	<b>76,937</b>
Due from Other Funds	706,408	-	237,920	275,248	-	<b>1,219,576</b>
				-		
<b>Total Assets and Other Debits</b>	<u>2,841,772</u>	<u>379,245</u>	<u>858,886</u>	<u>277,630</u>	<u>74,058</u>	<u><b>4,431,591</b></u>
<b>Liabilities, Fund Equity, and Other Credits</b>						
<b>Liabilities:</b>						
Accounts Payable	35,989	731	75,265	77,634	18,484	<b>208,102</b>
Deferred Revenue - FEFP	73,129	-	-	-	-	<b>73,129</b>
Due to Other Funds	513,169	378,514	-	-	327,894	<b>1,219,576</b>
<b>Total Liabilities</b>	<u>622,286</u>	<u>379,245</u>	<u>75,265</u>	<u>77,634</u>	<u>346,378</u>	<u><b>1,500,808</b></u>
<b>Fund Equity and Other Credits</b>						
Fund Balance	1,921,686	-	541,134	(1,022,155)	(298,251)	<b>1,142,414</b>
Excess (Deficiency) of Revenues - YTD	297,800	-	242,488	1,222,152	25,931	<b>1,788,370</b>
<b>Total Fund Equity and Other Credits</b>	<u>2,219,486</u>	<u>-</u>	<u>783,622</u>	<u>199,996</u>	<u>(272,320)</u>	<u><b>2,930,783</b></u>
<b>Total Liabilities Fund Equity and Other Credits</b>	<u>2,841,772</u>	<u>379,245</u>	<u>858,886</u>	<u>277,630</u>	<u>74,058</u>	<u><b>4,431,591</b></u>

**The Seaside School, Inc**  
**Revenues, Expenses, & Excess or Deficiency**  
**Summary by Fund**  
**Month and Year-to-Date Ending October 31, 2025**

	Operating	Triumph Grant	Capital Outlay	Debt	Internal	Total	Annual Budget	Balance Remaining	% Remaining
<b>Revenues</b>									
<b><u>State</u></b>									
FEFP - Walton County	2,097,307					2,097,307	6,251,732	4,154,425	66%
FEFP - Restricted to Capital Outlay	23,080	-	-	-	-	23,080	70,409	47,330	67%
Industry Certification Funding	-	-	-	-	-	-	150,000	150,000	100%
Advance Placement Funding	-	-	-	-	-	-	60,000	60,000	100%
Charter School Capital Outlay	-	-	120,280	-	-	120,280	360,840	240,560	67%
Local Capital Improvement	-	-	583,078	-	-	583,078	1,749,234	1,166,156	67%
General Appropriation			750,000			750,000			
Refunds of Prior Year's Expenditures	6,309	-	-	-	-	6,309	-	(6,309)	-
<b><u>Local</u></b>									
Interest Income	6,164	-	-	-	-	6,164	-	(6,164)	-
Misc Local Revenue	14,617	-	-	-	-	14,617	-	(14,617)	-
Transfer In Kind Facility Lease	56,000	-	-	-	-	56,000	-	(56,000)	-
Transfer from Foundation - General Revenue	150,000	-	-	-	-	150,000	168,000	18,000	11%
<b><u>Grant(s)</u></b>									
Triumph Grant		361,297	-	-	-	361,297	1,079,893	718,596	67%
<b><u>Debt/Construction</u></b>									
Proceeds from Long Term Debt	-	-	-	7,728,122	-	7,728,122	300,000	(7,428,122)	-2476%
<b><u>Internal</u></b>									
School Lunch Revenue	-	-	-	-	2,742	2,742	20,000	17,258	86%
Field Trip Revenue	-	-	-	-	3,547	3,547	115,000	111,453	97%
Athletics Revenue	-	-	-	-	22,823	22,823	25,000	2,177	9%
<b>Total Revenues</b>	<b>2,353,477</b>	<b>361,297</b>	<b>1,453,358</b>	<b>7,728,177</b>	<b>119,776</b>	<b>12,016,085</b>	<b>10,350,108</b>	<b>(915,922)</b>	<b>-9%</b>
<b>Expenses</b>									
5100 - Instruction	982,840	299,880	9,727	-	-	1,292,447	4,471,536	3,179,089	71%
5200 - Exceptional Instruction	56,722	-	-	-	-	56,722	230,982	174,260	75%
6100 - Student Personnel Services	143,878	-	-	-	-	143,878	444,738	300,860	68%
6300 - Curriculum Development	1,797	-	-	-	-	1,797	17,500	15,703	90%
6400 - Instructional Staff Training Services	19,593	5,000	-	-	-	24,593	68,500	43,907	64%
6500 - Instructional-Related Technology	11,294	-	-	-	-	11,294	65,000	53,706	83%
7100 - Board Administration	204,017	11,000	-	-	-	215,017	301,074	86,057	29%
7200 - General Administration	17,911	-	-	-	-	17,911	53,019	35,108	66%
7300 - School Administration	423,679	45,418	-	-	-	469,097	1,561,749	1,092,652	70%
7400 - Capital Outlay Exp & Construction	-	-	56,000	6,506,025	-	6,562,025	196,713	(6,365,312)	-3236%
7500 - Fiscal Services	31,667	-	-	-	-	31,667	97,500	65,833	68%
7800 - Student Transportation Services	29,871	-	-	-	-	29,871	81,850	51,979	64%
7900 - Operation of Plant	132,408	-	26,843	-	-	159,251	628,749	469,498	75%
8100 - Maintenance of Plant	-	-	784,527	-	-	784,527	75,000	(709,527)	-946%
9100 - Internal Activity	-	-	-	-	93,846	93,846	382,501	288,656	75%
9200 - Debt Service	-	-	333,772	-	-	333,772	1,377,017	1,043,245	76%
Buyback	-	-	-	-	-	-	18,404	18,404	100%
<b>Total Expenses</b>	<b>2,055,677</b>	<b>361,297</b>	<b>1,210,870</b>	<b>6,506,025</b>	<b>93,846</b>	<b>10,227,716</b>	<b>10,071,833</b>	<b>(155,883)</b>	<b>-2%</b>
<b>Excess (Deficiency) Revenues Over Expenses</b>	<b>297,800</b>	<b>-</b>	<b>242,488</b>	<b>1,222,152</b>	<b>25,931</b>	<b>1,788,370</b>	<b>278,275</b>		

# Coversheet

## Foundation Updates

<b>Section:</b>	II. School Leadership Team
<b>Item:</b>	D. Foundation Updates
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Foundation Updates.pdf

## Foundation Updates

### 1. Glavine Golf Outing 2026

October 12th, 2026

Camp Creek

Sponsorship Outline Changes

- Inclusion of presenting sponsor with additional benefits from St Joe
- In-kind donation changes & fee
- Vendor guideline changes

### 2. Race Weekend

February 13th-15th, 2026

Ticket Sales to date 400+ more than Dec 2024 sales

\*\*In need of title sponsor as of 16 December 2025

Scheduled TV appearances to happen second week of January with Bobby Parker

- Updated packet pickup to allow for less traffic in Seaside on EXPO at the request of SCDC and WCFD
- VIP changes
- College Tailgate to happen in Ampitheatre on February 14th 2025 during EXPO

### 3. Dancing with the Emerald Coast Stars

Date Change - To be Verified by Friday December 19, 2025

Save the date and media announcement to go out first week of January

Sponsorship Packet to go live first week of January

#### **Confirmed dancers**

- Mayor Bobby Wagner
- Lindsey Hoppe
- Whitney Cooley
- Drew Ward

\*\*Waiting on confirmation from Kevin Boyle or Micah Davis

### 4. Amazing Shake

January 8th & 9th, 2026

Seaside Neighborhood School

\*\*Looking for sponsorships / volunteer opportunities

# Coversheet

## Finance Updates

<b>Section:</b>	IV. Finance
<b>Item:</b>	A. Finance Updates
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Comments from Lily Meadows of SFS.docx Proposal Voting.pdf Voting results.png Florida_School_Recognition_Program_Awards_for_2025-26.pdf

### **Comments from Lily Meadows of SFS**

Life to Date Loan Balance = \$24,699,393

Current Cash on Hand ratio, including Foundation figures = 112, projected to be 92 Dec 31. Required 45 days.

### **Reviewing the Balance Sheet:**

Keeping it all on our minds that the District is now paying on 550, while I'm accruing all FTE derived revenue on 570 FTE. The School should at this point in the year have a receivable, however the District paid a lump sum of the Teacher Salary Allocation funds up front. Once this prepayment has been consumed, the School will go back to having a receivable until the District/State recognizes the October FTE count.

The school is still carrying a large Triumph receivable; Tricia is working to get the first reimbursement as well as the match portion approved. My team has assisted with providing supporting documentation for the expenses requested. Once this request is approved, I will need to reconcile my ledger to match. This first reimbursement I expected to be challenging, going forward based on the budgeted Triumph expenses, the recurring expenses will be primarily payroll reimbursement which I believe will be an easier reimbursement process.

You will continue to see a growing Capital Outlay Receivable due to the LCIR being held until February along with the Capital Outlay funding being paid at last year's FTE count.

### **Revenue and Expense Summary by Fund**

This is a quick way to look at the money flow, each Fund is separated here based on the intent of the funds. Operating funds continue to show a healthy surplus currently.

Triumph should always show zero surplus/deficit as if it's identified as Triumph eligible then we are expecting it to be reimbursed. This could be considered operating cost if there was not a special revenue source to support the program.

Capital Outlay, this account can carry a surplus into the next fiscal year to be used towards future eligible expenses. We'll move anything we believe eligible here to utilize this funding before causing a deficit in the operating fund – last year we moved Termix and ADT services here; I believe this is something we should do again this year, however I wanted to discuss with you all before I did this.

Debt, this is strictly for loan draws and construction expenses. Currently there is a YTD surplus. The School has paid for a handful invoices upfront but has been reimbursed for each of those at this time.

The \$1.2 mil surplus comes from a couple different pieces; 1) my reclassing invoices which will be reimbursed by Triumph (reducing construction expense), 2) receiving reimbursement for the full TurnerBoone invoice which is expected to be reimbursed by Triumph as well as SNH (\$191k+\$125K) & 3) General Appropriation \$750K mentioned above (reduce construction expenses).

## "A" School Money Ballot

Good afternoon. We are honored to be recognized by the state as an "A" school for the 2024-2025 school year.

As an "A" school we receive recognition funds that we will distribute to the Seaside School staff. As an employee during the 2024-2025 school year, you are able to vote on the way that the funds are distributed.

Please make sure to submit this voting form by December 3rd so we can get these funds distributed in the December paycheck.

The staff will vote on one the three proposals. A simple majority will decide. If there is no majority the statute defaults to proposal A.

Monies are subject to taxes. Florida Teacher Retirement will not be deducted.

**board.brown@seasideschools.net** [Switch account](#)



\* Indicates required question

Email \*

☐

Record **board.brown@seasideschools.net** as the email to be included with my response



Please select one of the following distribution plans for the Florida Recognition Funds, "A" School Funds. \*

- ☐ Proposal A - Only current employees receive bonus, Full time employees receive 1 full share, Part time employees receive ½ share,
- ☐ Proposal B - Includes all staff employed that completed the 24-25 school year, Full time employees receive 1 share, Part time employees receive ½ share
- ☐ Proposal C - All full time employees receive 1 share/All part time employees receive ½ share/Former staff who completed the 24-25 would receive ½ share
- ☐ Other:

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of Seaside Neighborhood School. - [Contact form owner](#)

Does this form look suspicious? [Report](#)

Google Forms

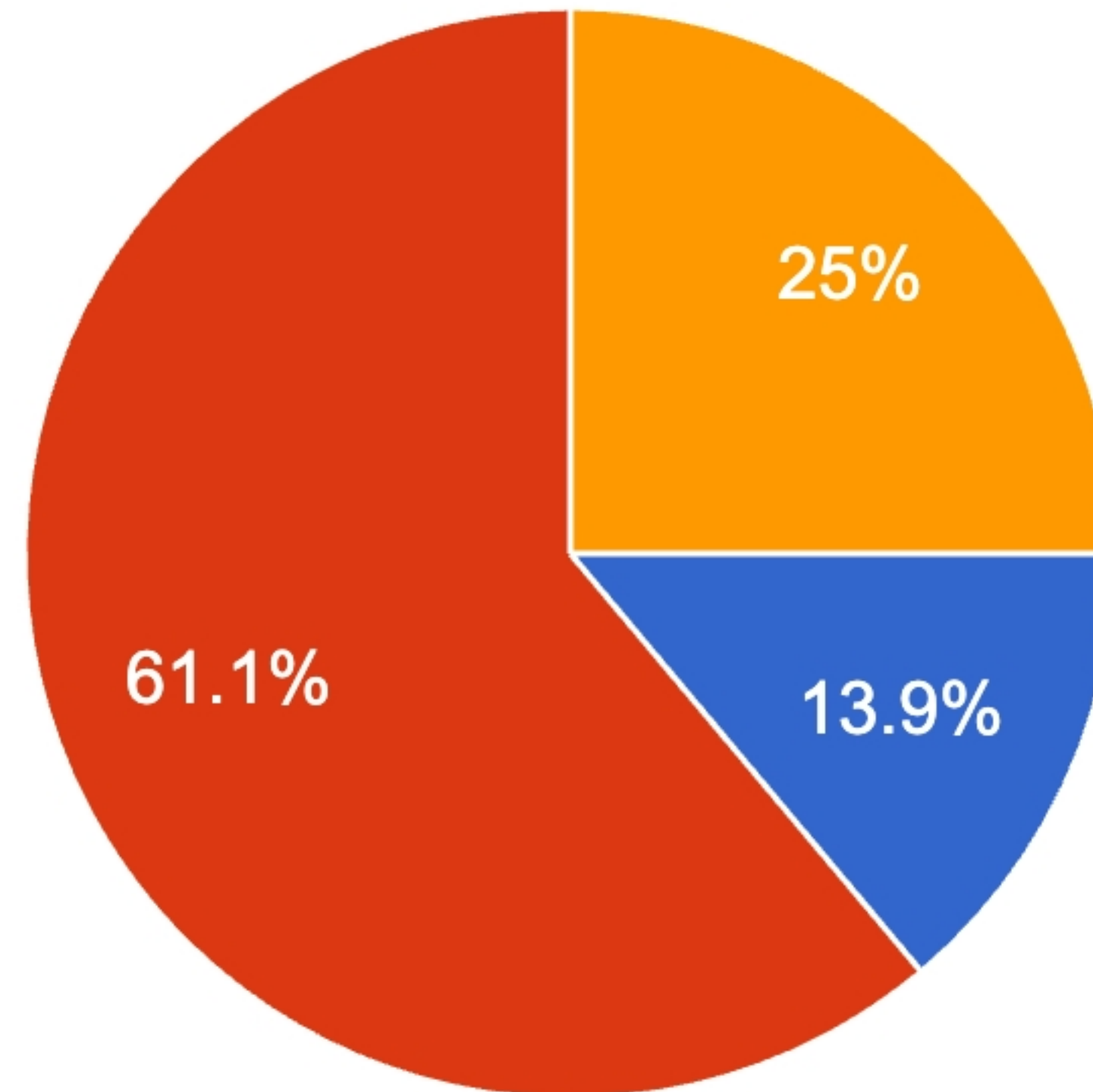






# Please select one of the following distribution plans for the Florida Recognition Funds, "A" School Funds.

36 responses



- Proposal A - Only current employees receive bonus, Full time employees receive 1 full share, Part time employees receive ½ share,
- Proposal B - Includes all staff employed that completed the 24-25 school year, Full time employees receive 1 share, Part time employees receive ½ share
- Proposal C - All full time employees receive 1 share/All part time employees receive ½ share/Former staff who co...

**State Board of Education**

Ryan Petty, *Chair*  
 Esther Byrd, *Vice Chair*  
*Members*  
 Grazie P. Christie  
 Layla Collins  
 Daniel P. Foganholi, Sr.  
 Kelly Garcia  
 MaryLynn Magar

Anastasios Kamoutsas  
 Commissioner of Education

**CONTACT PERSONS:**

**NAME:** Josh Bemis  
 Justin Tarin  
**PHONE:** 850-245-0405  
 850-245-0081

**MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Suzanne Pridgeon

**DATE:** November 5, 2025

**SUBJECT:** Florida School Recognition Program Awards for 2025-26

Pursuant to section [1008.36, Florida Statutes \(F.S.\)](#), attached are the 2025-26 Florida School Recognition Program award distributions by district and by school. Program award amounts will be calculated based on each school's full-time equivalent (FTE) student enrollment in comparison to other eligible schools. The distribution includes awards for all schools currently eligible. The distribution of lottery funds appropriated for the Florida School Recognition Program in specific appropriation 91 of [Chapter 2025-198, Laws of Florida \(L.O.F.\)](#), is based on the school grades earned in 2024-25 and the number of FTE students in the final calculation of the 2024-25 Florida Education Finance Program. Funds will be distributed to districts on or before November 14, 2025.

Please note that, if the school's staff and school advisory council do not reach agreement on the use of the award by February 1, 2026, the award must be equally distributed to all classroom teachers currently teaching in the school, pursuant to s. 1008.36(4), F.S.

To meet the requirement in specific appropriation 91, chapter 2025-198, L.O.F., for a report to the governor and legislature about how schools used their program funds, a survey will be sent to school districts later this year. Please retain records on the use of these funds in advance of this survey. Should you have questions regarding a school's eligibility, please call Justin Tarin at 850-245-0081. If you have questions regarding the distribution or use of funds, please call Josh Bemis at 850-245-0405.

SP/ma

Attachment 1 – 2025-26 Florida School Recognition Awards Summary

Attachment 2 – 2025-26 Florida School Recognition Program Awards by School

cc: School District Finance Officers

Juan Copa, Deputy Commissioner, Division of Accountability, Research and Measurement

Li Liu, Bureau Chief, School Business Services

Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting

Justin Tarin, Bureau Chief, Accountability Reporting

Suzanne Pridgeon  
 Deputy Commissioner, Finance and Operations

# Coversheet

## Approve 2026 Application and Admittance Policy

**Section:** V. Governance  
**Item:** A. Approve 2026 Application and Admittance Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2025.12.15 - Application and Admittance Policy 2025 revisions (redline).pdf

## **THE SEASIDE SCHOOL, INC. APPLICATION AND ADMITTANCE POLICY**

***PLEASE READ THE POLICY BELOW BEFORE BEGINNING THE APPLICATION PROCESS. FOR PURPOSE OF THIS POLICY, “SEASIDE SCHOOL” AND/OR “SCHOOL” SHALL MEAN THE SEASIDE SCHOOL, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION, LOCATED AT THE SEASIDE NEIGHBORHOOD SCHOOL CAMPUS AND SEACOAST COLLEGIATE HIGH SCHOOL CAMPUS.***

***Para la traducción al español, óngase en contacto con [lotteryinfo@seasideschools.net](mailto:lotteryinfo@seasideschools.net)***

### **1. General Admission Guidelines**

Application for admission is open to any student entering grades five (5) through twelve (12) in accordance with this Application and Admittance Policy. Applicants must be eligible for admittance to the grade for which they apply pursuant to the then-current policy of the Walton County Florida School District. Students who reside in Walton County, Florida (“Walton County”), by the Application Deadline (as defined below) are granted an admission preference over non-Walton County residents. Students whose parent or legal guardian meets Walton County residence criteria set forth below not later than the Application Deadline and who otherwise meet the application criteria set forth herein, are eligible to be considered Walton County residents. Other admission preferences authorized by statute are stated below. Students residing outside Walton County during the Application Period will be admitted only after vacancies have been filled by Walton County resident applicants and other applicants subject to a preference unless otherwise set forth herein. All applicants must provide all application materials required by this Policy, including, but not limited to, proof of Walton County residency and/or other preferences, if applicable, on or before the Application Deadline as set forth in paragraph 4.

Seaside School complies with the Florida Educational Equity Act (Section 1000.05,

Florida Statutes) which, among other things, requires that students be considered for admission without regard to race, ethnicity, national origin, sex, disability, or marital status. Students with disabilities and students served in English for Speakers of Other Languages programs shall have an equal opportunity of being selected for enrollment (Section 1002.33(10)(f), Florida Statutes).

Seaside School also complies with Florida's controlled open enrollment policy as set forth in Section 1002.31, Florida Statutes, which requires a charter school allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to such charter school provided the school has not reached capacity, subject to the admission preferences set forth in Section 1002.33(10)(d), Florida Statutes, and the Seaside School's Charter. As required by the statute, The Seaside School, Inc. Board of Directors (hereinafter, the "Board" or the "Board of Directors") will determine the student capacity and state the capacity on the school website.

## **2. Special Admission Criteria for High School Grades**

**Applicants for grades 9<sup>th</sup> – 12<sup>th</sup> must meet requirements for a collegiate program. The Seaside School follows eligibility requirements as stated in Section 1007.271, Florida Statutes, for dual enrollment.**

**Link:** [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#)

Seacoast Collegiate High School has an articulation agreement with Northwest Florida State College ("NWFSC"). As such, Applicants entering grades eleven (11) and twelve (12) must also meet the applicable NWFSC entrance requirements which are subject to change without notice by NWFSC. Applicants entering grades 9<sup>th</sup> – 12<sup>th</sup> must submit a current official transcript that includes all courses taken for high school credit as part of his or her application. Applicants must have a minimum unweighted high school GPA of 3.00 for all credits earned as of the date of application. **Applicants selected must maintain the unweighted high school GPA of 3.00 through the remainder of the year to be enrolled for the following school year.** To the extent available, applicants

should submit any ACT, SAT, or PERT test scores taken within the previous two (2) years. Applicants must make qualifying test scores in reading, writing, and math as required by NWFSC. [Any student found ineligible due to not meeting the GPA or test score requirement, will be removed and may re-apply once those requirements have been met.](#)

### **3. Application and Lottery Process**

**A. Application Period:** Prior to accepting applications for admission for the upcoming academic school year, the Board will establish an enrollment schedule setting forth the Application Period, the Application Deadline, the lottery date, the date or time period within which notification of lottery results will be sent via email, and the Acceptance Deadline for receipt of acceptance of initial lottery spots. Applications for admission for the upcoming school year will be accepted for a period of not less than thirty (30) - days (the “Application Period”) to be determined annually, in advance, by the Board as part of the enrollment schedule. **The “Application Deadline” shall be 5:00 PM (Central Time) on the last day of the Application Period. Only those applicants who submit complete and accurate applications by the Application Deadline will be eligible for the enrollment lottery.** Applicants submitting applications after the Application Deadline will be placed on the waiting list behind those applicants who were eligible for the enrollment lottery but were not selected in the order of their submission by grade level.

**B. Application Process:** Parents or legal guardians of a child who desire to attend Seaside School must complete an application and provide all required documentation through the online Student Application & Lottery Management System (“Application Portal”) available on the Seaside School’s website. If the parent or legal guardian does not have access to a computer, he or she may complete the application at either the Seaside Neighborhood School campus or Seacoast Collegiate High School campus by scheduling an appointment. Appointments may be scheduled by sending an email to [lotteryinfo@seasideschools.net](mailto:lotteryinfo@seasideschools.net). No student will be considered for admission through the lottery process unless his or her application and all required documentation is accurately



completed and properly submitted prior to the Application Deadline. The Seaside School, acting through its Executive Director or the Governance Committee of the Board of Directors (the "Governance Committee"), may, in its sole and absolute discretion: (i) accept or reject documents provided by applicants in accordance with this Policy; or (ii) request additional documentation or information from applicants in order to reasonably evaluate and ensure compliance with this Policy. INTENTIONALLY MAKING A FALSE STATEMENT IN CONNECTION WITH AN APPLICATION VIOLATES FLORIDA LAW (§837.06, F.S.). IF A STUDENT IS ADMITTED ON AN ADMISSION PREFERENCE BASED ON FALSE REPRESENTATIONS OR INFORMATION, INCLUDING COUNTERFEIT, ALTERED OR FALSE SUBMITTED DOCUMENTATION, THE STUDENT MAY BE REQUIRED TO WITHDRAW FROM THE SEASIDE SCHOOL.

Additional documentation may be required by the School, in the School's sole discretion, to verify a claim to Walton County resident preference eligibility, or to otherwise evaluate and ensure compliance with this Policy. Any such documentation requested and/or provided after the Application Period shall not be deemed to extend the Application Period or the Application Deadline.

#### **4. Admission Preferences**

Pursuant to Section 1002.33(10)(d), Florida Statutes, and the Seaside School's Charter, Seaside School gives preference in admission for certain categories of applicants. Each preference category, along with the qualifying criteria, is described below in order of priority. If there are more applicants with preferences than available openings, applicants with preferences will be randomly chosen in the preference order presented below. While an applicant may have a preference for admission, that preference does not guarantee admission. In order for the administration to determine and/or verify how many students with a preference are expecting to attend Seaside School, those students that may qualify for a preference must complete and submit an application along with all required accurate documentation by the Application Deadline to be considered for admission. Notwithstanding any other provision in this Policy, preferences (A), (B) and (C) listed below each may only be exercised once per lottery applicant. For example, an applicant



who is admitted to the Seaside School as the sibling of a current Seaside School student under Paragraph 4(C) cannot withdraw from Seaside School and/or attend another school, and subsequently be considered for re-admission under the same preference.

**A. Children of Seaside School Employees:** Legal children and wards of Eligible Employees of the Seaside School (as defined below) at the time of the enrollment lottery have preference with respect to admissions, regardless of whether the child resides in Walton County or resides with the Eligible Employee. Step-children of Eligible Employees are also entitled to this preference if the step-child resides with the Eligible Employee. A step-child is defined as the legal child or ward of the Eligible Employee's legal spouse. Other relatives are not eligible for this preference. If an Eligible Employee is hired after the enrollment lottery and the child of the Eligible Employee has submitted an application, such child will have priority over other applicants on the waiting list. If an Eligible Employee resigns or is terminated, it is at the Board of Directors' discretion as to whether or not his or her enrolled child or children will be required to re-apply through the standard application process for the following academic year. For purposes of this paragraph, an "Eligible Employee" is defined as: (i) an employee who is currently salaried or an employee currently working hourly at least 20 hours per week; (ii) is directly paid by the Seaside School; and (iii) directly reports to the School's administration.

**B. Children of Seaside School Board Members:** Legal children and wards of board members of the Seaside School who at the time of the enrollment lottery (i) ~~have completed a full term of office,~~ (ii) are currently serving on the Board of Directors, (iii) are elected to serve for the upcoming school year, ~~or (iv) have filled or are currently filling a vacancy term equal to or in excess of two years, or (iii) are a qualifying past board member as set forth below,~~ at the time of enrollment lottery have preference with respect to admissions, regardless of whether the child resides in Walton County or resides with the ~~current or former~~ board member. Step-children of ~~current or past~~ board members are also entitled to this preference if the step-child resides with the ~~current or past~~ board member. For purposes of

this paragraph, a step-child is defined as the legal child or ward of the ~~current or past~~ board member's legal spouse. Other relatives are not eligible for this preference. If a new board member is elected after the enrollment lottery has taken place and the child of the new board member has submitted an application, such child will have priority over other applicants on the waiting list except for the children, wards, and step-children of Eligible Employees on the waiting list. If a board member resigns or is asked to leave the Board of Directors before his or her term has been completed, it is at the Board of Directors' discretion as to whether or not such board member's currently enrolled child or children will be required to re-apply through the standard application process the following academic year. As to any persons who are first elected or appointed to the Board of Directors on or after January 1, 2026, this preference shall only apply commencing on their date of election and continuing during their term of service on the Board of Directors, but shall not continue as a "past board member" preference after the conclusion of such term. As to persons who are or were first elected or appointed to the Board of Directors prior to January 1, 2026 and who (i) have completed a full term of office, or (ii) have filled a vacancy term equal to or in excess of two years, such persons are considered "qualifying past board members" and their legal children and wards are eligible for this preference.

### **C. Siblings of Currently Enrolled Students:**

**1. Preference for Applicants with a Sibling First Enrolled at The Seaside School on or Before December 31, 2025:** Siblings of students enrolled in any campus of the Seaside School at the time of the sibling's application and the enrollment lottery have preference with respect to admissions. In order to qualify for this preference, the applicant sibling must either: (i) be related to the enrolled sibling by sharing a common legal parent or legal guardian; or (ii) reside at the same residence as the enrolled sibling and have a legal parent or legal guardian who is the legal spouse of the legal parent or legal guardian of the enrolled sibling. If there are two (2) or more siblings that are all applying to the earliest grade offered by the Seaside School, they will be entered in the

enrollment lottery separately, and if one is selected for admittance, the other(s) will be moved up to next on the waiting list for selection.

**2. Preference for Applicants with a Sibling First Enrolled at The Seaside School on or after January 1, 2026:** Siblings of students enrolled in ~~the Seaside School~~the Seaside Neighborhood School (middle school campus) or the Seacoast Collegiate High School (high school campus) at the time of the sibling's application and the enrollment lottery have preference with respect to admissions for placement at the same campus. In order to qualify for this preference, the applicant sibling must be applying for admission to the same campus as the enrolled sibling and either: (i) be related to the enrolled sibling by sharing a common legal parent or legal guardian; or (ii) reside at the same residence as the enrolled sibling and have a legal parent or legal guardian who is the legal spouse of the legal parent or legal guardian of the enrolled sibling. If there are two (2) or more siblings that are all applying to the earliest grade offered by the Seaside School on the applicable campus, they will be entered in the enrollment lottery separately, and if one is selected for admittance, the other(s) will be moved up to next on the waiting list for selection.

**D. Walton County Residents:** Students who are Walton County residents on or before the Application Deadline have preference with respect to admissions over non-Walton County residents. A student's residence is the current permanent residence of the student, parent(s) or legal guardian(s). If a student's parents or legal guardians live in separate residences while sharing physical custody under the terms of a court order or otherwise, the student may assert the current permanent residence of and submit appropriate residency documentation from either parent or legal guardian. A person cannot have more than one permanent residence, and only the student's current residence as defined above may be used for enrollment purposes. The Seaside School requires detailed proof of residency provided by a parent/guardian of the student. All documents must be current, valid, and include the residential address used for enrollment. Proof of residency must be submitted with the student's application, support the person's residency in

Walton County **as of the Application Deadline** and be established by two (2) of the following documents:

- (i) Florida driver's license with enrolling address;
- (ii) Florida voter registration card with enrolling address;
- (iii) ~~Other Florida-issued identification card with enrolling address~~Residential lease with enrolling address, with a term of lease in effect as of the Application Deadline, which lease must specifically name the parent or legal guardian of the student as the lessee and must be accompanied by a sworn residency statement in a form provided by School Administration;
- (iv) Florida homestead exemption certification with enrolling address;
- (v) Florida declaration of domicile with enrolling address recorded with the Walton County Clerk of Court;
- (vi) Written orders from any branch of the United States Armed Forces showing a duty to report to a base located within 50 miles of Walton County prior to the beginning of the upcoming academic year for a period of not less than one (1) year, established no later than July 31st of the upcoming academic year;
- (vii) A current report card for the applicant from a Walton County school; or
- (viii) Any other proof accepted in the discretion of ~~the Governance Committee~~School Administration.

In addition to providing two of the foregoing documents, in all cases the application shall require a valid driver's license/ID card, military ID with picture, or U.S.-issued passport with picture for identification purposes.

## 5. Enrollment Lottery Process & Acceptance of Admission

If there are more applications than openings for the upcoming school year after the lottery Application Deadline passes, an enrollment lottery will be conducted in

accordance with the annual enrollment schedule established by the Board of Directors or as otherwise scheduled by the Board of Directors, to randomly select applicants for admission using third-party lottery selection software. Prior to the lottery, parents and legal guardians will have the opportunity to verify the status of their child's application through an online personal account with a secure username and password via the Application Portal. The lottery will be conducted using the lottery selection software in the presence of and verified by a representative of the Walton County School District, a Seaside School Board Member, and a principal of the Seaside School. Applicants will be selected in the following preference order as set forth elsewhere in this policy:

- 1) Children of Current Eligible Employees of the Seaside School
- 2) Children of Seaside School Board Members
- 3) Siblings of Currently Enrolled Students at the Seaside School
- 4) Walton County Residents
- 5) Non-Walton County Residents

Available openings will be filled in the manner stated above following the lottery, provided that up to three (3) openings per grade year may remain temporarily unfilled to account for additional enrollment by qualifying persons with superseding preferences. Such unfilled openings shall otherwise be filled in the manner and according to the preferences set forth above. After all available openings have been filled, applicants will continue to be randomly selected and placed in numerical order by grade level to create the waiting list for each grade.

The parents and legal guardians of applicants selected for enrollment will be notified via the Application Portal within three (3) ~~business~~ days of the lottery. Once notified, pParents and guardians of selected applicants must accept or decline enrollment by 5:00 PM (Central Time) on the third (3<sup>rd</sup>) business day following the lottery (the "Acceptance Deadline") via the Application Portal. Failure to accept enrollment by the Acceptance Deadline will be treated as a decline and the spot will be offered to an applicant on the waiting list. The parent and legal guardian of any applicants selected

for enrollment at a time other than immediately following the lottery will be required to accept or decline as set forth in Paragraph 6 below, with failure to accept enrollment by such deadline being treated as a decline. The timeframes set forth herein may be modified by the Board of Directors and set forth in the enrollment schedule.

## 6. Waiting Lists

The waiting list created through the enrollment lottery is for the upcoming school year. If an opening occurs and needs to be filled at the discretion of the school principal, the parent or legal guardian of the applicant next on the waiting list will be contacted. If the applicant is in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade, the student must provide information to the school principal showing the student meets a preponderance of the prerequisite courses and otherwise qualifies for admission. If the applicant requires prerequisite courses for admission and cannot be enrolled in the courses currently offered or otherwise fails to qualify for admission, the school principal may, at his or her discretion, move to the next applicant on the waiting list. The parent or legal guardian must accept or decline admission within ~~seven (7) business~~five (5) days from his or her receipt of notification of selection for admission through July 1~~5~~ of the applicable academic school year. After July 1~~5~~, the parent or legal guardian must accept or decline admission within ~~such reasonable period of time, not less than 2448~~ hours from his or her receipt of notification of selection for admission, or as otherwise established by School Administration. Failure to do so will be treated as a decline. If the applicant declines, he or she will be removed from the waiting list. The waiting list will stay in effect until the Application Period ends the following year and at that point will become null and void. **All applicants on the waiting list that were not admitted must reapply for the next school year through the standard application process set forth above.**

Please note when a student withdraws from the Seaside School, an applicant on the waiting list in the same grade may not always be admitted. There are times when an applicant on the waiting list in a different grade will be admitted to replace the student leaving the School. This will depend on the current numbers for each grade at the time and is at the discretion of the school principal. Applicants that wish to be admitted but

did not submit an application during the Application Period will be added to the bottom of the waiting list on a first come, first served basis.

## **7. Disputes**

If any dispute arises regarding the application process, enrollment lottery, or interpretation of this Application and Admittance Policy, such disputes shall be resolved by majority vote of the Governance Committee, subject to appeal by a parent or legal guardian to the Board of Directors.

To initiate an appeal to the Board of Directors, the parent or legal guardian ("Appellant") must submit a written notice of appeal to [info@seasideschools.net](mailto:info@seasideschools.net) within ten (10) calendar days after his or her receipt of written notice of the Governance Committee's decision. The notice of appeal shall state with specificity the reason(s) that the Appellant believes the Governance Committee's decision was in error. The appeal will be placed on the agenda of a regular or special meeting of the Board to be held within thirty (30) calendar days from the Board's receipt of the notice of appeal, and the Appellant shall be given written notice of the date and time of the meeting at which the appeal hearing will take place. The Appellant and a representative of the Governance Committee shall be afforded a reasonable opportunity to be heard and present evidence. Formal rules of evidence shall not apply, but fundamental due process shall apply and shall govern the proceedings. All evidence of a type commonly relied upon by reasonable, prudent persons in the conduct of their affairs shall be admissible whether or not such evidence would be admissible in a court of law; however, irrelevant, immaterial or unduly repetitious evidence shall be excluded upon motion of the opposing party or on the Board's own initiative.

An appeal hearing before the Board is appellate in nature. At the hearing, the decision of the ~~Grievance~~ Governance Committee will be presumed to be correct. This presumption may be overcome by the presentation of evidence that the Governance Committee's decision was clearly erroneous. The Board shall grant or deny the appeal by vote at the Board meeting and thereafter notify the Appellant of its decision in writing within ten (10) calendar days.

| Approved on ~~November 21, 2024~~December 18, 2025, by The Seaside School, Inc. Board of Directors.



# Coversheet

## Approve Additional Policies

**Section:** V. Governance  
**Item:** B. Approve Additional Policies  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2025.11.13\_Participation\_in\_Athletic\_Programs\_Policy.docx  
2025.10.14 Policy on Student Information Protection (Seaside) (TM edits).docx

## **Policy on Participation of Non-Traditional Students in Seaside School Athletic Programs**

**Purpose:** To ensure Seaside School prioritizes the needs of its enrolled students while adhering to FHSAA regulations for athletic participation.

**Policy:** Seaside School shall allow private, home school or public-school students the opportunity to participate in its athletic programs if the following conditions are met:

1. A private school student may only participate if his/her private school does NOT offer the sport in which he/she wishes to participate.
2. A home education student must reside in Walton County and be enrolled in the Home Education Program with the Walton county school district to participate in athletics for Seaside Schools.
3. A traditional public-school student may only participate if his/her public school does NOT offer the sport in which he/she wishes to participate, and the student resides in Walton County.
4. The student's parent or guardian requests in writing for the student to participate in the specific sport at Seaside School by the annually approved deadline for participation.
5. The student has not played that sport for any other scholastic team that academic year.
6. The student meets all student athletic eligibility criteria, including academic and behavioral requirements, as outlined by the Florida High School Athletic Association (FHSAA) and The Seaside Way Student Performance Contract.
  - a. Home school students must complete and submit the following forms: EL2, EL3, GA4, EL7/EV7 and possibly EL14.
  - b. A private school student must complete and submit the following forms: EL 2, EL3, GA4 and EL12/EL12V.
  - c. A public-school student must complete the following forms: EL2, EL3, GA4 and EL16.
7. Student must complete registration with Seaside Schools as their second school.

### **Procedure:**

Athletic Director Process for Handling Requests:

Note: The Athletic Director determines the cutoff date for all sports for private school student participation. This date is added to the school website athletic page for fall, winter and spring sports.

#### Step 1: Initial Request

- Direct all inquiries from all Non-Traditional students to the Athletic Director for guidance on the appropriate classification of the student-athlete and the path forward to determine eligibility.

#### Step 2: Capacity Check

- Confirm the Seaside School is operating above the 90% enrollment threshold under Controlled Open Enrollment (Home school students only).

#### Step 3: Eligibility Screening

- Review the academic and behavioral records of the student to ensure compliance with FHSAA and Seaside School standards.
- Ensure the student meets any additional team-specific eligibility requirements.

#### Step 4: Liability and Compliance Review

- Collaborate with the school's legal and insurance representatives to confirm coverage for non-enrolled students.
- Verify that allowing participation aligns with all FHSAA and state regulations.

#### Step 5: Administrative Decision

- Present findings to the school's administration for a final decision.
- Notify the family of the decision in writing, clearly stating the reason for approval or denial.

#### Step 6: Annual Review

- Reassess this policy and procedure annually to address evolving concerns and ensure compliance with legal and operational requirements.

## **POLICY ON PROTECTION OF STUDENT INFORMATION**

**Adopted and Effective:** \_\_\_\_\_

Seaside School, Inc. (“the School”) is committed to protecting the privacy and security of student information in accordance with **Rules 6A-1.0955(9)** and **6A-1.09550**, Florida Administrative Code; the **Family Educational Rights and Privacy Act (FERPA)**; the **Children’s Online Privacy Protection Act (COPPA)**; and all other applicable laws.

The School shall maintain the confidentiality of all student records and personally identifiable information, ensuring such data is collected, stored, accessed, and disclosed only for legitimate educational purposes and as permitted by law. Access to student information shall be limited to authorized individuals with a demonstrated educational need.

The School will implement appropriate administrative, technical, and physical safeguards to protect student information from unauthorized access, disclosure, alteration, or destruction. Employees and contractors are required to comply with this policy and will receive guidance and training regarding student data privacy and security.

Any suspected or confirmed breach of student information must be reported immediately to the School administration and handled in accordance with applicable procedures and legal requirements.

## 1. **Definitions.**

- a. “Applicable Laws” means FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, applicable Florida Statutes, and all applicable implementing regulations.
- b. “Education records” means records that are directly related to a student and that are maintained by the School as defined in 20 U.S.C. s. 1232g(a)(4).
- c. “Eligible student” means a student who has reached eighteen (18) years of age.
- d. “Institution” means any public school, center, or other entity that is part of Florida’s education system under Sections 1000.04(2), (4), and (5), F.S.
- e. “Online educational service” means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity nor to online services that the School may use to which students or parents do not have access, such as a student information system.
- f. “Parent” includes parents or guardians of students who are, or have been, in attendance at the School.
- g. “Personally identifiable information” or “PII” means information that can be used to distinguish or trace a student’s identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student’s or other family member’s name), indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name), and other personal identifiers (such as a student’s social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- h. “Student” means any individual who is or has been in attendance at the School and regarding whom the School maintains education records.
- i. “Third-party vendor” or “Third-party service provider” means any entity, whether public or private, that provides services to the School through a contract or agreement. The term does not include the Florida Department of Education, the Department’s contractors and subcontractors, or School Boards and School Districts.
- j. “Therapeutic treatment plan” means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-

based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

- k. “Therapy progress notes” means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

## **ARTICLE I. EDUCATION RECORDS**

**2. Records Classification.** Information contained in education records must be classified and retained as provided in Appendix A.

**3. Record Storage.** Category A records are stored in a locked cabinet that is in a locked office with minimal access. Category B records are stored in a locked and secure location on or off campus. The Principal is responsible for all records.

**4. Consent for Disclosure.** The School may disclose PII without consent only as permitted by law, including to school officials with legitimate educational interests, to another school or school system in which the student seeks or intends to enroll, to state and federal education authorities for audit or evaluation, in connection with financial aid, pursuant to a judicial order or lawfully issued subpoena with required notice, to appropriate parties in a health and safety emergency, to organizations conducting certain studies, to accrediting organizations, and to the juvenile justice system as authorized by state law. Prior to any nonconsensual disclosure, the record custodian will verify the legal basis and document the rationale. A consent form is attached hereto as Exhibit C.

**5. Directory Information.** The School may designate certain categories of information as directory information, for example student name, grade level, participation in officially recognized activities and sports, height and weight of athletes, honors and awards, and photograph. Prior to disclosure of directory information, the School will publish the categories designated and provide a reasonable period for parents or eligible students to opt out of disclosure. Directory information will not be disclosed if an opt-out is on file, if the disclosure would be harmful or an unwarranted invasion of privacy, or if prohibited by law or court order.

**6. Record Challenges.** Parents or eligible students may request amendment of information they believe is inaccurate, misleading, or a violation of privacy. The Principal or records custodian will decide the request within a reasonable time and, if denied, will inform the requester of the right to a hearing. The School will provide a prompt hearing before an official who does not have a direct interest in the outcome. The requester may present evidence and be represented. If the decision after the hearing is to deny the requested amendment, the parent or eligible student may place a written statement of disagreement in the education record, which will be maintained with the contested record and disclosed with it.

**7. Record Retention.** The School shall retain records in accordance with the General

Records Schedule for Educational Agencies as provided in Appendix B.

**8. Waiver.** Parents may choose to waive access to confidential letters and statements; however, Parents may not be required to make such waiver pursuant to FERPA and §1002.22(2) F.S.

**9. Cost of Copies.** If copies of records are requested, the School may impose the following fees:

- ☐ Up to 15 cents per one-sided copy for duplicated copies of not more than 14 inches by 8 1/2 inches;
- ☐ No more than an additional 5 cents for each two-sided copy; and
- ☐ For all other copies, the actual cost of duplication of the public record.

**10. Inspection of Records.** Upon request, Parents and Guardians shall be permitted to inspect the Education Records, as such records are defined herein. Parents and Guardians wishing to inspect the Education Records of their child must make a written request to the School Principal. The School Principal shall respond to such request within a reasonable amount of time, but in no case more than 30 calendar days after the receipt of the request. The School will maintain with each student's record a log of requests for access and disclosures of PII, whether granted or denied, except for disclosures to the parent or eligible student, disclosures of directory information, and disclosures to school officials with legitimate educational interests. The log will include the date, the party requesting or receiving the information, the purpose, the records disclosed, and the legal authority or consent used.

## **11. Maintenance, Security, and Retention of Records.**

- ☐ **Custodianship.** The Principal, or designee, is the custodian for school-level records. The superintendent, or designee, is the custodian for School-level records not maintained by a principal.
- ☐ **Inventory of Records.** The School will maintain a current list of the types and locations of education records and the titles and addresses of officials responsible for those records. See Appendix A.
- ☐ **Security Controls.** The School will implement administrative, technical, and physical safeguards appropriate to the sensitivity of the records, including access controls, unique user IDs, least-privilege authorization, password standards, encryption in transit and at rest where feasible, secure printing, locked storage, device management, and secure destruction.

- **Data Classification and Handling.** Records will be classified by sensitivity. PII is confidential and requires heightened protection, restricted transmission, and secure storage.
- **Retention and Purging.** Records will be retained in accordance with state records schedules. Information that is inaccurate, misleading, or no longer useful will be reviewed periodically and eliminated consistent with law and the applicable retention schedule. See Appendix B for retention references.
- **Physical Records.** Paper records must be stored in locked rooms or cabinets with controlled access. Keys must be inventoried.
- **Electronic Systems.** Student information systems will maintain audit logs, timeouts, and session controls. Portable media use must be minimized, encrypted, and tracked.
- **Party Systems.** Vendors that process or store education records must sign written agreements requiring compliance with this policy and applicable law, including breach notification, data minimization, use limitations, and secure return or destruction at contract end.
- **Technology and Communication Safeguards.** Emailing PII must be minimized. When necessary, School-approved secure methods must be used, including encryption and secure file transfer. Staff may not store PII on personal devices, at home, or in vehicles. School-issued devices must have device encryption enabled, up-to-date security patches, and remote wipe capability. Use of cloud services for education records requires prior approval and a vetted data-sharing agreement. Paper and electronic records must be disposed of securely using cross-cut shredding or certified media destruction.

**12. Threat Management.** All reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by Rule 6A-1.0019, F.A.C., are Category A records and must be permanently maintained in the Florida School Safety and Threat Management Portal. Threat management records include all corresponding documentation and any additional information required by the Florida Model for Harm Prevention and Threat Management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.

**13. Notice.** Annually, the School shall provide parents and guardians with a notice describing their rights as defined in Section 1002.22(2), F.S., and FERPA. Such notice shall be translated on request. A sample notice is attached hereto as Appendix D.



## **ARTICLE II. ONLINE INFORMATION**

**14. Personally Identifiable Information.** This policy is intended to protect the personally identifiable information (“PII”) of students when students are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.

**15. Review of Online Educational Services.** All online educational services that students or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Principal or their designee must review each online educational service’s terms of service and privacy policy to ensure compliance with state and federal privacy laws, including the Applicable Laws, and the requirements set forth in this policy. The Principal or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. Under no circumstances may an online educational service be used if such a service will share or sell student PII for commercial purposes, including but not limited to targeted advertising, without providing parents a means to either consent or disapprove.

**16. Approval of Online Educational Service.** If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Principal or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Principal or their designee must approve or deny the use of the online educational service. The Principal or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Principal or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Principal or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.

**17. Contracts and Agreements.** All contracts or agreements executed by or on behalf of the School with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

a. Require compliance with FERPA, its implementing regulations, and Section 1002.22, F.S.

b. Where applicable, require compliance with COPPA, 15 U.S.C. ss. 6501-6506, and its implementing regulations.

c. Where applicable, require vendors to ensure compliance with the Student Online Personal Information Protection Act, Section 1006.1494, F.S.

d. Ensure that only the PII necessary for the service being provided will be disclosed to the third party; and

e. Prohibit disclosure or re-disclosure of student PII unless the disclosure is authorized by FERPA; The disclosure is authorized by the school's directory information policy; The disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the PII would be disclosed to, how it would be used, and whether re-disclosure is permitted.

**18. Parental Notification and Consent.** Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to students utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing students to utilize the online educational service in any school activity without having first obtained written parental consent.

**19. Notification.** For any online educational service that a student is required to use, the School will provide notice on its website of PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available. For online educational services that students and parents are referred to as part of a school activity or function, but are not required to use the School must provide notice to parents and eligible students if such online services have not been reviewed and approved in accordance

#### **Board Secretary Certificate**

I hereby certify that the foregoing Policy on Protection of Student Information was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Printed Name

## **APPENDIX A.**

**Category A:** Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.

The following information must be maintained for Category A student records:

- (a) Student's full legal name,
- (b) Authenticated birthdate, place of birth, race, ethnicity and sex,
- (c) Last known address of the student,
- (d) Names of the student's parent(s) or guardian(s),
- (e) Name and location of last school attended,
- (f) Number of days present and absent, date enrolled and date withdrawn,
- (g) Courses taken and record of achievement, such as grades, units, or certification of competence,
- (h) Date of graduation or date of program completion, and
- (i) Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA, and
- (j) Threat management records).

**Category B:** Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

The following information must be maintained for Category B student records:

- (a) Health information and health care plans,
- (b) Family background data,
- (c) Standardized test scores,
- (d) Educational and career plans,
- (e) Honors and activities,
- (f) Work experience reports,
- (g) Teacher comments,
- (h) Reports of student services or exceptional student staffing committees including all information required by Section 1001.42(13), F.S.,
- (i) Discipline records,
- (j) School Environmental Safety Incident Reports (SESIR) collected under Section 1006.07(9), F.S.,
- (k) Academic and behavioral intervention services,
- (l) Psychological evaluations,
- (m) Therapeutic treatment plans and therapy progress notes,
- (n) Correspondence from community agencies or private professionals,
- (o) Driver education certificate,
- (p) List of schools attended,

- (q) Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records, and
- (r) Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K – 12, Adult and Vocational/Technical*.

## **APPENDIX B.**

### **Records Format, Digitization, and Retention Statement**

The School maintains official records in compliance with **Florida Statutes Chapters 119 and 257** and the applicable **Florida Department of State General Records Schedules** for Educational Agencies.

#### **Hard Copy Retention**

All student, personnel, financial, and administrative records received or created in paper (hard copy) format will be maintained in their original form for a **minimum of one (1) full school year beyond student graduation or withdraw or until the record has been verified as accurately and completely converted to an electronic format, whichever is longer.**

Records required for active operational use, audits, legal matters, investigations, or compliance reviews will be retained in hard copy for the duration of such use, regardless of elapsed time.

#### **Conversion to Digital Records**

After the initial retention period, eligible records may be converted to an **approved electronic records management system** that ensures:

- Accurate and complete reproduction of the original record
- Ongoing accessibility for the full retention period
- Protection against unauthorized access, alteration, or deletion
- Compliance with confidentiality and data security requirements

Once a record has been successfully digitized and quality-checked, the **electronic version becomes the official record copy** for retention and access purposes.

#### **Disposition of Hard Copy Records**

Following verified digitization, hard copy records may be destroyed **only after**:

1. Confirmation that the applicable minimum retention period has not been shortened, and
2. Verification that the electronic version meets all legal, operational, and archival requirements

Destruction of hard copy records containing confidential or exempt information will be performed using methods that prevent reconstruction (e.g., shredding or secure destruction).

## **Permanent and Long-Term Records**

Records designated as **Permanent** or requiring extended retention under state schedules may be retained in digital format as the official record, provided the electronic system meets long-term preservation standards. Hard copy originals may be retained at the School's discretion when historical, legal, or archival value warrants continued preservation.

**APPENDIX C.**  
**CONSENT TO RELEASE STUDENT INFORMATION**  
**UNDER PROVISIONS OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**(FERPA)**

See current form ([click here](#))

## APPENDIX D.

### USDOE Model Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service



or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The school will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the

FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already

enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

# Coversheet

## Approve Specific Material and Instructional Material Objections Documents

**Section:** V. Governance  
**Item:** C. Approve Specific Material and Instructional Material Objections Documents  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2025.11.12\_Specific\_Material\_and\_Instructional\_Material\_Objections\_Policy.pdf  
2025.11.12\_Specific\_or\_Instructional\_Material\_Objection\_Procedure.pdf  
2025.11.12\_Specific\_Material\_Objection\_Form\_\_statutory\_(1).pdf  
2025.11.12\_Parent\_Alternate\_Assignment\_Request\_Form.pdf

# THE SEASIDE SCHOOL, INC.

## Specific Material and Instructional Material Objections Policy

### I. Purpose and Authority

The Seaside School Board of Directors recognizes the rights of parents and county residents to object to the use or availability of specific materials in the school's classrooms or libraries in accordance with **Section 1006.28, Florida Statutes**, and **Rule 6A-7.0714, Florida Administrative Code**.

This policy establishes the procedures for filing, reviewing, and resolving objections to instructional or other materials made available to students and ensures compliance with applicable state law and transparency consistent with **The Seaside School's mission** and **charter governance responsibilities**.

### II. Definitions

For purposes of this policy:

- **"Material"** includes books, media, digital content, or other instructional resources used or accessible by students in classrooms, school libraries, or on reading lists.
- **"Parent"** means a parent, guardian, or person with legal custody of a student enrolled at The Seaside School.
- **"Resident"** means a person who resides within Walton County and meets the statutory definition under **Section 1006.28(1)(b), F.S.**
- **"Objection"** means a written complaint filed using the approved *Specific Material Objection Form*.

### III. Eligibility to File an Objection

A parent of a student enrolled at The Seaside School or a resident of Walton County may file an objection to a specific material available to students.

Residents may not file more than one objection per calendar month as specified in **Rule 6A-7.0714, F.A.C.**

## IV. Filing an Objection

1. The objecting parent or resident ("Complainant") must submit the *Specific Material Objection Form to the School Principal* by email or in person.
2. The form must include:
  - Author, compiler, or editor;
  - Publisher or producer;
  - Title;
  - Reason(s) for objection;
  - Specific pages, sections, or timestamps of concern; and
  - The complainant's name, address, email, and phone number.
3. The Principal shall acknowledge receipt **in writing** within **five (5) business days**.

### IV-A. Parent Request for Alternate Assignment (Individual Opt-Outs)

1. Parents who object to a specific assignment, activity, or material for their own child may request an **alternate assignment** aligned to the same learning objectives.
2. Such requests should be submitted **in writing to the classroom teacher or Principal** within 24 hours of notification of the assignment.
3. The Principal or designee may approve an alternate assignment at their discretion to ensure the student continues meeting curriculum requirements.
4. These requests apply **only to the parent's child** and do **not constitute a formal objection** under Rule 6A-7.0714, F.A.C. or this policy.
5. Parents wishing to challenge a material's use for all students must follow the formal procedure outlined in **Section IV: Filing an Objection**.

## V. Review Process

1. The Principal shall convene a **School Materials Review Committee** to evaluate the objection.
2. The committee may include teachers, media specialists, and parents.
3. The complainant shall be given an opportunity to submit written or oral comments.
4. The committee shall issue a recommendation to the Principal within **fifteen (15) days** of the objection's receipt.

5. The Principal shall issue a **written decision** to the complainant within **five (5) days** of receiving the committee's recommendation.

## VI. Appeal Process

1. A complainant who disagrees with the Principal's decision may appeal **in writing to the Executive Director within thirty (30) calendar days** of the school-level decision.
2. The Executive Director shall review the appeal and present it to the **Seaside School Board of Directors or its designated committee**.
3. The Board shall conduct a hearing and render a **final decision within sixty (60) days** of receipt of the appeal.
4. The Board's decision shall be **final and binding** within The Seaside School's governance authority.

## VII. Notification and Records

- All decisions and notices shall be provided **in writing**.
- Records of objections, decisions, and appeals shall be retained in accordance with state records-retention schedules.
- All materials submitted are subject to disclosure under **Florida's Public Records Law (Chapter 119, F.S.)**.

## VIII. Annual Reporting and Transparency

The Seaside School shall maintain and annually publish on its website:

1. A list of instructional materials used in the school, and
2. A list of materials that have been objected to and the outcome of each review.

## IX. Statutory Authority

**Authority:** 1001.41; 1001.42; 1001.43; 1002.33; 1006.28, F.S.

**Implemented:** Rule 6A-7.0714, F.A.C.

**Adopted:** [Month Day, Year]

# The Seaside School: Specific Material or Instructional Material Objection Procedure

## 1. Introduction

Pursuant to **Section 1006.28, Florida Statutes**, parents of students enrolled in The Seaside School and residents of Walton County have standing to object to the use of any material made available to students. This includes:

- Materials used in classrooms or libraries,
- Materials on reading lists, and
- Instructional materials adopted by the School Board.

This process provides Seaside parents and residents a clear method to submit objections for review and appeal through The Seaside School's internal governance structure.

## 2. Procedure

### a. Initial Submission – School Level

1. The parent or resident ("Complainant") must submit the *Specific Material Objection Form* **by email to the School Principal** or by hand delivery to the school office.
2. The written objection must include:
  - Author, compiler, or editor of the work;
  - Publisher or producer;
  - Title of the material;
  - Reason(s) for objection;
  - Specific pages, sections, or timestamps in question; and
  - The complainant's name, address, email, and phone number.
3. The Principal will acknowledge receipt **in writing** within five (5) business days.

### b. School-Level Review

1. The Principal will convene a **School Materials Review Committee**, which may include teachers, media specialists, and parents.
2. The complainant may provide written or verbal comments to the committee.
3. The committee will review the objection and forward a recommendation to the Principal within fifteen (15) days.



4. The Principal will issue a **written decision** to the complainant within five (5) days of receiving the committee's recommendation.

**c. Appeal to the Executive Director and Board**

1. If the complainant disagrees with the Principal's decision, they may **appeal in writing to the Executive Director within thirty (30) calendar days** of the school-level decision.
2. The Executive Director will review the appeal and present the matter to **The Seaside School Board of Directors** or its **designated committee**.
3. The Board will conduct a hearing and issue a **final written decision within sixty (60) days** of receiving the appeal.

**3. Notification and Public Records**

- All submissions and decisions will be provided **in writing** to the complainant.
- The Seaside School will retain all objection records in compliance with Florida's **public records law (Chapter 119, F.S.)**.

**4. Statutory Authority**

**Authority:** 1001.41; 1001.42; 1001.43; 1006.28, F.S.

**Implemented:** 6A-7.0714, F.A.C.

# THE SEASIDE SCHOOL™

## Specific Material Objection Approved Form

Incorporated in Rule 6A-7.0714, F.A.C.

Effective November 2025

**This form must be used by a parent or resident of Walton County, in conjunction with The Seaside School policies and procedures, to submit an objection for the following material:**

- 1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found <https://www.seasideschools.net/academics/curriculum>**
- 2. Materials made available to students in a school or classroom library.**
- 3. Materials included on a school or classroom reading list. The form must be submitted to the school principal for initial consideration.**

**Refer to the following policy found on The Seaside School Governance Page for procedural information for appeals.**

**<https://www.seasideschools.net/about/governance>**

### Section 1: Parent or Resident Information

1. I am a parent or guardian of a district, charter or homeschool student who has access to school district materials described in Part II of this form.

Yes    No (If yes, skip question 2)

2. I am a resident of Walton County and I have not submitted an objection to any other materials described in Part II of this form during this calendar month. (Both boxes under question 2 must be checked to submit an objection as a resident.)

### Section 2: Information Regarding Material

Type of material:    Book    Non-print material    Other (identify): \_\_\_\_\_

Title of the material: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher or Producer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Grade Level used: \_\_\_\_\_

Where is the material found:    Media Center    Classroom Library    Reading List  
Other: \_\_\_\_\_

School(s) where material is found: \_\_\_\_\_

ISBN, if available: \_\_\_\_\_

### Section 3: Basis for the Objection

Identify the basis for your objection:

The material is pornographic.

The material is prohibited under Section 847.012, F.S.

The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.

The material is not suited to student needs and their ability to comprehend the material.

The material is inappropriate for the grade level and age group for which it is used.

### Section 4: Objection Specific Information

1. What brought this material to your attention?

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2. Did you examine this material in its entirety?    Yes    No

If not, what sections did you examine?

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3. Identify the portion of the material objected to and why. (You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)

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4. Is there any age or grade you would recommend this material?    Yes    No

If yes, please specify: \_\_\_\_\_

5. Is there any value in this material?

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6. What is your desired outcome for this material?

Remove or discontinue use of material.

Limit access to certain grade levels: \_\_\_\_\_

Limit my child's access.

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Seaside School – Parent Alternate Assignment Request

**Parent/Guardian Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Grade/Class:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assignment or Material Involved:**

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**Reason for Request (optional):**

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**Parent Request:**

- ☐ I request an alternate assignment for my child for this lesson or material.
- ☐ I understand this request applies only to my child and does not constitute a formal objection to the material for other students.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher/Principal Response:**

- ☐ Alternate assignment provided
- ☐ Parent informed of completion requirements

**Signature (Teacher/Principal):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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