

APPROVED



Seaside School, Inc

## Minutes

May 2023 Board Meeting

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### Date and Time

Thursday May 18, 2023 at 5:30 PM

### Location

Seacoast Collegiate High School  
109 Greenway Trail  
Santa Rosa Beach, FL 32459

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Founded in 1996

Serving Students in Grades 5 - 12

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

**Information on procedures for public comment can be found at**

<https://www.seasideschools.net/domain/35>.

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

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

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

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### **Directors Present**

A. Winicki, C. Lewis, D. Tinghitella, J. O'Donoghue, K. Goff, K. Tucker, L. Blue, M. Foley, M. Hale, M. Kerrigan, M. Uhlfelder, T. Glavine

### **Directors Absent**

D. Lilienthal, F. Barker, G. Latour

### **Guests Present**

D. Ward, J. Robbins, K. Mixson, T. Horton, T. Miller

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## **I. Opening Items**

### **A. Record Attendance**

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

K. Goff called a meeting of the board of directors of Seaside School, Inc to order on Thursday May 18, 2023 at 5:39 PM.

### **C. Board Meeting Minutes Approval**

L. Blue made a motion to approve the minutes from April 2023 Board Meeting on 04-20-23.

M. Kerrigan seconded the motion.

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

## **II. Consent Items**

### **A. Purchase of Dr. Seuss Books**

M. Foley made a motion to approve the purchase of the Dr. Seuss books for the 2023 graduates of Seacoast Collegiate High School.

J. O'Donoghue seconded the motion.

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

### **B. Financials**

**C. Approve D. Ward to sign checks for Seaside Schools, Inc.**

**D. Adopt Consent Agenda Items**

D. Tinghitella made a motion to adopt and approve the Consent Agenda Items.

A. Winicki seconded the motion.

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

**III. Board Recruitment Committee**

**A. Communication**

C. Lewis will provide follow up communication to all candidates that interviewed for the board during the 2023 recruitment period. Information will include how they may become more involved with our school through committee work, volunteer efforts, and fundraising opportunities.

**IV. Development**

**A. Update(s)**

M. Kerrigan provided an update on the status of the portable buildings being added to the Seacoast campus including the approval of the lease agreement by CHELCO. D. Ward also mentioned progress being made to ensure all buildings have required accommodations and meet code requirements.

**V. Executive Committee**

**A. Executive Officer Recommendations**

K. Tucker recommended the election of D. Tinghitella for Co-Chair, C. Brown for Treasurer, J. O'Donoghue for Secretary, and K. Tucker for Chair of the Seaside Board of Directors for the 2023-2024 school year.

L. Blue discussed the importance of Executive Committee members being recommended and elected based on capacity to fulfill the role of the committee member. He questioned current protocols for nominating, recommending, and electing Executive Officers. making mention of the importance Sunshine State Law plays in the election of said officers. He recommended officers be recommended and voted into office individually. K. Goff provided background on the election of officers and shared how the process can vary from year to year.

M. Hayes-Uhlfelder raised the question of consideration of J. O'Donoghue for the position of Chair for the 2024 school year based on her educational leadership qualifications. K. Tucker acknowledged the value brought to the board by J. O'Donoghue as Secretary and elaborated on the importance of consistency with that role.

M. Kerrigan made a motion to approve the recommendations for the 2023-2024 Executive Committee.

L. Blue seconded the motion.

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

## **VI. Finance**

### **A. 2022-2023 Budget Updates**

### **B. The Seaside School Teacher Salary Scale**

K. Tucker shared information regarding the proposed teacher salary scale. This scale would run parallel to Walton County School District and would no longer be modified to meet or exceed district based increases. Teachers reviewed two proposed salary scales and were in support of version 1.2 which included a 7.7 % increase.

M. Kerrigan made a motion to approve the recommended teacher salary scale.

A. Winicki seconded the motion.

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

### **C. Auditor Approval**

K. Tucker brought forth information regarding the increase of auditor fees for the 2022-2023 school year. He shared the school's efforts to acquire new representation by a highly qualified auditor moving through the RFP process with 14 firms and only 2 replying to his inquires. Based on their extensive work with Charter Schools and Foundations, he made the recommendation to engage with King and Walker.

L. Blue made a motion to approve the retention of King and Walker as auditors for the 2023-2024 school year.

D. Tinghitella seconded the motion.

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

### **D. Dr. Oprey's 2022-2023 Matching Increase**

M. Uhlfelder made a motion to approve the retroactive pay increase for Dr. O'Prey.

D. Tinghitella seconded the motion.

K. Tucker discussed the annual salary increases that occurred in the Spring for school employees sans, Dr. O'Prey. He recommended paying Dr. O'Prey a retroactive pay increase based on the average administrator increase in Walton County, 6.92%, equal to a sum of \$10,065.20. The board voted to offer this bonus to Dr. Oprey in line with the schools administration raises. The bonus would be contingent upon the signing of a separation agreement.

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

## **VII. Governance**

### **A.**

### **Board Committees for 2023-2024 Term**

K. Goff discussed the importance of each committee setting goals that are in alignment with school goals to ensure we are all working toward the execution of our school mission. J. O'Donoghue shared information on strategic calendars that will be shared with each committee to assist in the transition of new board members onto the board and to improve the effectiveness of each committee.

### **B. Executive Director Recruitment Update**

J. O'Donoghue provided insight on the processes and procedures in place for the recruitment of a new Executive Director for Seaside Schools, Inc. She shared the role Leaders Building Leaders is taking in the intake and screening of applicants as well as the oversight being taken by the selection committee to review each resume submitted, preview recordings of the initial screener sessions, and conduct weekly meetings with the LBL team to ensure both parties are aligned. She stated the board would continue to accept applicants throughout the interview process as to not eliminate potential candidates prematurely. She encouraged each board member to become involved in the process and how they could be come involved at each step.

L. Blue brought up the importance of all board members being in attendance for the final interview of candidates. He suggested conducting said interviews at the June board meeting to ensure all members were present and engaged. K. Tucker made note that the allocation of time for interviews to be conducted at a board meeting may not be advantageous, but there may be other options for the engagement of board members. K. Goff assured the board of the transparency in the interview process for each member, reminding them of the impact this decision would take on the future of our school.

Questions regarding the inclusion of school teachers and administrators in the interview process were brought to the attention of the selection committee. To which, K. Tucker assured they would be as the committee moved beyond the initial screening of applicants.

### **C. Bylaws**

K. Goff stated the required 30 day notice for all votes related to modifications of the bylaws. This meeting will serve as said 30 day notice. Updates to the bylaws included but were not limited to: the reduction of board members over a 4 year recruitment period; the extension of board member terms from 3 to 4 years; the expansion of language to support the objective removal of board members for ineffective engagement.

## **VIII. Foundation Report**

### **A. Foundation Report**

T. Horton shared that RFPs were out and to be returned by May 23, 2023. She shared information on the efforts of the Capital Campaign to cultivate and educate families and community members through multiple upcoming events, including one on June 22 with Dr. Stephenson, President of Northwest Florida State College. T. Horton invited all board members to save August 24th from 5-7 PM for an event that will serve as the Public Launch of the Capital Campaign.

## **IX. School Leadership Team**

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

T. Miller thanked the school administrative team for their effort to maintain both campuses with minimal disruptions for students. He provided an update on the outstanding efforts of the Seacoast 2023 graduating class and reminded board members to reference documentation previously sent out to gain more insight into the specifics of student accomplishments.

T. Miller shared the attrition of 13 9th grade students during the 2022-2023 school year and the priority that population of students would be for the upcoming school year. He provided an update on the recruitment efforts at Seacoast including work to acquire the Impact 100 grant to assist in funding this project.

T. Miller highlighted employment opportunities available at the Seacoast campus including the addition of a Spanish instructor. He also praised D. Ward for his work on acquisition of all necessary documentation for the instillation of the portable buildings.

K. Mixson acknowledged the excitement felt in the art classes at both campuses to be included as entries in Digital Graffiti located in Alys Beach. The partnership included student work being displayed during the art show, being spotlighted on the event Podcast, and complimentary passes for students and two family members.

## **X. Student Excellence**

### **A. Student Pick up**

M. Foley opened the floor for a discussion to be held around options for school pick up at the Seaside School campus. He offered a variety of options for minimizing the impact school vehicles have on the town of Seaside while also allowing students to be picked up from school in a timely manner. One option was to allow select students with athletic commitments to be collected from the school building. Another option included shuttling students to the Seacoast campus. M. Foley encouraged both the board members and school staff to engage in a conversation with the town of Seaside to revisit school pick up options. J. Robbins reminded the board of the annual discussion held with the Seaside school campus and the town of Seaside to negotiate such matters.

### **B.**

## Updates

D. Ward shared athletic news related to track and field including the rankings of 3 students making it to the state meet. One of which is ranked #3 in the state of Florida.

K. Mixson confirmed there would be no changes to the dress code policy for the 2023-2022 school year. She did mention that School Handbooks were being revised and would be available soon.

M. Foley requested the board revisit the budget for maintenance at the Seaside campus due to several prevalent issues. He also inquired about a maintenance assessment or walk through to prioritize the concerns. Discussion was held around previous maintenance assessments and who/how those would be conducted. K. Goff brought forth the partnership with our lobbyist to research, apply, and acquire supplemental grant funding to offset this cost.

## XI. Public Comments

### A. Comments

J. O'Donoghue and L. Blue thanked the school administration team and teachers for hosting such a celebratory graduation. They commended the efforts of the graduates and encouraged board members to attend in the future.

## XII. Closing Items

### A. Adjourn Meeting

D. Tinghitella made a motion to adjourn.

J. O'Donoghue seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:18 PM.

Respectfully Submitted,

K. Goff

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## Documents used during the meeting

- Apr 2023 Seaside Board Financial Pack.pdf
- Seaside Schools Salary.xlsx
- Seaside Salary Scale Comparisons.pdf
- Thomas\_and\_Comp\_Proposal\_for\_Audit\_Services.pdf
- King\_and\_Walker\_Proposal\_for\_Audit\_Services.pdf

- Seaside School Bylaws (2023), 2.docx
- 05.18.23 Seaside School Board Report-2.pdf
- Seaside Executive Director Report Template (2).pdf