APPROVED

Seaside School, Inc

Minutes

June 2023 Board Meeting

Date and Time
Thursday June 15, 2023 at 5:30 PM

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

Founded in 1996
Serving Students in Grades 5 - 12

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

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

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

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

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

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

Directors Absent
A. Winicki, M. Hale, T. Glavine

Guests Present
D. Ward, J. Robbins, K. Mixson, T. Horton

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 Jun 15, 2023 at 5:36 PM.

C. Pledge of Allegiance

D. Mission Statement

II. Consent Agenda Items

A. Approve May Board Minutes

L. Blue made a motion to approve the minutes from May 2023 Board Meeting on 05-18-23.
F. Barker seconded the motion.
The board **VOTED** to approve the motion.

B. Financials

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

L. Blue made a motion to approve the addition of Drew Ward to the bank account for the purpose of writing checks related to Seaside Schools, Inc.
F. Barker seconded the motion.
The board **VOTED** to approve the motion.

III. School Update

A. Head of Schools Report

D. Ward led a discussion regarding waitlist and student enrolment numbers. He reported testing data from both school sites exceeded expectations. K. Mixson provided information on End of Course exam results being provided at a later date.

B. New High School Teachers for Hire

F. Barker made a motion to vote to approve the recommended hires for Seacoast.
K. Tucker seconded the motion.
Valeria Aramayo-Wallace; Spanish Teacher
Nicholas Volpe, CTE Instructor
Donna Armstrong, Guidance Counselor

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

IV. Foundation Update

A. Foundation Report

T. Horton gave an update on Foundation Member nominations including F. Barker being elected for a 1 year term, K. Goff being elected for a 4 year term, and P. McCarthy being reelected to the Foundation Board.

K. Goff provided information on recent legislature regarding funding for the expansion project. She expressed gratitude for the receipt of this donation and for the efforts of board members on both the Foundation and School Board for their engagement in the lobbying process. M. Foley asked about the renewal process. N. Velahos responded with the timeline and how expedited the process will be as it begins in for the next term in August.

T. Horton provided an update on annual fund donors and the initiation of the Capital Campaign at an event to be held on Thursday, August 24th at 5:00 PM at Seacoast Collegiate High School. She added information on the recruitment of teams and planning in process for the Tom Glavin Golf event to be held on Tuesday, October, 3, 2023.

V. Governance Committee

A. Updates and Revisions to Bylaws

L. Blue made a motion to approve the updated Bylaws.
K. Tucker seconded the motion.
The board **VOTED** to approve the motion.

VI. Finance Committee

A. 2023-2024 Budget Update

K. Tucker provided an update on the surplus remaining and shared how he would be working with K. Mixson to take a proactive approach to the 23-24 school year budget. He gave an update on enrolment funding and the impact on expenses for the portable buildings. He also noted he would be bringing the budget to the board in August to have a better picture of student supported funding.

B. The Seaside Schools (Salary Scale) Non-Instructional Staff

K. Tucker gave insight into the development of the pay scales created by T. Miller and the school administration. He recommended waiting on the administration salary portion to allow time for the new Executive Director to offer input to the development of the positions and the salary required to appropriately compensate those administrators.

F. Barker made a motion to approve the recommend salary pay scale for non-instructional staff.
M. Kerrigan seconded the motion.
The board **VOTED** to approve the motion.

VII. Student Excellence

A. Performance Hall

M. Foley reminded the board of previous conversations regarding the building of a Performance Hall at the Seaside Campus. T. Horton provided additional details regarding specific funding allocated to the creation of a Performance Hall and the importance of utilizing the funding in an efficient manner. Mr. Foley also revisited conversations held between the Davis family and the Seaside Foundation regarding the initial start of construction on the Performance Hall.

T. Horton also shared the importance of renovations required at the Seaside location and how those needs can be met through ongoing fundraising earmarked for the middle school. K. Goff also mentioned the funding needed for the Seaside School campus improvements being offered by the Florida legislature and brought up the importance of seeking out alternative funding for those projects. Discussion was held regarding the creation of a Task Force to determine project initiation.
F. Barker made a motion to create a Task Force to address the creation of a Performance Hall at the Seaside School campus.

K. Tucker seconded the motion.
The board **VOTED** to approve the motion.

B. 2023-2024 Social Studies Books

M. Foley made a motion to approve the recommended Social Studies textbooks.
L. Blue seconded the motion.
The board **VOTED** to approve the motion.
M. Foley shared information about the creation of the Athletic Booster Club to support student athletes on both school sites. They will hold their first meeting in August. This club will be chaired by A. Jordan.

VIII. Development Committee

A. Approve Communications Contract

M. Kerrigan made a motion to approve the communications contract for work with Bobby Parker.
L. Blue seconded the motion.
The board **VOTED** to approve the motion.

B. Update

M. Kerrigan stated projections related to the updated maintenance list for the Seaside school site. He included a request for proposals and timeline agreements from K. Mixson to ensure timely completion of the projects. K. Tucker recommended using the Development Committee as a liaison for each project to expedite the process and ensure each contractor is vetted prior to funding the process. G. Latour reminded the board of the process for recommendations for each contractor and how lengthy it may be causing undue burden on the school for the length of time. He recommended bundling items together for one contractor to hasten the process and ease in efficiency for onsite staff managing the process.

Discussion was held regarding required maintenance issues including funding, timeliness, and the creation of a Standard Operating Procedure, SOP, for easing the burden of school maintenance issues.

F. Barker recommended the process of 1st stating the concern to the Development Committee which will confirm the funding with the Finance Committee, and then make a recommendation to the board for a vote to approve the funds to be allocated. Following the approval from the board, the site administrator will reach out to initiate the project start.

G. Latour requested contact with the company responsible for installing the doors at the middle school to repair or reimburse for the damages. K. Mixson will follow up with L. Blue and M. Kerrigan regarding ongoing maintenance concerns.
F. Barker made a motion to approve the Development Committee allocating funds up to the cost of $45, 000 for repairs at the Seaside campus related to the doors and the restrooms.
K. Tucker seconded the motion.
The board **VOTED** to approve the motion.

IX. Executive Committee

A. Executive Director Position (Vote for Hire)

J. O'Donoghue provided a summary of efforts to recruit and hire a new Executive Director. He highlighted the recommendation of T. Miller for the position and recalled validating statements from Foundation Board Members, parents, school faculty, and other board members in support of the nomination. She restated the importance of each board member supporting our school staff and becoming more involved through committee work to ease the burden of management of a successful charter school.

K. Tucker shared the requested salary from T. Miller for the Executive Director position at $177, 500 . The Foundation Board has agreed to subsidize at $18, 000 with the school funding $159, 500 of the salary. Additionally, he would receive the following $10, 000 moving compensations and Paid Time Off in accordance with Seaside Staff; time required for his work with Leaders Building Leaders would count against the PTO allotment. He would have a July 15, 2023 start date and the current contract with Leaders Building Leaders would expire on that date.

J. O’Donoghue made a motion to offer Tom Miller the position of Executive Director at Seaside School, Inc.
M. Uhlfelder seconded the motion.
The board **VOTED** to approve the motion.

B. Expansion Update (General Contractor to Vote)

G. Latour offered information regarding both contractors and their strengths as contractors for the school build. He suggested moving forward with the contract supplied by Wharton-Smith. This recommendation was based on their experience in education builds including charter school funding and the financial implications of a build with school related funding.
L. Blue made a motion to approve Wharton-Smith as the contractor for the expansion project.
F. Barker seconded the motion.
The board **VOTED** to approve the motion.

C. Committee Assignments

J. O'Donoghue discussed the changes in committee assignments and logistics. She stated the committee chair placements for the 23-24 school year as followed: C. Brown, Finance; J. O'Donoghue, Student Excellence; R. Kauffman, Governance; and M. Kerrigan, Development. She reminded new chairs to reach out to their committee members regarding updates to logistics for the upcoming school year.

K. Tucker added the selection of Executive Committee to include the following: C. Brown, Treasurer; R. Kauffman; J. O'Donoghue, Secretary; K. Tucker, Chair; and D. Tinghitella, Vice Chair.

X. Other Business

A. Update

K. Tucker offered appreciation to the exiting board members on their leadership and the strides made towards a more efficient and effective board.

XI. Closing Items

A. Adjourn Meeting

K. Goff made a motion to adjourn.
F. Barker 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 7:30 PM.

Respectfully Submitted,
K. Goff