APPROVED

Seaside School, Inc

Minutes

September Board Meeting

Date and Time
Thursday September 21, 2023 at 5:30 PM

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

Founded in 1996
Serving Students in Grades 5 - 12

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

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

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

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

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

Directors Present
A. Jordan, A. Winicki, C. Lewis, D. Lilienthal, D. Tinghitella, F. Brown, G. Latour, J. O'Donoghue, J. Ward, K. Tucker, L. Blue, M. Kerrigan, M. Uhlfelder, R. Kauffman, T. Brooks

Directors Absent
None

Guests Present
D. Ward, K. Mixson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Tucker called a meeting of the board of directors of Seaside School, Inc to order on Thursday Sep 21, 2023 at 5:31 PM.

C. Pledge of Allegiance

D. Mission Statement

II. Consent Agenda Items

A. Approve August Board Minutes

J. Ward made a motion to approve the minutes from August Board Meeting on 08-17-23.
A. Jordan seconded the motion.
The board **VOTED** to approve the motion.

B. Consent Items

T. Brooks made a motion to approve Consent Agenda Items.
A. Jordan seconded the motion.

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

III. School Update

A. Head of Schools Report

T. Miller provided detailed information on the current status of Seaside Schools, Inc through the attached Head of Schools report.

K. Mixson provided updates on the implementation of a searchable index of books and digital resources as required by House Bill 1467. She mentioned that a permission slip will be provided to ensure families are aware of book usage while students are on campus. She also provided feedback on the success of Open House and noted increased student participation at the volleyball Spirit Night. She informed the board of students attending the Ron Clark Academy Leadership Conference on October 6th and 7th. The six students will be accompanied by three teachers. D. Ward updated the board on athletics and current events at the Seacoast campus, including Lunch at the Coast, the initiation of several new clubs, and improvements in SGA leadership and engagement.

B. 2023-2024 Goals (In Board on Track)

Goals for the 2023-2024 school year were created through a collaboration between Seaside Schools, Inc. administrative team, faculty, and staff members. They are uploaded in the Board on Track platform for ongoing review.

IV. Foundation Update

A. Foundation Report

T. Horton shared a summary of the Foundation Report and reminded board members of upcoming events to support the Capital Campaign. She also shared that registration for the 2024 Seaside 1/2 Marathon is open and registration numbers are beginning to grow. A review of current financials was included in the attached Foundation Report.

V. Governance Committee

A. Governance Committee Goals

R. Kauffman provided a summary of goals designated by the Governance Committee for the 2023-2024 School Year.

B. Governance Committee Items

M. Ulfelder mentioned the connection between an increase in board member limits, requiring clear communication and understanding of expectations. She also encouraged all board members to give their feedback on the current board documents regarding roles

and responsibilities. R. Kauffman suggested using Board on Track to not only house board documents and meeting notes, but also to gather self-assessment data to aid in selecting future board members. C. Lewis will serve as the selection committee chair and will collaborate with M. Ulfelder to promote Seaside Schools, Inc. to potential board member candidates. C. Lewis also provided updates on the board selection process that were made and published on the school website.

C. Lewis shared an update on the selection committee, which includes members D. Tinghitella, A. Jordan, J. O'Donoghue, K. Tucker, and herself. She mentioned that the committee will meet in October to schedule the launch of the selection and set dates for interviews.

C. Policies to be Approved

D. Tinghitella made a motion to approve revisions to the Educational Records policy.
A. Jordan seconded the motion.
The board **VOTED** to approve the motion.
D. Tinghitella made a motion to approve revisions to the Internet Safety Policy.
A. Jordan seconded the motion.
The board **VOTED** to approve the motion.
D. Tinghitella made a motion to approve revisions to the School Sponsored Activities policy for technology usage.
G. Latour seconded the motion.
The board **VOTED** to approve the motion.
J. Ward made a motion to approve revisions to the Teacher Dispute language included in the Employee Handbook.
K. Tucker seconded the motion.
The board **VOTED** to approve the motion.
J. Ward made a motion to approve additional language being added to the school's Restroom usage policy.
T. Brooks seconded the motion.
During the discussion of the revisions to the school restroom usage policy, M. Ulfelder expressed her concerns about the policy violating Title IX.
The board **VOTED** to approve the motion.

Roll Call

J. O'Donoghue	Aye
R. Kauffman	Aye
M. Kerrigan	Aye
D. Tinghitella	Aye
L. Blue	Aye
M. Uhlfelder	No
A. Jordan	Aye
D. Lilienthal	Aye
T. Brooks	Aye
F. Brown	Aye

Roll Call

C. Lewis	Aye
G. Latour	Aye
K. Tucker	Aye
J. Ward	Aye
A. Winicki	Aye

VI. Finance Committee

A. Finance Updates

J. Ward made a motion to approve the 2023-2024 budget.
A. Jordan seconded the motion.
The board **VOTED** to approve the motion.

B. Audit Completed

T. Brooks made a motion to approve the results of the Financial Audit.
M. Kerrigan seconded the motion.
C. Brown provided an update on changes in the audit process and informed the board about the current financial standings. This included updates on the Foundation request, the potential of LCIR, and the Capital Outlay. He also reminded the board that the auditor would assist in establishing internal controls to address fraud and help determine the school's financial audit requirements.
The board **VOTED** to approve the motion.

C. Finance Goals 2022-2023

D. Athletic Boosters Update

A. Jordan gave an update on the athletic boosters' activities. He mentioned that the paperwork for the 503.1C was completed and had been submitted. He also shared the introduction of a digital membership card and the potential implementation of a point system to reward families and students for attending athletic events. A. Jordan provided details about the membership leveling system and discussed the possibility of displaying banners to promote businesses that have supported Seaside athletics through the funding of athletic programing.

VII. Student Excellence

A. Vote on Digital Tools

G. Latour made a motion to approve current Digital Tools being used by teachers for instructional purposes.
J. Ward seconded the motion.
J. O'Donoghue gave a review of the process for approving digital and print resources, in compliance with the new house bill. She also informed the board about a live link that will

be available on the school website, which families can use to access the list of digital resources being used at the Seaside Neighborhood School campus.
The board **VOTED** to approve the motion.

B. Student Excellence Committee Updates

J. O'Donoghue also asked for the board members' support for the mentoring program at the Seaside campus, as well as the keynote speaker and internship program at Seacoast Collegiate High School. She shared that all teachers have been adopted for the school year which will provide additional classroom resources at the teacher's request. An update on Student Excellence Committee Goals and the importance of improving school culture and climate through increased family engagement was discussed.

VIII. Development Committee

A. Updates

M. Kerrigan provided an update on the Capital Campaign Project. He urged board members to support the half marathon by donating silent auction items and well as volunteering during the event. Additionally, he emphasized the need for business volunteers to partner with Seaside Schools, Inc. for community nights. M. Kerrigan also noted the successful community night held at Three Sons Barbecue and thanked D. Tinghitella for his support.

IX. Executive Committee

A. Expansion Project Updates

K. Tucker updated board members on the revised timeline and estimated cost of the Seacoast Collegiate expansion. Initial land clearing will begin on September 29th and completion of the build is set for Fall of 2025. He invited all board members to attend the Ground Breaking Ceremony on Monday, October 2, 2023. K. Tucker reminded the board of the appropriations process and the timeline expectations for the submission of the 2024-2025 application. An update on grant funding to be requested was also discussed.

B. Parking and Transportation

K. Mixson and K. Tucker reminded the board of parking expectations and responsibilities as they pertain to pick up and drop off procedures within Seaside. Discussion of the violations being made on the current parking policy were shared and K. Mixson shared the current procedures.

K. Tucker provided an update on the addition of a Performing Arts Center and its contingency on the compliance of Seaside Neighborhood School families with transportation expectations. K. Mixson shared that a variety of options have been discussed to reduce the challenges created by the number of students requiring afternoon pick-up.

X. Closing Items

A. Adjourn Meeting

M. Kerrigan made a motion to adjourn.
J. Ward 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 6:47 PM.

Respectfully Submitted,
K. Tucker

Documents used during the meeting

- Aug_2023_Seaside_Finance_Board_Pack.pdf
- September The Seaside School Executive Director Report .pdf
- 09.21.23 Seaside School Board Report.pdf
- Arnold Law Firm Client Communication 082123 (2).pdf
- Seaside School Final Budget 2023-2024 (Short).pdf
- Seaside Management Letter - signed.pdf
- Finance_Committee_Goals_DRAFT.docx
- SeasideSchool_Inc_digital-resource-Proposed_2023-24_List.docx