



## **DESTIN HIGH SCHOOL EXECUTIVE BOARD MEETING MINUTES**

Tuesday May 23, 2023  
Destin High School

### **MEETING CALLED TO ORDER AND GUESTS WELCOMED BY PRESIDENT FOUNTAIN 6:04PM**

#### **ROLL CALL:**

**DIRECTORS PRESENT:** MCBRIDE, LOCICERO, ONEAL, STONE, LUTTRELL, PALMER, SILLS, SILVER, FOUNTAIN

**PARENT ADVOCATE LARABEE, PRINCIPAL CRUICKSHANK**

#### **PUBLIC COMMENTS:**

**TEACHER MS. DEAN** EXPLAINED HER TEACHING SALARY, THAT SHE LOVES HER STUDENTS AND THE STAFF, BUT FINDS IT HARD TO MAKE ENDS MEET. SAID SHE AND SOME TEACHERS WORK SECOND JOBS, AS IT IS EXPENSIVE TO LIVE IN DESTIN, FLORIDA. SAID WHEN SHE WORKED FOR Okaloosa County School District (OCSD) THEY PAID 6% FOR RETIREMENT PLAN. SHE SAID DESTIN HIGH PAYS 3%.

**LUTTRELL** ASKED **DEAN** IF WHEN SHE WORKED FOR OCSD DID THE SCHOOL DISTRICT PUT THE 6% MATCH CONTRIBUTIONS FOR THEIR EMPLOYEES, LIKE DESTIN HIGH SCHOOL DOES? DID YOU HAVE TO MAKE A CONTRIBUTION MATCH, AT OCSD IN ORDER TO GET THE 6%?

**DEAN** SAID SHE DIDN'T KNOW THE ANSWER AND ASKED **TEACHER COURTNEY NOE**, IF THAT WAS THE CASE. **NOE** ALSO SAID SHE DIDN'T KNOW THE ANSWER.

**LUTTRELL** SHARED THAT MOST RETIREMENT PLANS REQUIRE THE EMPLOYEE TO MAKE A CONTRIBUTION, BEFORE THE EMPLOYER PUTS IN MONEY TO MATCH. HIS UNDERSTANDING IS DESTIN HIGH DOES NOT REQUIRE THE TEACHER TO PUT IN ANY MONEY, WE AUTOMATICALLY GIVE TEACHERS THE 3% WHETHER THEY CONTRIBUTE TO THEIR OWN RETIREMENT OR NOT.

**SCHOOL FINANCIAL SERVICES** SAID **LUTTRELL** WAS CORRECT, OUR TEACHERS CURRENTLY ARE NOT REQUIRED TO PUT IN ANY MONEY. NO MATCH IS REQUIRED IN ORDER FOR OUR TEACHERS TO RECEIVE THE 3%. DESTIN HIGH CURRENTLY PAYS THE 3% FOR FULL TIME AND PART TIME EMPLOYEES, WHICH IS CONSIDERED GENEROUS IN THE EDUCATION REALM.

**PARENT RAMSWELL** OFFERED SUGGESTIONS TO ADMINISTRATION AND BOARD SUCH AS LEADERSHIP TRAINING, STRATEGIC PLANNING WORKSHOP, DONOR RELATIONS REP, ANNUAL FUNDRAISING EVENT.

**PARENT HINZE** GAVE A SALUTE TO SENIOR CLASS AND THEIR ACCOMPLISHMENTS. SAID LETTER WAS SENT OUT WITH GRADUATION ATTIRE SUGGESTIONS FOR STUDENTS, BUT IN HER OPINION, STUDENT'S ATTIRE IS NOT IMPORTANT. SHARED A TAYLOR SWIFT QUOTE.

**FORT WALTON BEACH RESIDENT DAWN STEIGHNER** SAID SHE HAS KNOWN PHIL DORN FOR A FEW YEARS, AS HER SON PLAYED FOR HIM AT FWB HIGH SCHOOL, AND SHE DIDN'T HAVE ANY PROBLEMS WITH HOW HE HANDLED THE TEAM'S MONEY.

**DESTIN RESIDENT DEDE PHILLIPS** SAID SHE WAS A DONOR AND FULLY SUPPORTS THE ADMINISTRATION, BOARD & SCHOOL. ASKED AUDIENCE AND TEACHERS TO UNDERSTAND THAT EFFORTS WERE MADE WITH BEST OF INTENTIONS TO MAKE ENDS MEET DURING A TEMPORARY TOUGH TIME. SAID ITS TIME TO WORK TOGETHER FOR THE BEST OF THE SCHOOL. SAID RED APPLE FINANCIAL SERVICES PUT ALL FUNDS IN "1 POT", WHICH LIKELY NOT THE BEST METHOD, BUT CHANGES HAVE BEEN MADE WITH SFS AND THINGS HAVE IMPROVED. COMMITTED TO HELP HOWEVER NECESSARY, TO HELP SCHOOL SUCCEED.

**FORT WALTON BEACH PARENT ROBIN EAD** SPOKE TO CHARACTER OF PHIL DORN AND SAID HE Poured HIS BEST EFFORTS INTO FWB HIGH SCHOOL WHILE THERE AND THE OVERSIGHT. SAID HER SON PLAYED FOOTBALL AT FWBHS UNDER DORN AND SHE ALSO KNOWS COACH DORN'S WIFE, LEIGH ANNE.

- I. **PROPOSED CHANGES TO AGENDA MADE BY MCBRIDE, TO NOT MOVE TO CONSENT AGENDA.**

## II. APPROVAL OF THE MEETING MINUTES

- • **May 9, 2023**
- • **May 12, 2023**

### II. ACTION ITEMS

- • **Adopt board calendar**-VERSION SENT WITH AGENDA
- **MCBRIDE** SAID THAT ACCORDING TO BYLAWS, MOVING THE ANNUAL MEETING REQUIRES A 2/3 VOTE.
- **PALMER** DISCUSSED
- **FOUNTAIN** SUGGESTED MOVING THE BOARD CALENDAR TO NEXT MEETING AND ANNUAL MEETING DATE MOVED TO 1<sup>ST</sup> OR 2<sup>ND</sup> MEETING IN JULY.
- **ONEAL MOTIONED TO MOVE MEETING TO JULY, PALMER 2<sup>ND</sup>, MOTION PASSED.**
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- • **Board Planning Retreat**-**MCBRIDE** SHARED THAT SHE AND **LARABEE** MET WITH SEASIDE SCHOOL MEMBERS ABOUT ASSISTING AND GUIDING US WITH A 1 DAY BOARD RETREAT FOR VISIONING AND STRATEGIC PLANNING. EACH BOARD MEMBER TO SEND 2 DATES, TO MCBRIDE, THAT THEY ARE AVAILABLE IN JUNE TO ATTEND THE RETREAT.
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- • **Board Vote on BAC member admission** -**LARABEE** REPORTED THAT BAC MEMBERS PROPOSED FOR NOMINATED TO SERVE:
- **JEREMY RAMSEY, CARMEN FILIPSKI, TRIPP SILLS, CC TENHOLDER, TRISH LUNA, DANIEL FRANKFURT, AMANDA EUBANKS.**
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- **MOTION MADE BY STONE TO APPROVE SLATE OF BAC CANDIDATES**
- **PALMER 2<sup>ND</sup>, MOTION PASSED UNANIMOUSLY.**

**INTRODUCTION OF NEW BOARD MEMBER DOUG SILLS.** REQUIREMENTS AND COMMITMENT READ BY **LOCICERO** AND SIGNED BY **SILLS**. HE IS TO BEGIN HIS ONBOARDING PROCESS AND GOVERNANCE TRAINING WITHIN THE SPECIFIED TIME PROVIDED IN BYLAWS.

- • **Executive Director Job Description**- **Mrs. Cruickshank** sent out some additional suggestions for consideration to incorporate in advance of the meeting.

- **CRUICKSHANK** SAID THAT SHE CAN'T DO IT ALL. HER PASSION, LOVE AND EXPERTISE IS AS A PRINCIPAL AND IS TO RUN THE SCHOOL, STUDENT OVERSIGHT, WORK WITH FACULTY AND PARENTS, THE COMMUNICATION. RECRUITING GOOD TEACHERS TO TEACH, GOOD CURRICULUM, GOOD PROGRAMS, THAT IS HER STRENGTH. SHE FELT WITH THE SOARING ENROLLMENT NUMBERS THIS PAST YEAR AND GOING INTO THE FALL, SHE'S "LOST CONTACT WITH PARENTS AND COMMUNICATION FROM BEING PULLED IN SO MANY DIRECTIONS." SHE SAID SHE WANTS TO BE PRINCIPAL OF DHS UNTIL SHE RETIRES. IS IN FAVOR OF HAVING AN EXECUTIVE DIRECTOR TO HELP WITH THE BUSINESS SIDE OF THE SCHOOL.
- **PALMER** SUGGESTED A MASTERS DEGREE BE A REQUIREMENT
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- **MCBRIDE** SHARED THAT SHE MET WITH **CRUICKSHANK** EARLIER IN THE DAY TO REVIEW AND DISCUSS IDEAS. **CRUICKSHANK** FEELS HER SKILL SET IS TO RUN THE SCHOOL, ACADEMICS, WORK WITH PARENTS, TEACHERS, AND STUDENTS. THE FINANCIAL SIDE, BUILDING PROJECT AND OVERSIGHT ARE NOT THE AREAS SHE EXCELS AT AND WELCOMED HELP IN THESE AREAS FROM AN EXECUTIVE DIRECTOR.
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- **PALMER** FELT THAT **CRUICKSHANK** SHOULD STAY AS HEAD OF SCHOOL OR THE TOP OF THE ORGANIZATIONAL CHART.
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- **MCBRIDE** SHARED PRINCIPAL NEEDED RELIEF FROM THE AREAS THAT WERE TAKING HER AWAY FROM THE THINGS SHE DOES BEST AND SHARED A COPY OF THE PROPOSED NEW ORGANIZATIONAL CHART THAT **CRUICKSHANK** SHARED WITH **MCBRIDE** DURING THEIR MEETING. THAT CHART HAS EXECUTIVE DIRECTOR AT THE TOP.
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- **SILLS** LEANED INTO HIS CEO EXPERIENCE AND SAID HAVING HELP DOESN'T DIMINISH THE VALUE OF THE PRINCIPAL. TEAMWORK AND BUSINESS GOALS WOULD SET SCHOOL UP FOR SUCCESS. SAID IT WAS DIFFICULT TO HAVE 2 LEADERS IN CHARGE, BEST PRACTICE WOULD BE 1 HEAD OF ORGANIZATION.
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- **CRUICKSHANK** AGREED THAT HER STRONG SUIT IS THE ACADEMIC PORTION OF THE ROLE.
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- **ONEAL** SAID IDEALLY EXECUTIVE DIRECTOR WOULD RUN THE BUSINESS SIDE OF THE SCHOOL AND THE PRINCIPAL WOULD RUN ACADEMICS AND STAFF OVERSIGHT.
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- **LOCICERO** SHARED THAT THE IDEAL CANDIDATE IN THE ORIGINAL DESCRIPTION MAY NOT BE OUT THERE, BUT WE WON'T KNOW IF WE DON'T ADVERTISE FOR IT, TO SEE THE SKILL SETS AND CANDIDATES INTERESTED. SAID **CRUICKSHANK** SHOULD BE PART OF THE INTERVIEW COMMITTEE.
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- **PALMER** ASKED ABOUT PAY SCALE
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- **MCBRIDE** SAID BASED ON BUDGET DISCUSSIONS WITH PRINCIPAL AND SCHOOL FINANCIAL SERVICES, EARLIER IN THE DAY, SFS INCLUDED A PROPOSED AMOUNT IN THE BUDGET, FOR THE ED ROLE. **CRUICKSHANK** WOULD LIKELY NEED TO MOVE AREAS AND JOBS AROUND TO MAKE ROOM IN THE BUDGET FOR THIS NEW POSITION.
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- **ONEAL** MOTIONED TO BEGIN ADVERTISING FOR THE EXECUTIVE DIRECTOR ROLE AS ORIGINALLY PRESENTED TO BOARD, TO SEE WHAT PROSPECTS ARE OUT THERE.
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- **PALMER** MOVED TO CHANGE TO AD HOC COMMITTEE TO WORK ON THE JOB DESCRIPTION FURTHER. SILVER 2<sup>ND</sup>.
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- **MOTION FAILED**
- **OPPOSED: LUTTRELL, MCBRIDE, LOCICERO, ONEAL, STONE, FOUNTAIN.**
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- **IN FAVOR: PALMER AND SILVER**
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- **CONTINUED DISCUSSION ON REVISIONS TO JOB DESCRIPTION.**
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- **ONEAL MOTIONED TO APPROVE ROLE AND ADVERTISE THE EXECUTIVE DIRECTOR JOB AS ORIGINALLY PRESENTED IN VERSION FROM FLORIDA CHARTER SCHOOL CONSORTIUM AND SFS VERSION. MCBRIDE 2<sup>ND</sup>.**
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- **MOTION PASSED**
- **IN FAVOR: SILVER, LUTTRELL, STONE, SILLS, LOCICERO, FOUNTAIN, MCBRIDE, ONEAL**
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- **OPPOSED: PALMER**

### III.. Reports

- • **Principal Report- Mrs. Cruickshank** SEE ATTACHED REPORT
- **CRUICKSHANK** REQUESTED TO UTILIZE THE COUNTY MENTAL HEALTH COUNSELOR ON CAMPUS, AS OCSO DOES.
- **PALMER MOTIONED TO DO SO. ONEAL 2<sup>ND</sup>.**
- **MOTION PASSED UNANIMOUSLY.**
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- **STONE** SUGGESTED WE ALSO REVIEW THE SCHOOL RESOURCE OFFICER PLAN BASED ON ENROLLMENT. WE HAVE 1 IN THE BUDGET FOR NOW, WITH A CHANGE IN YEAR 4. THAT PLAN MAY NEED TO BE ESCALATED BASED ON CURRENT ENROLLMENT NUMBERS.
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- **CRUICKSHANK** TO REVIEW AND DISCUSS WITH OCSO AND OCSO.
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- **ACCREDITATION** IN THE SELF EVALUATION PHASE, WHICH **CRUICKSHANK** SAID IS THE FINAL PORTION. SHE SAID INDICATIONS FROM THE COGNIA TEAM HAVE BEEN VERY POSITIVE. WILL HAVE ANSWER BY JUNE MEETING.
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- **BLOCK SCHEDULING UPDATE: WORTH, MEANS AND CRUICKSHANK** FINALIZING THE PROPOSED PLAN AND WILL PRESENT AT THE NEXT MEETING, GET IT APPROVED BY OCSO AND THEN DISSEMINATE TO PARENTS AND BOARD TO AMEND CHARTER TO ACCOMMODATE THE TEMPORARY CHANGE, UNTIL NEW BUILDING IS READY FOR OCCUPANCY.
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- • **Athletic Director-** See Phil Dorn report sent prior to meeting
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- **DORN** Announced the 6 home dates for football are set.
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- **LOCICERO** inquired on if referees were in place, to avoid another referee snafu, like last year, so team would be able to play all games. Asked name of referee association **DORN** contracted to use for 2023 season. **DORN** said they are struggling to find referees and said all schools were, so he will keep working on finding some and will report back. **SILVER** said all sports/schools are facing challenges finding umpires and refs.
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- **LARABEE** asked why and if FHSAA could be of assistance.
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- **LOCICERO** asked **DORN** for the date of our FSHAA approval before their board, so we could take students in uniform and parents to appear before them and thank them. **DORN** said he would have to check on what the date was, he didn't know right off.

#### IV. REPORTS STANDING COMMITTEES

- ● **Treasurer Report- School Financial Services (SFS) and STONE**
- SFS said all payables that have been turned in as of May have been paid. Provided details and the plan on the weekly finance call with Principal and Treasurer.
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- **SFS** shared facts/information on Tripp Tolbert's donation of \$250,000 was used to pay for the weight room and equipment. Total bill was \$264,000.
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- **SFS** shared facts/information on the Jones football donation of \$100,000. Actual spend on athletics football was \$225,000.
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- **SFS and Stone** reported that details were requested on the \$10,000 cash withdrawal in December 2022. **CRUICKSHANK** requested a bonus for her teachers and the board voted to approve bonuses in the December meeting, with **CRUICKSHANK** deciding the amount for each teacher. Cards were printed up and cash was tied in the ribbon of each card to present to teacher. Photo example of Faculty Christmas card with cash available for viewing.
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- **SFS and STONE** said the misinformation being shared with the public is causing damage to the school and could impact fundraising initiatives moving forward. That the defamatory statements and false accusations need to be stopped. Financial decisions are made with the school's best interest at hand on the Finance calls with **CRUICKSHANK**, our business server provider, treasurer, and all Finance meetings are open to the public and published on the school calendar.
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- **SFS** shared copies of the proposed budget.
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- **SILVER** asked about the line item of FOOD.
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- **STONE** asked **CRUICKSHANK** to share details. **CRUICKSHANK** said the cost of providing meals and free and reduced meals, is an area that her team is reviewing to see how we can qualify for more affordable lunch service, to get that cost center down to a more manageable amount.
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- **PARENT** in audience asked what the line item of BOARD was for. The line item, titled BOARD is for board oversight costs such as business service provider, legal fees, school district fees, continuing education for staff, and other types of business associated costs. SFS explained that the board members are all VOLUNTEERS and unpaid. Parent suggested that category be given a different title. All agreed for clarity, that would be advisable.
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- ● **Grants-Triumph grant PALMER** said the meetings are ZOOM meetings going forward. All are invited to attend.
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- ● **PR Marketing- LOCICERO** reported an active few weeks with requests coming in for public statements and details. Graduation media will be positive for school and our 2 celebrity keynote speakers will be available for media interviews, too. Senior Scholarship check is in hand and a press release is going out for that, too. Every single senior will receive a Founding Student scholarship to the college or career academy of their choice. LOGO idea presentation and Building Topper Ceremony TBD.
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- ● **Athletics-SILVER** reviewed the total number of sports at 25 and talked about the program's success.
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- ● **Fundraising STONE** would like a chairperson to be identified to oversee fundraising and foundation start up. **MCBRIDE** to oversee startup of the Foundation with **LARABEE**.
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- ● **Facilities FOUNTAIN** Working on a summer project plan and date to get the community to come in and help once the painting and clean-up is done on campus. There is work to be done and she would like community volunteers and groups to assist prior to the start date of school.
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- ● **Board Advisory Council LARABEE BAC** is ready to help with building move in, help with bids, and other areas of the school that need assistance. Will be helping identify candidates to run for open board seats. Would like the BAC members to "graduate" from the BAC and move up to the Governing Board.
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- **LARABEE** reported that the **Board Advisory Council** proposed and nominated members to sit on the **Athletics Sub Committee** to assist with the Athletic program. Will share roles and responsibilities at next meeting. Committee Members are:
- **EG GREEN, JEREMY RAMSEY, TROY TRAHAN, ERIC DIVENS, SARAH STONE, CHRISTINE CRUICKSHANK**
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- ● **Insurance Update MCBRIDE:** Catastrophic Insurance has been renewed and there was not an increase. June 15th is the deadline date for insurance quotes to be in hand to present to SFS, principal and treasurer for review.
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- ● **Construction-** Meeting minutes and updates sent out prior to the meeting. Walk through and meeting is Thursday at 3pm. All are encouraged and invited to attend to see the progress. Timeline is in place and on schedule for now. IT and security needs to be addressed.

Next construction meeting is May 25 3:00 at DHS

- ● **Governance-PALMER** minutes update from May 23rd meeting sent. Committee to meet Tuesdays at 3pm at school. New members welcome to attend.
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- **PALMER** proposed a Spending Freeze Policy.
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- **ONEAL** said if we implement the policy, it needs to address fine points of not just avoiding spending money, but not incurring future debt or obligating the school to pay in the future.
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- **MCBRIDE** asked if SFS has seen the policy or a school that has this type of policy?
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- **SFS** said they have not seen a Spending Freeze Policy. At the school's they manage, their team provides recommendations and guidance to the principal and treasurer when funds are tight and a directive to not spend money is adhered to.
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- **FOUNTAIN** asked him to explain the parameters for clarity.
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- **PALMER** explained the idea and intent behind the policy.
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- **SILLS** asked SFS what other schools do when cash flow is tight?
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- **SFS said Head of School/Executive Director** implements and announces the Spending Freeze to their staff and oversees that it is followed. The Internal controls dictates who approves expenditures and the school's budget is used as the guide.

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- **STONE** said we need to focus on following and enforcing our current policies, including Internal Controls Policy, Segregation of Financial Duties policy, nepotism and conflict of interest policy before we add new ones.
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- **ONEAL** referred all to review Internal Controls Policy and Segregation of Financial Duties policy, instead of creating a new policy.
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- **Discussion continued and MCBRIDE** asked if there was going to be a motion.
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- **PALMER motioned to adopt the Spending Freeze Policy as presented.**
- **No 2<sup>nd</sup> to the motion was received.**
- **Motion failed.**
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- **SILLS** said board should follow policy we have for best practices and follow bylaws. Communicate expectations or change them to meet expectations. Need a policy paper trail.
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- **Teacher MEANS**, a member of the committee, shared insight to thought behind the motion to assist with policy and procedure. Policy or lack of policy is not the problem, he feels the procedure is the issue.
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- **FOUNTAIN** asked for **SILLS** to join the Governance committee. Ramswell, Hinze will also join to assist.
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- **PALMER motioned to accept the Policy to Adopt a Policy.**
- **SILVER 2<sup>nd</sup> motion.**
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- **MCBRIDE** said new policies need to allow time for Discussion. She asked what if board members have questions on the proposed policies from/for the committee. Sunshine Law prohibits board members from discussing outside the board meeting, ahead of time, so how can board vote on a new policy without discussion and an understanding of policy. Asked how that will that be handled.
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- **LOCICERO** suggested we table the policy, for time being, so we can research how other schools handle and felt that it was common sense, if a policy was needed, the committee simply creates one to present to the board. It seemed odd to have to have a policy in order to create a policy.
- **DISCUSSION continued**
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- **MOTION PASSED: FOUNTAIN, PALMER, SILLS, SILVER, LOCICERO IN FAVOR**
- **OPPOSED: STONE, MCBRIDE, ONEAL, LUTTRELL**

## **VI. Continued Business/Discussion Items**

- ● **Governance workshop Q and A- Kathleen Schoenberg-** June 13 5:00 before board meeting. Submit questions ahead of time to **FOUNTAIN**, so KS is prepared to answer.
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- ● **Foundation Meeting update-MCBRIDE and LARABEE** developing best practices with mentoring from Seaside Neighborhood School's Foundation members. **LOCICERO** asked that community member, Laurie Kelly be included in future meetings, as a volunteer.
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- ● **End of year sample survey** update coordinated by **ONEAL. CRUICKSHANK** to review questions and then they will be given to board to review and approve prior to sending out.

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- ● **LUTTRELL** Suggested the board meetings open with a prayer and the pledge of allegiance. Church of Destin group can help coordinate with **LUTTRELL** for each board meeting.
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- **LUTTRELL** motioned to open board meetings with a prayer and the pledge of allegiance, **SILLS 2<sup>nd</sup>**.
- **Motion passed unanimously.**
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- **VII. Consent Agenda moved up in meeting.**  
**Adoption and approval of Policy Adoption Policy**  
**Adoption and approval of DHS Spending Freeze Policy**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned by **PRESIDENT FOUNTAIN**.

Respectfully Submitted,  
H. LoCicero