



DESTIN HIGH SCHOOL EXECUTIVE BOARD MEETING AGENDA

Tuesday, June 13th, 2023 6:00 Destin High School

Pledge of Allegiance

Moment of Prayer by Destin United Methodist Pastor Allen

MEETING CALLED TO ORDER BY PRESIDENT FOUNTAIN 6:03PM

ROLL CALL: ONEAL, STONE, LOCICERO, FOUNTAIN, SILVER (present for part of meeting)
PALMER, MCBRIDE, SILLS, LUTTRELL

PARENT ADVOCATE: LARABEE PRINCIPAL: CRUICKSHANK

PUBLIC COMMENTS: NONE

I. PROPOSED CHANGES TO AGENDA • ADOPT AGENDA

PROPOSED CHANGE: MOVE INTERNAL CONTROLS POLICY TO REVIEW

II. APPROVAL OF THE MEETING MINUTES • May 23rd 2023 PALMER MOTIONED, MCBRIDE
2ND, MOTION PASSED UNANIMOUSLY

After approval please update DHS website with May Meeting approved Minutes May 9th, 12th
and 23rd

II. ACTION ITEMS

- • Adopt board calendar-proposed sent out prior to meeting
- **LOCICERO** motioned, **SILLS** 2nd, Passed unanimously
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- • Board planning Retreat **MCBRIDE** passed out sheet with dates, each board member
to indicate their top picks and availability and she will set date and get facilitator.
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- • Adopt new employee contract that **MCBRIDE** sent out for review prior to the board
meeting. The changes are needed to take the FTE checks arrival to us on or around the
10th of each month, via a paper check, which then has to be deposited. This can cause a
lag in the payment. **CRUICKSHANK** proposed a paycheck for employees, 1 time per

month. Move pay date to 25th of each month going forward. Thus allowing School Financial Services and Cruickshank time to review and approved payroll and get it paid. Cruickshank to explain payroll to new hires and current staff. **PALMER** requested clarification on vacation days payment as it relates to terminated employees. **ONEAL** asked about Sick Days. **CRUICKSHANK** explained that teachers get 1 PTO day per month for a total of 10. **SILLS** asked **CRUICKSHANK** if she was in favor of the proposal and if the staff will be supportive of the new policy. She said yes to both.

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- **PALMER** asked about Section 33, No Privacy expected.
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- **MCBRIDE** explained that Arnold Law Firm provided the language, and we should follow their recommendations, as it is standard operating procedures in schools.
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- **LARABEE** stated that if a staff member has a special need or concern, they would discuss with **CRUICKSHANK** to determine best steps.
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- DISCUSSION on Sunshine Law expectations and the school is monitored for safety and security 24/7. Nursing mothers or those needing to handle personal calls will coordinate that with their supervisor.
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- **MCBRIDE** to get confirmation from ARNOLD LAW FIRM on 1.) Vacation earned up to date of termination. 2.) Privacy
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- **PALMER** motioned to accept and approve with the 2 measures, after confirmation via Arnold Law Firm. 2nd by **SILLS**, Motion passed unanimously.
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- ● AD HOC Committee, part of HR committee, led by **ONEAL** formed for the initial Executive Director interview process.

Executive Director Position explained by **FOUNTAIN** and hiring process of how principal was hired reviewed. 100 applications, top 10, top 3 in person interview.

LOCICERO attended Seaside Neighborhood School's Executive Director Town Hall interviews and explained their process, the candidate forum, sent out sample questions to board. Said one of our applicants was also in Seaside's Top 3 for in person interview. Shared that members of Seaside's Board were in awe of what Destin High has accomplished in just 2 years with enrollment numbers and sports. Impressed with our growth and pledged to help us as needed.

ONEAL said process will be the community committee to review folder of applications using the rubric created in collaboration with Ms. Griffin to narrow to Top 10 candidates for recommendation to the board. **ONEAL** suggested **FOUNTAIN** be the moderator of forum. **MCBRIDE** suggested we give candidates questions ahead of interview. **STONE**

said if a board member identified a candidate they would like to interview to learn more, present it.

ONEAL announced committee meeting 6-14 with board review 6/19-23, with face-to-face interviews slated for July. Discussion on gathering volunteers for the committee, **STONE** suggested everyone bring a volunteer.

Ad Hoc Committee thus far: Chatham Morgan, Susanne Griffin, Al Gardner, Dr. Vivian Green, Connie Lee, Julie Campbell, Leslie Stricklin and Daniel Frankfurt.

- ● **Proposed Response for Donor request**-Suggested language sent out prior to the meeting from Arnold Law Firm for board to review. **LOCICERO** also sent out her revisions to Arnold Law Firm's letter. **LUTTRELL** shared that **LOCICERO's** letter was more refined and to the point.
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- **LUTTRELL** motioned to utilize **LOCICERO's** version. **MCBRIDE** 2nd. Motion passed unanimously.
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- **FOUNTAIN** to get revised letter from **LOCICERO** and send out to parents and/or donors, who received false information and requested clarification.
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- ● **Des3tin Engagement Letter** **STONE** explained letter and the goal. **SILLS** asked if Internal Accounts will be part of the audit? **LUTTRELL** inquired if it was a standard letter. **MCBRIDE** said that style letter is one she uses, as well.
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- Motion to approve Engagement Letter made by **PALMER, STONE** 2nd, Motion passed unanimously.
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- **III. Reports**
- ● **Principal Report- Mrs. Cruickshank** see attached full report
- **MCBRIDE** asked for confirmation that parent letter on Block scheduling was still going out the week of 6/19. **CRUICKSHANK** said it was.
- Enrollment stands at 651.
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- Accreditation update given and timeline to receive the approval is imminent.
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- ● **Athletic Director DORN** not present and no report provided to **SILVER** or **CRUICKSHANK** to present.
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- **STONE** said **School Financial Services (SFS)** to establish a budget for each sport. Meetings to take place to explain procedure going forward with coach, parents, principal etc. to discuss current revenue and what portion will be fundraising goal. First meeting will be football with Coach Green on Wednesday, 6/21 at 11am. Publicly noticed.

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• **IV. REPORTS STANDING COMMITTEES**

- ● **Treasurer Report- School Financial Services (SFS) and STONE** drafted an Internal Controls Policy and will work with **PALMER** and Governance committee to refine. **STONE** and **SFS** to give policy to all who receive money on behalf of school to ensure compliance and an understanding of policy and expectations. **CRUICKSHANK** would like a staff checklist.

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- **STONE** suggested amount of checks for review be brought down to \$1000. And will review the Governance committee's policy to see which will work best.

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- **PALMER** said committee is setting format for policies to be uniformed.

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- ● **Grants-PALMER** Triumph Grant still in the works. Working to identify others we are eligible for.

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- ● **PR Marketi4ng- LOCICERO** requested Athletic department logins for website and social media channels. Team work continues on transitioning the websites into 1 site for consistency. Expected completion date for unveiling new website is July 2023. Several positive stories in the media this month.

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- ● **Athle4tics LARABEE and SILVER** to work on step by step transition to explain expectations and areas that the Athletic Sub-Committee will assist with.

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- ● **Fundraising Parent Carmen FILIPSKI** to take over the "BRICK BY BRICK" Campaign. Pricing for seniors \$100. Bricks 8x8 \$250. Bricks 12x12 \$500.

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- **LUTTRELL** said The Destin Log agreed to write a story on this campaign and he will follow up with Tina Harbuck.

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- ● **Faciliti4es FOUNTAIN** needs money or a donor for the Building Painting Fund. Bids received and sent out prior to the meeting for board review. The budget does not have an allowance for this project, so it will need to be raised. Mr. Worth at Sherwin Williams to discount paint. **MCBRIDE** asked for clarification on bids presented as they do not bid on the same job with paint included. **LARABEE** suggested we put out an "ask" for help on building needs.

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- **LOCICERO** suggested another community workday.
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- **STONE** said sent out an RFP, identify the needs, get pricing, determine if we need to add it in the budget.
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- ● **Advisory Council LARABEE BAC** Athletic Operations meetings are taking place. They plan to review the Athletic policy form 11/8/22. They are creating a coach's guidebook and coaches will be required to sign a form to indicate that they received the guide, understand it and will adhere to it. Booster Club to support Athletics to be revived.
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- ● **Insurance update MCBRIDE** received 2 quotes back and awaiting 1 additional quote. Estimating only a 14% increase. 7/15 approval deadline
- Medical Ancillary side looks good and we expect to have a name brand plan with sought after benefits for our staff.
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- ● **Construction- FOUNTAIN** Meeting minutes and updates sent out prior to the meeting by **FOUNTAIN**. Building tour given prior to start of the meeting. Impressive progress noted. Quote to remove portables incoming and estimated at \$45K. FFE quotes are in the works and we will need to fundraise to support this. Currently on time and within budget on the building.
- **LARABEE** asked if FFE is in the budget. **STONE** said it is not. **FOUNTAIN** said the GMP does not have a line item in the budget. She is working on it. **STONE** suggested a "needs" list be made for a Fundraiser event. **MCBRIDE** said once list of needs is comprised, but a request for donors.

Next construction meeting June 22nd 10:30 at DHS

- ● **Governance Committee PALMER** seeking feedback on policies. Gave update on 6/10 meeting. **STONE** shared that the fundraising policy states that the principal is in charge of fundraising. **CRUICKSHANK** said that needs to be revised. **PALMER** said policy will change once the Executive Director role is defined. **STONE** requested a review of current policies for compliance and to access needs. **PALMER** said the committee is review all policies, as a 1st step in process and making drafts of policies that need attention.
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- ● **Nominating Committee Meeting LOCICERO** has it scheduled for June 16th 9:30 DHS, will review candidates. Deadline to apply is 6/17.

VI. Continued Business/Discussion Items

- ● **Governance** workshop Q and A- Kathleen Schoenberg- July 11th 5:00 via zoom at DHS

Send in questions and items for discussion by Tuesday June 27th

- ● **Foundati6on Mee6ting update MCBRIDE and LARABEE** next meeting is 6/22 at DHS to identify board members interested in serving and a move forward plan.
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- ● End of Year sample survey review **ONEAL** in the works with **CRUICKSHANK**. Example to be reviewed at next board meeting. Teacher job evaluations will be done by **CRUICKSHANK** when they re-sign their contract, using the Florida Consortium of Charter Schools rubric.

Motion to ADJOURN- 8:33pm by PALMER, SILL 2nd, Passed.