

DESTIN HIGH SCHOOL GOVERNING BOARD MEETING MINUTES

TUESDAY, JULY 11, 2023

DESTIN HIGH SCHOOL
4325 COMMONS DRIVE WEST
DESTIN, FLORIDA 32541

MEETING CALLED TO ORDER 6:06PM WITH PRESIDENT FOUNTAIN PRESIDING

FOUNTAIN ASKED SECRETARY LOCICERO TO REVIEW THE SUNSHINE LAW WORKSHOP HIGHLIGHTS THAT MS. SCHOENBERG COVERED WITH BOARD. (SEE SEPARATE MINUTES FOR THE HIGHLIGHTS)

PUBLIC COMMENTS

3 MINUTE ALLOTTED TIME, 1 PER GUEST.

GUEST TO STATE THEIR NAME AND ADDRESS

Ann Hinze, a member of the Governance committee shared that the Governance Committee welcomes feedback on suggested policies.

ROLL CALL: ONEAL, SILLS, FOUNTAIN, STONE, SILVER, PALMER, MCBRIDE, LOCICERO, LARABEE AND CRUICKSHANK

I. PROPOSED CHANGES TO AGENDA

- Adopt Agenda
- Change: Amanda solution for compliance in works, website tracks team members paperwork digitally.
McBride wants to confirm if coaches and others have access and confirm that a control is present for privacy.
- PALMER Moved to Adopt the agenda with changes:
Athletic Clearance Software • Internal Financial Controls Policy • Child Abuse Initiative
STONE 2nd, Passed unanimously.

II. APPROVAL OF MEETING MINUTES

FOUNTAIN & LOCICERO reviewed Sunshine Law consultant Schoenberg's recommendation given in board workshop for expected timeframe to post meeting minutes on the school website is to post them quarterly. The new revamped website will go live at the beginning of August and minutes have been added in up to current quarter.

III. ACTION ITEMS

2023-24 403B Retirement Plan details sent out prior to the meeting by MCBRIDE. "Match" and Vesting discussion with retirement. Help with incentive. Waiting period suggested 30/60 days.

Cruickshank says employees are on a 30-day trial basis so the 30 day waiting period is sufficient.

SILVER added that Florida Workforce is a 90 day wait period.

MSBRIDE said the board would like to do a "match" to help new employees.

SILLS said our offer of 1:1 is a strong benefit in today's workplace.

MCBRIDE shared that DHS contributed \$65,000 and only 1 employee last year contributed.

LOCICERO suggested that we show staff examples of how this works and the benefits to participate to impact the employees' long term financial goals.

STONE reminded that we need to bring School Financial Services into the conversation to make sure the plan meets our budget needs.

Teacher Stabler interjected that she was locked out of looking at her benefits. She was asked who she communicated that to or followed up with and she said she had not made administration aware of the challenge. Cruickshank concurred that she was not made aware of that and invited Stabler to meet with her the following day to address, as that was not a board matter.

•SFS 23-34 Contract Renewal sent out to the board for review. Motion to retain SFS made by PALMER, 2nd ONEAL, Motion passed unanimously.

•**NEW POLICIES from GOVERNANCE COMMITTEE**

•**Child Abuse Policy Acceptance** Motion made by PALMER

Discussion STONE indicated that we need to review the files in the portal to have 1 place for all items and policies to be kept and 2nd motion.

Motion passed unanimously.

• **Financial Management Internal Controls Accounts Policy** Motion made by PALMER

STONE said this type of policy was discussed on the Tuesday Financial Call and SFS has concerns on the proposed policy. This new policy is geared to a district school policy, not a charter school. Asked for Cruickshank and Susan to review their policy and provide feedback.

CRUCIKSHANK said she has not had time to review policy and Susan is out of town and has not seen it either.

STONE asked PALMER if he or the committee had reviewed the policies for internal controls already in place and on the portal. They had not. She also asked him to attend a Finance meeting to get an understanding of the operations and SFS's recommendations based on their extensive charter school financial experience.

FOUNTAIN reminded PALMER that it would have been helpful to send the policy with the request to add items to the agenda, so board members have sufficient time to review the proposed policy.

LOCICERO suggested going forward, as new policies are proposed, a form should be included indicating who requested or proposed the new policy, what research was done on policy, where it was taken from, such as the district, the Consortium of Charter School website, and explain need for policy, so board understands proposed policy. Should also indicate if the principal has reviewed and feels the policy meets her needs to manage the school.

LARABEE agreed and said we need to manage expectations of the Governance committee, so they know things take time to happen, be discussed and understood.

The MOTION did not receive a 2nd.

IV. PRINCIPAL REPORT

PRINCIPAL REPORT sent to board for review.

- Bell Schedule sent out to parents. Feedback has been good. Reminder that AP and Dual Enrollment classes are being offered and AP will be in the 2nd semester, so the material is fresh in student's minds when taking the end of course exams.

CRUICKSHANK said staff interviews, job evaluations and schedules are in the works.

610 students are currently enrolled.

BIG NEWS: DHS is officially accredited as of 6/28/23 by COGNIA. This was done in record time thanks to the teachers and administration's hard work.

Working on hiring a part time instructor for the Music program.

STONE asked that administration follow best practices, which is to send all school wide communications to the board as well, so we are aware of what is going out and the correct information to share.

CRUICKSHANK said she needs a good “all call” email distribution list created for all grades, parents, staff, board, and media if needed.

CRUICKSHANK and Athletic Sub Committee are working in tandem to make sure all details are handled. If coaches or parents have questions, she is the contact.

V. REPORTS

- Treasurer Report: STONE needs FF&E figures now. Balanced budget surplus stands at \$156,336. as of now.

Needs to add money to Athletics.

Discussed the new proposed Financial Controls Policy and shared SFS’ remarks and their need to review, as a matter of procedure.

McCrary will handle the annual financial audit.

FOUNTAIN said she sent out interest earnings with \$160K set aside via Red Apple Financial Services. She would like to know if we can pull these funds out to cover our IT expenses.

MOTION to approve taking interest earned out and apply to our technology needs, made by FOUNTAIN. 2nd by PALMER, motion passed unanimously.

FOUNTAIN asked STONE if budget had a provision for painting. MCBRIDE asked what the priority is and CRUICKSHANK said Classrooms and Doors.

STONE shared that items not in the budget: FF&E, Tech, Custodial, Painting and Free and Reduced Lunch.

CRUICKSHANK said her team is looking at the vendor lunches. She investigated OCSD shared meals, however that option is not feasible for a variety of reasons. It costs us \$10 per day, per student for free and reduced lunch. Approx. \$60K.

ONEAL said The Morgan family of Harbor Docks and LaPaz is willing to provide 1 day of free meals for the free and reduced lunch students.

CRUICKSHANK asked how to handle the painting cost. PALMER said to investigate who can do the job in the time frame needed and decide to hire them.

We will also plan for a Community Workday. FOUNTAIN to reach out to churches and Business Empowered and groups to help.

STONE said the Athletic Department website invoices that Shark Jockey Co. was hired to create by the former Athletic Director and social media invoices were not sent to the school or to her. CRUICKSHANK agreed and had Susan double check. The invoices Shark Jockey Co. re-sent are random dates and not consistent amounts, making it difficult to understand how we were being billed. LOCICERO and CRUICKSHANK to reach out to Nick at Shark Jockey Col. and at least get the free social media platforms turned back on, as attorney agrees that these free platforms are the schools proprietary information.

- GRANTS COMMITTEE No Report

- PR Marketing

LOCICERO reported that the Eubanks are continuing to help with the website revamp, and we will be unveiling it in August.

New Building Topper Ceremony will be 8/2/23

Need a plan from Principal on Teacher Welcome Back celebration.

ATHLETICS: SILVER said he is working with LARABEE on Athletics subcommittee and others will need to step in the help when needed.

FUNDRAISING:

CRUICKSHANK and STONE working on Clubs Fundraising guidelines and steps to enter the portal.

STONE and LARABEE are working on the coach's handbook and will have a handbook acknowledgement for coaches to sign upon receipt. LOCICERO thanked both for an outstanding job on gathering the information for this handbook and preparing it for our coaches. Said it will be great for our staff to have this in hand finally.

SILVER asked which coaches are school employees and which coaches are volunteering. CRUICKSHANK said she will send a list of coaches.

LARABEE said the meeting with the coaches, went very well. All are excited about the direction sports are headed.

- GOVERNANCE COMMITTEE: covered earlier in the meeting

- Nominating COMMITTEE: Meet and Greet with the board is scheduled for July 11, 2023. Resumes to be sent out by LOCICERO. Once we meet each for an introduction, the board will discuss and vote in the next meeting to fill the 1 open board seat.

- Executive Director Search ONEAL continues to move the process along. Zoom interview calls wrapped up and all recordings are In the SFS portal for anyone

wishing to re-watch or review. A rubric of qualities we are looking for in the top 3 candidates was prepared with the help for community committee volunteer, Susanne Griffin. Salary announced as \$100K was the starting point. ONEAL reviewed the ED Search plan and steps. Reference check calls are going out.

VI. CONTINUED BUSINESS/DISCUSSION ITEMS

- End of Year Survey ONEAL sending and will share the info with board once ready.
- Retreat Date is TBD, once Executive Director is hired

STONE is sending all the Florida Consortium of Charter Schools log in information.

Board Officer Elections to be held at July 25, 2023 meeting, as our annual meeting, as announced and voted on in June 2023. That will be FOUNTAIN's last meeting as president.

FOUNTAIN working on the Principal Evaluation and will send to all board members for review and input.

Parking on campus email in the works.

FOUNTAIN reminded that a parent, or board member needs to step up and help with construction. LOCICERO asked FOUNTAIN if she was still willing to serve as the building liaison since she has been working with the team for a year and a half. She said she would continue to serve in a smaller capacity and would like someone to assist.

MEETING ADJOURNED AT 8:20pm by President Fountain