

Meeting Minutes (Call to Order → Adjournment)

Monday, October 20, 2025

All board members present. Mrs Harvey participated via Teams

1) Call to Order

Jamie Gray Chair/Presiding: Speaker 4 (Board Chair)

2) Public/Facilities Discussion (No Motions)

- Extensive discussion of structural risks (flooring, load-bearing walls, code issues, vapor barrier, wiring concerns, MMR/chemical interaction), interim student routing (breakfast/lunch in classrooms, dismissal adjustments), and immediate actions (electrician scheduled for the morning; structural engineer estimates to be obtained).
- Grants/history options mentioned (historic designation, other grants).
- Safety interim: keep students out of compromised areas; consider classroom service for meals until repairs.

Action Items (no vote):

- Electrician to assess wiring issues next morning; check for outlets affected by MMR.
- Structural engineer report to be scheduled/obtained (~\$600 quoted)
- Explore redirection of student traffic away from compromised hall/area.

3) Staff/Discipline/Operations Discussion (No Motions)

- Classroom management consistency; ISS/ISD coverage strain; need to revamp discipline system and classroom plans; heavy referral volume from PE; PE staffing/training concerns; teacher walk-throughs and leadership visibility; morale/appreciation; truancy letters & parent engagement; high Tier 2+ caseload; RTI workload/speech load.

Action Items (no vote):

- Create discipline plan templates; provide support/training for classroom management.
- Address PE lesson execution and supervision quality.
- Increase/administer consistent walkthroughs.
- Parent committee to address truancy/engagement; reinvigorate volunteer expectations.

4) District Liaison / Legislative Updates (No Motions)

- District liaison missed; ensure regular legislative updates; verify newsletter subscriptions and DOE communications.

5) Approval of Prior Meeting Minutes (MOTION Required)

- Motion: Approve minutes from last meeting.
- Moved by: Alan
- Seconded by: Amy
- Vote: Unanimous
- Result: PASSED

6) Financial Audit Status (No Motion)

- Auditor invite missed; draft audit shows no findings/recommendations; final presentation to come next month.

Action Items (no vote):

- Distribute draft audit to board; schedule auditor presentation next meeting.

7) Board Effectiveness, Vision/Mission, Committees (Discussion leading to Motion)

- Chair recap from Tampa board conference; need for:
 1. Clear vision/mission and a strategic plan.
 2. Active committees (with non-board members allowed; ≤2 board members per committee mtg).
 3. Succession planning for rotating roles (parent/teacher liaison).
 4. Fundraising and district relationship building.

Jamie Gray
Board Chair

C.O.A.S.T.
WAKULLA'S CHARTER SCHOOL OF THE ARTS, SCIENCE & TECHNOLOGY

Jeffrey LaChapelle
Financials

Alan Wittmier
Co-Chair

MRS. FRANKIE HARVEY, PRINCIPAL
CHRISTINE DICHIO, DEAN OF STUDENTS

Amy Delaney
Parent Liaison

Latasha Timmons
Teacher Liaison

Susan Flournoy
Member

8) Create Standing Committees (MOTION Required)

- Motion: Establish board committees as outlined by the Chair.
- Moved by: Amy
- Seconded by: Alan
- Vote: All in favor; no nays stated.
- Result: PASSED

Committee Structure & Tentative Chairs/Members (from discussion):

- Governance & Strategic Planning: Co-Chairs Jamie (Chair/Speaker 4) & Jean (to co-chair).
- Finance: Chair Jeff.
- Academic Excellence: Mentioned with Jeff; later discussion suggests Enrollment should pair with Academics.
- Facilities & Capital: Committee formed; Chair to be finalized between Susan/Robert at the next meeting.
- Fundraising & Enrollment / Parent Committee: Parent Committee to double as Fundraising; Amy to help lead parent involvement; Chair to be identified (Chair offers support and fundraising experience).

Follow-up Actions (no vote):

- Chair to circulate committee sign-ups, clarify chairs (esp. Facilities & Capital), and publish scopes & meeting cadence.
- Governance & Strategic Planning to start strategic plan and vision/mission rewrite.
- Academic & Enrollment to define enrollment criteria and academic supports.
- Finance to receive monthly reconciliations/reports from Melissa going forward.
- Parent/Fundraising to recruit parent leaders and plan near-term events.

9) Charter Association Memberships (No Motion)

- Comparison of FCPCS vs. FCSA (advocacy, PD, liaison help).
- Admin (Frankie) to proceed as needed (sub-\$800 items don't require board vote).
- Priority: leverage PD for teachers.

10) Finance Update (No Motion)

- Budget/FTE impacts; ~\$300k hit noted; re-align roles now to scale for future enrollment; increase advertising (FB access restored).
- Capital spending of prior \$100k allocation, ~\$40k estimated remaining (pre-engineer report).

Action Items (no vote):

- Melissa to include Jeff in the monthly finance report sets.
- Confirm exact capital balance and near-term structural spend plan.

11) Staffing Updates (No Motion)

- Secretary hiring in progress; potential teacher moving to Florida High (not final); Mallory applied elsewhere (no resignation). Leon Hillmon resigning; last day will 11/7/25.
- Re-confirm bylaw details on employee/parent voting status and liaisons.

12) Board Composition & Next Meeting Prep (No Motion)

- Robert Taylor to be considered for board membership at the next meeting. Does he want a permanent position or as a parent member?
- Reminder: 30 days to complete board governance training post-election.
- All members are to arrive at the next meeting prepared to confirm board roles (officers/committee chairs where unsettled).

13) Adjournment (MOTION Required)

- Motion: Adjourn.
- Moved by: Alan
- Seconded by: Amy
- Vote: Unanimous
- Result: PASSED

Meeting Adjourned at: 7:12pm

Next Governing Board Meeting is scheduled for Monday, December 15, 2025 @ 6:00 PM.

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