

**Wakulla COAST Board Meeting
Monday, September 25th, 2023
Meeting Minutes**

Location: COAST Charter School - 48 Shell Island Road, St. Marks, Florida

Board Members in Attendance: Amy Delaney, John Nichols, Alan Wittmier

Others in Attendance: Jeffrey LaChapelle, Lesley Gerrell, Ben Clark (via phone)

Call to Order: The meeting was called to order at 6:10 p.m. by Alan Wittmier.

Public Comments: None

District Update:

- Nick Weaver talked about the training required for staff on the School Threat Assessment Team
- Raptor
 - Make sure we have the capability to schedule drills in Raptor, and then schedule them
- Office of Safe Schools - be prepared for their walk-throughs

Approval of Minutes from Aug 28, 2023 *

- John Nichols motioned to approve the minutes. Amy Delaney seconded the motion. All in favor - Motion passed

2022-2023 School Audit*

- Ben Clark walked the board through the pages of the 2022-2023 school year financial audit.
 - Unmodified opinion; everything is materially correct.
 - Discussed the responsibilities of each party regarding the audit.
 - No findings in the audit; clean report.
 - Strong fund balance, looking at liabilities vs. assets.
 - No recommendations.

2023-2024 Active Assailant Procedures*

- Jeff LaChapelle said he will combine the Active Assailant and Lockdown procedures into one document for staff; easier access for staff members.
- Amy Delaney motioned to approve the Active Assailant Procedures. John Nichols seconded the motion. All in favor - Motion passed.

2023-2024 Revised Lockdown Procedures*

- Amy Delaney motioned to approve the Revised Lockdown Procedures; John Nichols seconded the motion. All in favor - Motion passed.

2023-2024 FSSAT*

- Jeff LaChapelle discussed all of the updates to security and the changes that have been made.
- John Nichols made a motion to approve the 2023/2024 FSSAT. Amy Delaney seconded the motion. All in favor - Motion passed.

Principal Job Description*

- Jeff LaChapelle presented a job description to the board members and discussed it by section.
 - Suggested we change the title of Principal to Principal/Executive Director due to requirements on federal/governmental documents.
- John Nichols asked about specific software knowledge requirements and why none are listed.

- Jeff LaChapelle discussed the ability of our school to be flexible with software being used; having the ability to learn new software is more important than having prior knowledge of them all.
- Will wait to vote for Nancy Stokely to take a look at the job description and give her comments.

School Update:

- Jeff LaChapelle discussed submitting the Zenith audit (payroll, overtime, etc.)
- Discussion of the Governance training this year
 - Mentioned the discussion on expanding the board to help members specialize in certain areas.
- Discussion of having a special board meeting to meet the board member candidates; interviews with candidates and making the selection.
- FTE survey begins on Friday; 19 VPK and 165 FTE
- Playground equipment is in; Stan West has come by to determine what will be needed to drill in order to set the poles, according to engineering plans.
 - Possibility of pouring a small concrete pad under the equipment to prevent root damage.
- Discussed Title I parent night
 - Presentations offered by Health Department and Apalachee Center
 - Curriculum and testing requirements presented by Jeff LaChapelle
 - Teachers had parent conferences scheduled
- Blue Crab Festival coming up on September 30th; we will have a bus with staff and students.

Adjournment

- The motion to adjourn the meeting at 7:05 pm was made by John Nichols and seconded by Amy Delaney. All in favor - Motion passed.

*Lesley
Christine*

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