

Jamie Gray
Board Chair

Alan Wittmier
Vice Chair

Mallory Harrison
Teacher Liaison

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

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

Jeffrey LaChapelle
Financials

Susan Flournoy
Member

Amy Delaney
Parent Liaison

**Governing Board Meeting Agenda
Monday, October 20, 2025**

Call to Order*

Public Comments

Staff Comments

District Update(s)

- New WCSB Liaison - Amanda Hofheinz

Approval of Meeting Minutes*

- August 18, 2025 Meeting & September 17, 2025 Special Board Meeting

24-25 Financial Audit - James Moore & Co. Representative Presenting

Board Conference Overview - J. Gray

Creating Committees Discussion - J. Gray

- Governance / Strategic Planning Committee
- Finance Committee
- Academic Excellence Committee
- Facilities / Capital Committee
- Fundraising & Enrollment Committee

Florida Charter School Membership Comparison & Discussion

Finance Overview - J. LaChapelle

- Budget Updates
 - Current FTE - F. Harvey

School Updates - F. Harvey

- Staffing
- Building Repairs / Maintenance

Charter Agreement with WCSB - Charter Workday Discussion

Questions/Comments

Adjourn*

Next Meeting Scheduled for December 15th @ 6:00PM

*** Requires Board Approval**

48 SHELL ISLAND ROAD, ST. MARKS, FLORIDA, 32355



WWW.COASTCHARTER.US



FRANKIE.HARVEY@COASTCHARTER.US



850-925-6344

COAST Charter School Board Meeting

Monday, August 18, 2025

6:00 PM

Meeting Location

COAST Charter School

48 Shell Island Road

St. Marks, Florida 32355

(850) 925-6344

Frankie Harvey, Principal

Meeting Minutes

Board Members in Attendance: Amy Delaney Alan Wittmier Susan Flournoy

Others in Attendance: Mallory Harrison Christine Dichio Frankie Harvey

- Call to Order at 6:01pm
- Public Comments -
 - Welcome Mallory Harrison
 - Public Concerns regarding pay scale came to Jamie G. The request was resolved by Jamie with information provided concerning pay for certified and non certified employees.
- District Updates
 - None - no representative present
 - Frankie has reached out to the district on who will replace Nick Weaver as our sponsor representative. No answer
- Approval of Minutes from July 21, 2025*
 - Amy Delaney, made a motion to approve as written and Susan F. seconded the motion. All in favor.
- Welcome New Board Member & Teacher Liaison
 - Susan Flournoy - Board Member
 - Mallory Harrison - Teacher Liaison
 - Governance training - September 6, 2025
 - Open invitation for members
- Budget Updates
 - Current FTE - 133
 - Budget will need to adjust to FTE count as we get close to Survey 2
 - Update will be presented at next board meeting if necessary
 - Current budget and balances presented by Frankie Harvey
 - Grant Opportunities

- Math Shelf Grant (VPK & KG)
- Improving Math Grant (k-4 \$425.07)

- School Updates
 - Volunteer Training
 - Frankie H. will lead training for Volunteer/Chaperone opportunities. September 2025
 - Background Screening requirements discussed
 - Building Repairs / Maintenance
 - Carpet in buildings 2 & 3
 - Quotes discussed and updates provided by Frankie Harvey
 - VPK and Cafeteria Floor
 - Repairs needed
 - Water Leak
 - St. Marks - Under mandated water boil
 - 24/25 Financial Audit
 - James Moore will submit by the August 31st deadline
 - James Moore will present the audit at the next board meeting.

- Adjournment*
 - 6:26pm adjournment made by Amy D., seconded by Susan F.. All in favor.

Next Meeting*
October 20, 2025 @ 6:00pm

COAST Charter School Special Board Meeting

Wednesday, September 17, 2025

6:00 PM

Meeting Location

COAST Charter School
48 Shell Island Road
St. Marks, Florida 32355
(850) 925-6344
Frankie Harvey, Principal

Meeting Minutes

Board Members in Attendance: Jamie Gray Amy Delaney Alan Wittmier Susan
Flournoy Jeffrey LaChapelle

Others in Attendance: Mallory Harrison Frankie Harvey

- **Call to Order at 6:00 PM**
 - Jamie Gray
- **Building Inspection, Repairs & Budget Planning***
 - Structural damage discovered in the building foundation, initially misattributed to a fish tank.
 - Water drainage issues near windows and foundation causing damage to floor joists.
 - Mold and humidity concerns; air quality reports returned normal.
 - Alpha Foundations recommended for structural repairs and mold remediation.
 - Communication strategy needed to inform parents and public proactively.
 - Evaluation of consortium membership for professional development and support.
 - Budget of \$52,000 allocated for floor stabilization and mold remediation.
 - Committees proposed for building maintenance and finance.
 - Florida Charter Schools Association identified as a potential support resource.
 - Jeff LaChapelle motioned to give Mrs. Harvey authority up to 100k to contract with vendors to start work on fixing the flooring and structure issues. Amy Delaney seconded the motion; none opposed. Motion carried.
- **Adjournment***
 - 6:46 pm motion for adjournment made by Amy Delaney; seconded by Susan Flournoy All in favor. Motion carried.

Next Meeting*

October 20, 2025 @ 6:00pm

Board Training Summary & Action Items

Summary of Conference

The training covered best practices for effective charter school boards, highlighting gaps at COAST and offering concrete ideas for growth. Topics included donor cultivation, governance roles, strategic planning, committees, compliance, regulatory updates, and board development. The speaker emphasized the need for clarity of roles, proactive relationships with sponsors, succession planning, financial oversight, and building a strong board culture. As well as staying true to your mission.

Key Takeaways

- **Funding & Donors:** Lack of deep-pocket donors; explore state appropriations and college partnerships. Board members should be actively engaged in fundraising.
- **Board Governance:** Boards should govern (oversight/vision), not execute operations. Core responsibilities: People, Property, Programs. Review bylaws and code of ethics regularly. Committees are critical (finance, academic, governance, development/fundraising).
- **Strategic Planning:** Current mission is too long and misaligned with practice; review every 3 years. Need a living strategic plan and onboarding plan for new members. Succession planning is absent. Need to create a plan.
- **Compliance & Policy:** Policies needed for financial oversight, grievance, dismissal, substitutes' safety protocol (could video to keep staff from training) and wireless use. Parent liaison role should rotate yearly. All volunteers should complete level-2 background checks (possibly self-funded).
- **Board Culture & Accountability:** Mission statement should appear on every agenda. Add wins to agendas to celebrate progress. Dashboard of key metrics (enrollment, test data, staffing, finances). Exit interviews for departing families. More strategy less operations

- External Relations: Improve sponsor/district relationship through proactive communication, public comments, and district board meeting attendance. Engage FASCA and FDOLE contacts for support and compliance guidance.
- Training & Development: Ongoing training for board members. Board retreat recommended (training only, no votes). Explore legal and IT expertise for future members. Succession planning for the board. Better o

To-Do's

- ☐ Create living Strategic Plan.
- ☐ Explore donor/sponsor opportunities (including college partnership, appropriations act)
- ☐ Set up core committees: Finance, Academic, Governance, Development/Fundraising
- ☐ Create succession plan and onboarding plan for new board members
- ☐ Rotate parent liaison annually
- ☐ Establish dashboard of key metrics, update before each board meeting
- ☐ Add mission statement to agendas and revisit mission every 3 years
- ☐ Begin conducting exit interviews for departing families
- ☐ Develop policies: grievance, dismissal, substitute safety protocol, wireless, code of conduct
- ☐ Require level-2 background checks for all volunteers (decide funding model)
- ☐ Strengthen relationship with district sponsor: attend board meetings, submit handbook & policies proactively

- ☐ Review bylaws, code of ethics, and charter agreement regularly
- ☐ Schedule board retreat focused on training (non-voting)
- ☐ Recruit new members with legal and IT expertise
- ☐ Build compliance calendar for deadlines and requirements
- ☐ Add “wins” to board agendas for recognition and morale

Checklist of Responsibilities: Authorizer/Sponsor vs. School

For Authorizer / Sponsor

- ☐ State a clear mission for authorizing
- ☐ Ensure governance is free from conflicts of interest and political influence
- ☐ Provide adequate staffing, financial resources, and expertise for oversight
- ☐ Regularly evaluate and improve authorizing practices
- ☐ Publish application guidelines, criteria, and timelines
- ☐ Ensure process is fair, transparent, and rigorous
- ☐ Evaluate proposals with competent, unbiased review teams
- ☐ Grant charters only to applicants with proven capacity
- ☐ Execute legally binding contracts with independent governing boards
- ☐ Clearly define rights, responsibilities, performance standards, and renewal conditions
- ☐ Respect school autonomy in staffing, budgeting, curriculum, and culture
- ☐ Outline closure procedures and intervention policies
- ☐ Monitor compliance with contract terms, laws, and performance standards
- ☐ Provide annual evaluations and written performance reports
- ☐ Conduct site visits as needed without interfering in daily operations
- ☐ Protect student rights (equitable access, non-discrimination, services for special populations)
- ☐ Revoke charters when schools show extreme underperformance or legal violations
- ☐ Base renewal on comprehensive academic, financial, and organizational evidence
- ☐ Provide schools with cumulative performance reports before renewal decisions
- ☐ Follow fair, transparent renewal and closure protocols

For Schools / Governing Boards

- ☐ Maintain an independent governing board separate from the authorizer
- ☐ Ensure compliance with state/federal laws (e.g., public meetings, fiscal accountability)
- ☐ Implement sound governance, financial stewardship, and transparency practices
- ☐ Provide non-selective, fair admissions processes (lotteries where required)
- ☐ Treat all students fairly in discipline and access
- ☐ Provide appropriate services for students with disabilities, English learners, and other special populations
- ☐ Deliver on mission-specific and state academic performance standards
- ☐ Track student achievement and growth using reliable measures
- ☐ Maintain compliance with accountability frameworks in contract
- ☐ Ensure financial stability, sustainability, and transparency

- ☐ Conduct annual independent financial audits
- ☐ Maintain fiduciary independence if contracting with management or service providers
- ☐ Apply for renewal with supporting evidence of performance
- ☐ Cooperate with closure protocol if required, including record transfer and parent communication

Charter School Board Committees Overview

Core Charter School Board Committees

Committee Name	Purpose & Responsibilities
Governance Committee	Board recruitment, onboarding, training, evaluations, bylaws, and policy review
Finance Committee	Budget oversight, financial reporting, audits, and long-term fiscal planning
Academic Excellence Committee	Monitors student achievement, curriculum quality, and instructional effectiveness
Development/Fundraising Committee	Leads donor engagement, grant strategy, and fundraising campaigns
Facilities/Capital Projects Committee	Oversees buildings, land use, renovations, safety, and long-term campus planning
Strategic Planning Committee	Guides mission alignment, long-term goals, and organizational growth
CEO/Principal Evaluation Committee	Conducts performance reviews, sets goals, and supports leadership development
Community Engagement Committee	Builds relationships with families, partners, and local stakeholders
Compliance & Risk Committee	Ensures legal, regulatory, and charter compliance; oversees risk mitigation strategies
Equity & Inclusion Committee	Promotes diversity, equity, and inclusive practices across school operations

Optional or Ad Hoc Committees

- Enrollment & Marketing Committee – Supports outreach, branding, and student recruitment
- Technology Committee – Advises on edtech, infrastructure, and digital learning tools
- Health & Safety Committee – Focuses on wellness policies, emergency preparedness, and student safety

Florida Charter School Membership Comparison

Both organizations offer strong support, but their pricing structures and emphasis differ slightly. FCSA leans heavily into legislative advocacy and crisis support, while FCPCS provides more extensive operational resources and training tools.

Feature / Benefit Category	FCSA (Florida Charter School Alliance)	FCPCS (Florida Consortium of Public Charter Schools)
Advocacy & Representation	Legislative advocacy in Tallahassee, federal/state/local promotion	Legislative/media advocacy, guidance on compliance
Crisis & Media Support	Crisis communications, media relations training	Media relations support, crisis management guidance
Professional Development	State-approved Professional Learning System, evaluation tools	Online courses, FCPCS Evaluation Systems, Clinical Educator Training
Governance Training	Advocacy workshops for leaders and parents	Two state-approved Governance Training courses
Networking & Recognition	Charter School Teacher of the Year, statewide recognition	Weekly newsletters, access to best practices
Operational Support	ESE consulting, turnaround strategies, board recruitment	Access to FCPCS online library with forms/manuals, compliance help
Marketplace Access	Cost-saving products/services via online Marketplace	Preferred Partners Program for discounted services
Pricing: Planning Group	\$250/year	\$750/year
Pricing: Small School (<125 students)	\$5/student/year	\$500 flat fee (or \$5.50/student if FCPCS board member)
Pricing: Large School (≥125 students)	\$5/student/year	\$4/student (or \$5.50/student if FCPCS board member)
Pricing: New School (1–3 years old)	\$3/student/year	Not specified
Additional Notes	Real-time legislative updates, tailored district support	Hundreds of downloadable resources, grant opportunity alerts