

**Wakulla COAST Board Meeting
Monday, November 13, 2023
Meeting Minutes**

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

Board Members in Attendance: John Nichols, Alan Wittmier, Nancy Stokefy, Amy Delaney, Jamie Gray

Others in Attendance: Virginia Harrington, Lesley Gerrell, Joseph McClendon, Kate Epperson (arrived later in meeting)

Call to Order: The meeting was called to order at 6:04 p.m. by Alan Wittmier.

Public Comments: None

District Update:

- None

Approval of Minutes from October 13, 2023

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

Principalship and Interviews:

- Folders were handed out to all board members with copies of all resumes received for the Principal Position. The folders also contained information regarding the job description and a draft of questions for the interview process.
- Board discussed how they would go about the interview process and decided on holding a workshop to review all applications and resumes after each board member had the opportunity to do so independently.
- Job posting has been placed on Pause and will not be re-opened unless the board feels that the position needs to be re-posted.
- Workshop has been set up with board members for Wednesday, November 15th at 6pm. It will be held at the school. Staff will be available to let in the board members.
- Current staff assigned to principal duties - Distribution of assignments and proposed stipends - see below
- Proposal was made by Jeffrey LaChapelle on the delegation of assignments with regards to Principal duties. This proposal was accepted as written. Motion by Nancy Stokely and seconded by Jamie Gray - All in Favor.

Board Member Assignments & Board Membership*

- Election of assignments for current Board Members
 - Chair - nomination for Nancy as the new chair was made by John Nichols. Nancy accepts the nomination - Jamie Gray seconded the motion and all were in favor. Nancy Stokely is the Board Chair.
 - Vice Chair - nomination for Vice Chair - none - Jamie Gray volunteers to this position. Amy seconded the motion for Jamie Gray as vice chair. All in favor.
 - Treasurer - volunteer for treasurer - John Nichols - John accepts position of Treasurer - Jamie Gray seconds - All in Favor
 - Secretary - John nominated Alan Wittmier as secretary. Alan accepts - All in Favor
 - Parent Liaison - John nominates Amy Delaney to continue as Parent Liaison. Amy accepts. All in Favor.
 - All Board information including board assignments and contact information will be processed and updated.

- Amy Sheddhan had recently accepted a position on the board. However, due to personal reasons, she resigned because she decided that it is not the best time. Amy provided a letter of resignation to the board. Copy enclosed.

Budget Review

- Current Budget was handed out with updates on \$ spent for the year.

Grounds and Projects

- **Playground** - Kate Epperson is working with some local groups to get the playground equipment project up and running. She will update the board on the status after the playground blueprints are reviewed.
- **Driveway** - It has been proposed that the driveway project be placed on hold until the new principal is in place and proper oversight of the project can be made. Board has agreed to table the project for now.

Way of Work for the board

- Agenda item requests will be sent out to the board to make sure that we continue to have member input on what needs to be discussed or covered. The school has agreed to send out reminders and ask about agenda items at least a week prior to the meeting.
- Board members have offered to be more available to the school and offer updates on the pending principal interview process.
- Jamie Gray would like to help head up a volunteer program with the school staff. She has offered to help with organization and details as needed.

Adjournment

- The motion to adjourn the meeting at 7:06 p.m. was made by John Nichols and seconded by Nancy Stokely. All in favor - Motion passed.