

Jamie Gray
Board Chair

Alan Wittmier
Co-Chair

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

Jeffrey LaChapelle
Financials

Amy Delaney
Parent Liaison

**MRS. FRANKIE HARVEY, PRINCIPAL
CHRISTINE DICHIO, DEAN OF STUDENTS
LEON HILLMON, DEAN OF STUDENTS**

**Governing Board Meeting Agenda
Monday, June 16, 2025 @ 6:00 PM**

Agenda


- Call to Order
- Public Comments
- District Updates
- Approval of Meeting Minutes*
 - May 19, 2025
- Board Updates:
 - Welcome Mr. LaChapelle
 - Vacant Board Member Position
- School Updates:
 - 25-26 Principal's Contract*
 - Principal's Evaluation
 - 25-26 New Hires
 - 25-26 Handbook of Policies / Code of Conduct*
 - 25-26 Review of Employee Handbook
 - 24-25 School Grade Anticipated Release
 - Charter Contract Renewal - Due June 2026
 - Charter Lease Agreement Renewal - Due June 2026
- Budget Updates:
 - 25-26 Budget*
 - 25-26 Employee Salaries*
 - 25-26 Employee Attendance Incentives*
 - 25-26 Business Mileage Reimbursement Rate*
- Adjourn

***The next meeting, which will be the first meeting of the 25-26 fiscal year, will be held July 21, 2025 @ 6:00PM

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

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 850-925-6344

COAST Charter School Board Meeting
Monday, June 16th, 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 Jamie Gray Jeffrey LaChapelle

Others in Attendance: Christine Dichio Frankie Harvey Lesley Gerrell

- Call to Order at 6:02 pm
- Public Comments - None
- District Updates - None
- Approval of Minutes from May 19th, 2025*
 - Alan W. made a motion to approve as written and Amy D. seconded the motion. All in favor - motion carried.
- Board Member Addition/Update:
 - Jeff L. welcome and introduction
 - Vacant Board Member Position - Susan Flournoy, former COAST principal, expressed interest. She will complete the application and Dennis Waley (currently at the high school) expressed interest - will submit the application.
- School Updates:
 - 25-26 Principal Contract and Evaluation
 - Principal contract and evaluation will be completed by Jamie G. and Alan W. - Due August
 - Jamie G. will set up a date to complete and date to meet/review with Frankie H.
 - 25-26 New Hires
 - SLP position still open - no qualified applicants (looking at possible contracted options)
 - Mike Odom will co-teach with Leon Hillmon for middle school Civics, history and science.
 - Math/Science - 5th grade - Susan Yang
 - Reading/ELA/SS - 5th grade - Virginia Harrington
 - Latasha Timmons - hired for 3rd grade teacher position
 - Latoya Timmons-Franklin - hired for VPK position
 - Lauren Prisco - moving to 1st grade position
 - 25-26 Handbook of Policies/Code of Conduct*
 - Discussed in detail during the last meeting, changes/recommendations made and reviewed.
 - Amy D. made a motion to approve the handbook, Alan W. seconded the motion. All in favor - motion carried.
 - 24-25 School Grade Anticipated Release
 - Jeff L. requested more clarification on grade due dates for May
 - 25-26 Review of Employee Handbook*

- Jeff L. made a motion to approve the employee handbook as written with clarification made to the May grade submission dates. Amy D. seconded the motion. All in favor - motion carried.
 - School's Charter Contract Renewal - Due June 2026
 - Open discussion on setting up workshops and deadlines for charter renewal
 - Frankie H. will reach out to ABC Charter to review their charter for ideas and recommendations.
 - Frankie will check into FRS - is this an option and if so what changes need to be made to the charter agreement?
 - Jeff L. - Question - Who will be the district contact for charter renewal? Expectations?
 - Frankie H. will work with our contacts at the Charter School Consortium to find out more regarding the process.
 - Find out the needs of having legal advice with the process.
 - Charter Lease Agreement Renewal with the City of St. Marks - Due May 2026
 - Frankie H. will meet with the City and provide them with lease renewal information. She will work with them over the next few months to get the process moving with a new lease agreement.
- Budget Update
 - 25-26 Budget - Presented to board by Frankie H.
 - State budget going for approval today, 6/16/25
 - 25-26 Employee Salaries
 - Some errors found in the salary worksheet - Frankie H. and Jeff L. will work together to get this cleaned up for approval.
 - Frankie H. will review years of service for accuracy
 - 25-26 Employee Attendance Incentives
 - Frankie H. asked for any ideas on how to incentivize attendance
 - Open discussion on how to tie in attendance and other performance measures into the semester bonus construction. Frankie H. and Jeff L. will work on the details of this proposal for board review.
 - 25-26 Business Mileage Reimbursement Rate*
 - Recommendation of increasing our travel reimbursement rate from 45 cents per mile to 70 cents per mile to align with the State/IRS rate of 70 cents per mile.
 - Amy D. made a motion to approve the \$0.70 per mile for travel reimbursement. Alan W. seconded the motion. All in favor - motion carried.
 - Jeff L. made a motion to allow the use of the 25-26 budget as presented for necessary school readiness purchases. Amy D. seconded the motion. All in favor - motion carried.
- Adjournment*
 - Adjournment made at 6:14pm by Alan W., seconded by Amy D. All in favor - motion carried.

(Next meeting will be Monday, July 21, 2025 at 6:00pm)