

Board Meeting Minutes

COAST Charter School

Wednesday, July 25, 2018 6:00 p.m.

➤ **Called to Order**

6:00 PM

➤ **Attendance**

J. Nichols, J. Brooks, N. Stokely, M. Cantner, A. Wittmier, J. LaChapelle, S. Payne

➤ **Public Comments**

No public comments.

➤ **Approval of Minutes**

- M. Cantner made a motion to accept the June 2018 minutes; J. Brooks seconded the motion, the motion carried.

➤ **New Business**

- Enrollment for 2018 – 2019 is around 150 students with a waiting list in some grade levels.
- Approval of the New Policy for Hiring a Principal; changes to be made and will be revisited at the August board meeting:
 - Add how faculty will be notified
 - Change number on committee to from 2 to 3, 2 board members and principal
 - Change number 6 to include, if the candidate pool is not large enough, the position will be advertised public for applications.
 - Develop specific qualifications and a job description for the position (look into adding basic competency qualifications for principal)
 - Add Board Signature to Principal Contract, yearly
 - Add Board review of all contracts and salaries, yearly
- Motion to Approve Principal Contract, A. Wittmier made the motion to approve, M. Cantner seconded, the motion carried. J. LaChapelle's contract was approved and signed 7/25/18 for the 2018 – 2019 school year. Principal Contract & Office Manager's contract will be brought to the board in June of each year for approval.
- If a Principal resigns at COAST, they will be removed as an employee and hired as an administrative consultant under a specific contract for a negotiated amount of money. They will not be eligible for benefits, retirement or leave.
- A. Higgins will be paid July as a Principal July 1 – July 31, 2018 for \$6,150.00 minus \$1,025 leave without pay. A. Higgins will be paid as an Administrative Consultant from August 1, 2018 – June 30, 2019 for \$10,000 plus 7.65% social security tax. J. Brooks made the motion to approve payment, A. Wittmier seconded, the motion carried.
- Annual Board Reconstruction of officers for 2018 – 2019 year
 - J. Nichols made a motion to nominate N. Stokely as Chair Person
J. Brooks seconded, motion carried
 - M. Cantner made a motion to nominate J. Nichols as Vice-Chair Person
J. Brooks seconded, motion carried
 - J. Nichols made a motion to nominate A. Wittmier for Treasurer
M. Cantner seconded, motion carried
 - A. Wittmier made the motion to nominate J. Brooks as Secretary
M. Cantner seconded, motion carried
 - N. Stokely made the motion to nominate M. Cantner as Parent Liaison
J. Brooks seconded, motion carried

- Approval of New Hires Rachel Yarnall. J. Brooks made a motion to accept the new hire; A. Wittmier seconded the motion, the motion carried.
 - August events coming up
 - August 2 – 9 Teachers return
 - August 2 Welcome back breakfast at 8 am, PTO was able to have this sponsored this year. Join us if you can
 - August 8, 5 – 7 Open House
 - August 10, first day of school, half day
 - J. Brooks made a suggestion of putting a termination policy/exit plan/check list in place. Also putting a description of a Administrative Consultant in place as well
 - Approval of 2018- 2019 Mental Health Assistance Plan, with approval up to \$7,500.00 total expenditures. A. Wittmier made a motion to approve the Mental Health Assistance Plan with minor adjustments catered to COAST instead of Wakulla County School Board; J. Brooks seconded the motion, the motion carried. This money will be used by the district for a licensed Therapist that will work at COAST 1 day per week, individual therapy with students. Parents will approve the therapy prior to sessions. Students will be selected by Rtl team as needed per individual plans.
 - J. LaChapelle proposed a pay scale for 2019 – 2019. After discussion, the board members proposed the principal use the pay scale at his digression and board members will review and approve all contracts for employees yearly. Bonuses given will be based on merit pay for teachers at the end of the year; 70 to 84% proficient/growth \$200.00 bonus, 85 – 100% proficient/growth \$400.00 bonus. Christmas bonuses will stay the same, pending budget funding permitting. N. Stokely made the motion to approve the principal allowance of pay scale and board review of contracts yearly and pay scale revised yearly. A. Wittmier seconded, the motion carried.
 - FSSAT Assessment and Suggestions by WCSO was discussed with suggestions for COAST to make improvements. J. LaChapelle with get quotes for improvements and bring to the August board meeting.
 - Auditors will present
 - The next board meeting will be August 27, 2018.
- **Adjourn**
- N. Stokely made the motion to adjourn. A. Wittmier seconded the motion. The motion is carried.