



**School Board Meeting Minutes**  
**Regular Meeting**  
**November 13, 2025**  
**1:30 pm CST**  
**FSU Panama City Conference Room**

**I. Call to Order**

The meeting was called to order by Chair Dr. Irvin Clark at 1:31 PM CST.

**II. Attendance**

In attendance: Dr. Kevin Forehand, Ms. Jessica Carter, Ms. Gillian Gregory, Dr. Irvin Clark, Dr. Robert Schoen

Others present: Ms. Susan McNeil, Dr. Elizabeth Crowe, Ms. Debbi Whitaker, Officer Stan

**III. Approval of Agenda**

**IV. Approval of Previous Minutes**

Approval of Minutes moved by Board Member Dr. Schoen  
Seconded by Board Member Ms. Gregory  
Approved Unanimously

**V. Reports to be Heard**

A. Director's Report: *Debbi Whitaker, TCS Director*

1. Enrollment updates:

- a. 84 original students of whom 69 are DE;
- b. 103 10<sup>th</sup> graders of whom 77 are DE;
- c. 89 9<sup>th</sup> graders, of whom 44 students are DE.
- d. Working with Dr. Towne and his team at the FSU Panama City campus to ensure our students are successful in DE classes,

including building relationships with academic advisors at FSU Panama City.

2. Changes to BOG requirements for DE reduced the number of students eligible for DE as underclass students. Additional support is being provided to students who did not meet the adjusted (higher) expectations. We anticipate about 55-60 9<sup>th</sup>-grade students will be DE for the spring 2026 term.

### 3. Class of 2030 Recruitment

a. 70 applications within the first few weeks of lottery registration. One hundred fifty families attended information sessions.

b. Anticipating more applications after the first of the year, when our registration window aligns with the Bay school choice registration window.

c. Sent several thousand postcards this week as part of our recruitment efforts.

### 4. Additional Acceleration Opportunities

a. Many students are completing the required high school coursework early. As a result, TCS is expanding internships and job shadowing initiatives to support deeper and more practical learning.

b. Building an extensive relationship with TCS at FSU Health. Students are already job shadowing.

c. The Live Healthy initiative partners with TCS and Dr. Chris Solis for innovative biomedical sciences, collaborating with our Biomedical teacher.

d. FSU Panama City has been granted permission to award the Interdisciplinary Medical Sciences Bachelor's Degree, beginning in 2026. Multiple students are interested in the medical profession but are not necessarily interested in becoming a doctor or a nurse; therefore, these kinds of programs are a great acceleration option for them.

e. Multiple students are eager to pursue bachelor's degree programs.

f. Multiple students are also accelerating their careers and technical programs in partnership with Haney Technical College, such as those associated with Medical Coding.

g. Additionally, students are earning computer certifications in Ascent, WordPress, and Python. These are reported as part of our overall school accountability and are also aligned with the goals of

our Triumph grant.

h. Over 1200 college credits were earned last year by TCS students through FSU Panama City.

i. Expanding DE to Gulf State because we are finding that Gulf State may have some programs that our students are interested in that are not offered by FSU Panama City.

5. Developing a Biomedical Sciences curriculum that can be shared with our PAEC partners, bringing this area of study to rural counties.

6. We have a new teacher this year in Robotics, expanding course offerings in this area. We anticipate adding engineering and robotics certifications through this program, meeting accountability and Triumph certification goals and targets.

7. Space updates:

a. Ninth Grade Center is referred to as “Incubator” and is housed at our traditional campus at NorthStar, a 12000 square foot space that meets our current needs for that grade level. There are two more years in the lease.

b. Tenth-Twelfth grades are housed on the FSU Panama City campus, on the second floor of the technology building. We have retrofitted the space to meet current K12 safety requirements, including a secure entry.

8. FLDOE Office of Safe Schools unannounced visit. OSS executed a surprise visit, and we were found to be in 100% compliance with state requirements for safety on our FSU Panama City Campus.

9. Clubs Update

a. Sea Cadets is a new extracurricular program at TCS, connecting students with military branches. The students were able to tour the USS Pierre, the last of its kind in the US Navy.

b. Veterans’ Day Activities: TCS participated in the parade with multiple clubs visible, including the Student Government and other organizations. Students also wrote letters to veterans.

c. Girls Who Code club has launched.

10. Teacher of the Year: Ms. Terry Carlson, the biomedical teacher, and our Support Employee of the Year is Susan McNeil. These staff will represent us to the consolidated district for one nomination for the state recognition program.

11. Accreditation: We are in the middle of the process of earning accreditation this year.

12. Student Recognition:

- a. Nineteen students received College Board recognition for either first-generation college student status or being in the top 10% of the nation.

13. Lunch and Learns for Students to learn about different academic opportunities for them in our service area. Community partners are also providing on-ramps to experiences that allow our students to participate in law and other areas.

14. Research initiatives are happening through our connection with faculty at Anne's College, exposing them to research as they work on their own capstone projects.

15. Service Learning and/or Community Service:

- a. Many of our students are involved with community service and service learning. Most of these initiatives are driven by student efforts, such as the one for Little Miss Florida, which collects gloves and mittens for children in need.
- b. Writing letters to Veterans
- c. Water Stations at the local Ironman
- d. Trunk or Treats held by ECAP and HOSA
- e. Boxes of gifts to troops overseas

16. Board Appointments

- a. 2025-26
  - i. Chair: Dr. Irvin Clark
  - ii. Vice Chair: Dr. Tyler Towne
  - iii. Secretary: Gillian Stewart Gregory
  - iv. Treasurer: Dr. Robert Schoen
- b. Establish procedures for the annual meeting
  - v. Consideration at Spring 2026 meeting
  - vi. Implementation in July 2026

**VI. Old Business**

**VII. New Business**

A. Annual Audit Report: *Kevin Warren, James Moore Company*

1. The annual audit report comprises three audit reports:

- i. School's Financial Statements
- ii. Compliance with Government Auditing Standards

- iii. Compliance with Auditor General Rules and Regulations
- 2. Unmodified Audit Opinion Report: Highest level of assurances for Annual Audit Report
- 3. School Financial Statements:
  - i. No findings
  - ii. Net position is a little over \$1 million at year's end.
  - iii. Revenue and Expenditures are consistent year over year.
- 4. Compliance with Government Auditing Standards
  - i. No findings.
  - ii. Higher level of assurance
  - iii. Review internal controls and compliance with laws and regulations.
- 5. Compliance with the Auditor General Rules and Regulations
  - i. No findings.
  - ii. Assurances that include fiscal transparency as well as compliance with various state rules and regulations (i.e., fire drills).

**Action Item:**

Approval of Audit and Financial Reports as Presented

Motion to Approve Audit and Financial Reports as Presented by Board Member, Dr. Forehand.

Seconded by Board Member, Dr. Town.

Passed Unanimously.

B. Treasurer/Financial Report: *Ms. Susan McNiel, Finance and Administrative Office*

- a. FTE reporting for October has been completed.

b. No adjustments to the budget at this time, although when the February FTE is reported, FLDOE may make adjustments based on the February FTE.

**Action Item:**

Motion to Approve October Financial Report as Presented by Board Member, Ms. Gillian Gregory.

Seconded by Dr. Schoen.

Passed Unanimously.

C. Safe Schools Report: *Deputy Phil Himes*

a. Unannounced FLDOE visit: No findings when FLDOE completed a surprise visit on our campus on 11/12/25.

b. Director Whitaker reported that she completes a review of all safety expectations for facilities, staff, etc., at the beginning of the school year to ensure we comply.

c. A new notification button for an active shooter will be pushed out to all faculty and staff through an app.- It's the ultimate panic button.

d. Director Whitaker and Deputy Himes are exploring moving to a card swipe access, getting rid of key locks.

**Action Item:**

Motion to Approve Florida School Safety Assessment Report by School Board Member, Ms. Gillian Gregory.

Seconded School Board Member, Dr. Town.

Passed Unanimously.

D. District Comprehensive Evidence-Based Reading Plan: *Dana Manis, Student Services Specialist*

a. Approved with feedback previously by FLDOE.

b. Feedback has been implemented.

**Action Item:**

Motion to Approve District CERP by School Board Member, Ms. Gillian Gregory.

Seconded by School Board Member, Dr. Forehand.

Passed Unanimously.

E. Request for New Clubs

a. International Culture Club, Sponsor, Ms. Lori Morgan

**Action Item:**

Motion to Approve new International Culture Club by School Board Member, Ms. Gillian Gregory.

Seconded by School Board Member, Dr. Forehand.

Passed Unanimously.

b. Turning Point USA High School Club, Sponsor Sara Alverson.

**Action Item:**

Motion to Approve new Turning Point, USA club by School Board Member, Ms. Gillian Gregory.

Seconded by School Board Member, Dr. Forehand.

Passed Unanimously.

c. School Board Member, Dr. Kevin Forehand, has asked staff for a comprehensive set of procedures regarding the establishment of a club at TCS, including the Student Government (or another organization) as a convenor to ensure that the positive and engaging school culture of TCS is maintained.

F. Ethics Commission Filings: *Debbi Whitaker, Director [Postponed]*

G. Health Legislation Policies: *Debbi Whitaker, Director [Postponed]*

H. 2026 Meeting Calendar: *Debbi Whitaker, Director [Postponed]*

I. Amended New Business Item: Administrative and staff faculty raises

a. In 2024-25, the state required the use of allocated funds for teacher raises. These raises excluded administrative faculty and staff. In an effort to provide these employees parity, the board is asked to consider a one-time payment of 1.07 for these staff members.

**Action Item:**

Motion to authorize one-time pay by School Board Member, Dr. Town.

Seconded by School Board Member, Ms. Gillian Gregory.

Passed Unanimously.

b. In an earlier board meeting this fiscal year, the board approved a 3% raise for teachers. To provide parity, the board was asked to approve a 4.07% raise for the administrative faculty and staff members.

1. Discussion occurred among board members because the 4.07% raise for the instructional personnel captured the raise from the previous year. In contrast, the current proposed administrative/staff raise would exclude these dollars.

**Action Item:**

Motion to amend the request from a 4.07% increase to a 4.1% increase by School Board Member, Dr. Town.

Seconded by School Board Member, Ms. Gillian Gregory.

Passed Unanimously.

**Action Item:**

Motion to approve a 4.1% increase for administrative faculty and staff by School Board Member, Dr. Town.

Seconded by School Board Member, Ms. Gillian Gregory.

Passed Unanimously.

**VIII. Public Comment**

**IX. Announcements**

**X. Adjournment**

Meeting adjourned at 3:35 pm CST.

Signatures

Secretary Signature

Chair's Signature

Date Approved