The Collegiate School at FSU Panama City
Board Meeting

Thursday, July 23, 2026
Meeting A301 Dean's Conference Room and Via Zoom

Attended: Dr. Gillian Gregory, Dr. Sara Hamon (in person); Dr. Zduy Chu, Mr. Michael Williams (via Zoom)

Absent: Dr. Valerie McDevitt, Mrs. Jennifer Conoley, Mr. Joey Ginn

Also in Attendance: Director Debbi Whitaker, Dr. Elizabeth Crowe, Dean Randall Hanna, Ms. Jennifer Flannagan, Ms. Layla Mills, Mrs. Madisyn Moreno, Mrs. Margaret Gamble, Mrs. Dana Manis, Mr. Trey Mansini, Mrs. Jenna Edwards (in person); Ms. Monique Hall, Mr. Jeff McInnis (via Zoom)

I. CALL TO ORDER AND ROLL CALL

Dr. Gillian Gregory, Acting Chair

Acting Chair Gregory called the meeting to order at 3:00 pm CST and welcomed attendees.

Acting Chair Gregory conducted the roll call.

II. Notice of Meeting

Dr. Gillian Gregory, Acting Chair

Acting Chair Gregory confirmed notice of meeting had been posted on The Collegiate School's website.

III. Public Comment

There were no public comments.

IV. Approval of Minutes from June 11, 2026.
Dr. Gillian Gregory, Acting Chair

Acting Chair Gregory called for a motion to approve the Board minutes from the June 11, 2026 meeting. Board member Chu motioned to approve, and Acting Chair Gregory seconded the motion. The minutes from the June 11.2026 meeting were unanimously approved by all Board members present at the meeting.

Acting Chair Gregory welcomed new board members and thanked them for joining the meeting. Each new board member was invited to share something about themselves.

V. TCS Spotlight
Debbi Whitaker, Director

Director Whitaker welcomed The Collegiate School student, Layla Mills, to the meeting and explained that the school would like to begin highlighting students and The Collegiate School team members at the meetings.

Layla Mills introduced herself and shared that she transferred to The Collegiate School during her sophomore year. She spoke about her positive experience at the school, highlighting her involvement in student clubs, the welcoming school environment, and the meaningful friendships she has built. Layla has participated in dual enrollment coursework and plans to pursue a career as an American History teacher.

Ms. Whitaker shared positive feedback from Layla's teachers, noting her strong character, academic dedication, and talent as a photographer. She recognized Layla's contributions to the yearbook through her photography and invited her to serve as a student representative at future Board meetings to provide updates on Student Government Association (SGA) activities and other student initiatives. Board members expressed their appreciation for Layla's presentation and complimented the quality of the yearbook.

VI. Reports to be Heard

a. Director's Report

Debbi Whitaker, Director

Director Whitaker presented an overview of The Collegiate School, including the following key points:

- 85 students are expected to graduate this year, with 62 students projected to earn sufficient college credits to also receive an Associate of Arts degree
- TCS ranking as the second-highest performing district in the state based on EOC scores
- TCS dual enrollment students have achieved an average Florida State University GPA of 3.644
- Partnership with Haney Technical College, noting that four students participated in dual enrollment there
- Students have earned nearly 400 industry certifications since the school's opening
- TCS earned Cognia Accreditation with Merit during the Spring 2026 review
- Expressed her appreciation to the faculty, staff, students, university leadership, Board members, and community partners for their continued support of the school's mission

Acting Chair Gregory asked whether all graduating students would have received a postsecondary opportunity before graduation. Director Whitaker explained that there are options for all students during their high school year's at TCS to take part in postsecondary options including dual enrollment at FSU Panama City, Haney Technical College, Career Education classes.

Board member Hamon asked whether the school's Cognia accreditation status had been published on the school website. Director Whitaker responded that Cognia recently provided publication guidance and that the accreditation information would be posted in the near future.

Board member Chu thanked Director Whitaker for the comprehensive presentation and expressed appreciation for the impressive student achievement data. He commended the faculty, administration, and students for their continued success.

There being no further questions or comments, the Director's Report concluded.

b. Safety Report
Debbi Whitaker, Director

Director Whitaker presented the quarterly Safety Report on behalf of School Safety Specialist Phil Himes, who was attending a training. She reported that the school remains in compliance with the requirements of the Florida Office of Safe Schools. Director Whitaker shared that no safety violations were reported during the previous school year and that an additional comprehensive safety inspection, including inspections of locks, alert systems, and other security measures, will be conducted prior to the start of the new school year.

Acting Chair Gregory asked about the previous year's safety report. Director Whitaker explained that the Office of Safe Schools reviewed the report and conducted an on-site walkthrough of the campuses.

Acting Chair Gregory also inquired about how student safety is maintained across the school's two campuses, particularly on the Florida State University Panama City campus. Director Whitaker explained that The Collegiate School occupies a secure second-floor space with controlled access, secured entrances, an inaccessible public foyer, door locks, and camera surveillance. She noted that the same safety measures are in place at both school locations.

Board member Hamon asked which students would be located on the FSU Panama City campus. Director Whitaker responded that students in grades 10 through 12 who are participating in dual enrollment will primarily utilize the second-floor space in the FSU Panama City's Technology Building. She also noted that the partnership with Bay District Schools provides transportation for students traveling between the two campuses.

c. TCS Internal FSU Audit Update
Dr. Gillian Gregory, Acting Chair

Acting Chair Gregory presented an overview of the draft audit report and summary, noting the Board's responsibility to ensure that all findings are addressed and corrective actions are completed. She stated that Board members had received copies of the draft report for review.

The audit findings included recommendations related to dual enrollment documentation, personnel qualifications, Board member background screenings, Board vacancies, student activity fee procedures and publication requirements, grant management processes, and guidance regarding international travel. It was noted that Board member background screenings, originally due by July 31, have since been completed. The report also identified the need to fill the community member and parent representative vacancies on the Board.

Board member Hamon asked whether any of the audit findings were identified during the school's recent Cognia accreditation. Director Whitaker explained that they did not, noting that the accreditation process focuses on the school's mission, vision, culture, stakeholder engagement, and educational practices rather than business and financial processes.

Acting chair Gregory commented that the Board would work collaboratively to support the school in addressing the audit findings and strengthening internal processes.

Director Whitaker also discussed improvements to internal fund management and visitor screening procedures. She explained that the school utilizes the Raptor Visitor Management System and had previously implemented additional paper sign-in procedures that exceeded requirements. Those procedures have since been updated for the new school year, with implementation aligned to the beginning of the school year.

There being no further questions or comments, the Audit Report concluded.

VII. New Business and Updates

a. Board Member Roles

Dr. Gillian Gregory, Acting Chair

Action Item: Election of Board Officers

Acting Chair Gregory introduced the agenda item regarding the election of Board officers. She explained the responsibilities associated with each officer position and noted that she was serving as Acting Chair as the remaining Board member from the previous year. She then opened the floor for nominations and additional considerations. There were no nominations from the Board.

Acting Chair Gregory presented the following slate of officers:

- Chair: Dr. Gillian Gregory
- Vice Chair: Dr. Zduy Chu
- Secretary: Dr. Sara Hamon
- Treasurer: Mr. Michael Williams

Acting Chair Gregory briefly explained how the officer roles provide continuity and leadership progression in future years.

Acting Chair Gregory formally nominated the proposed slate of officers. Dr. Chu seconded the motion. The motion carried unanimously, and the proposed slate of officers was elected.

b. 2026-2027 Budget Report

Jennifer Flannagan, Asst Dir PCC C&G and DL Svcs

Action Item: Approve the 2026-2027 Budget

Ms. Flannagan presented the proposed 2026–2027 budget, which had been provided to Board members in advance of the meeting. Her presentation included an overview of the operating budget, the Triumph Grant, and the required matching funds.

Chair Gregory opened the floor for questions and comments.

Vice Chair Chu asked about the projected enrollment figures included in the budget, noting that they differed from the enrollment numbers presented in the Director's Report. Director Whitaker explained that the budget was developed using conservative enrollment projections, as it is easier to amend the budget to reflect increased enrollment than to identify additional funding if enrollment projections are not met. Ms. Flannagan added that the budget will be adjusted as enrollment increases.

Secretary Hamon asked whether the Board would receive an updated budget once enrollment projections are finalized. Ms. Flannagan confirmed that a revised budget calculation would be presented to the Board as needed.

Dean Hanna asked about employee salary increases. Ms. Flannagan explained that salary adjustments will be presented to the Board by the October 1 deadline. She also noted the importance of maintaining the required 1% reserve, emphasizing the Board's responsibility to ensure compliance with that requirement.

Treasurer Williams made a motion to approve the 2026–2027 Budget. Secretary Hamon seconded the motion. The motion carried unanimously.

c. **2026-2027 Student Activity Fees Budget and Report to Families, Update to Student Activity Fee Procedures**
Debbi Whitaker, Director

Action Item: Approve Student Activity Fees Procedures
Action Item: Approve the 2025-2026 Student Activity Fee Report
Action Item: Approve the 2025-2026 Student Activity Fee Report to Families
Action Item: Approve the 2026-2027 Student Activity Fee Budget

Director Whitaker presented the proposed Student Activity Fee Procedures, explaining that the revisions were made in direct response to the recent audit

findings and are intended to strengthen transparency and correct previously identified deficiencies. The procedures outline student activity fee amounts, payment due dates, procedures for students who enroll after the school year begins, and provisions for financial hardship waivers.

Secretary Hamon asked whether Florida High publishes information explaining how student activity fees are used and whether doing so is required by statute. Chair Gregory responded that the requirement is not established in statute but is addressed in the Florida Department of Education's *Red Book*. She noted that Florida State University Schools (FSUS) does not have a standalone policy but does provide parents with information regarding how student activity fees are spent.

Chair Gregory asked whether the procedures would be posted on the school's website and where they would be located. Director Whitaker stated that the information will be published on the school's website.

Chair Gregory also inquired about a fee waiver process. Director Whitaker confirmed that a waiver form will be available for families experiencing financial hardship.

Dr. Chu noted that the audit follow-up is scheduled for October 1 and emphasized that families should have access to the updated procedures before the start of the school year. Director Whitaker added that while the student activity fee amount has not changed, families will now also receive information explaining how those fees are used through the school's student activity reporting. Chair Gregory recommended that the updated procedures be posted on the school's website prior to the start of the school year to ensure families have easy access to the information.

Secretary Hamon asked whether parents would still be expected to purchase additional classroom supplies after paying the student activity fee. Director Whitaker responded that they would not.

Vice Chair Chu made a motion to approve the Student Activity Fee Procedures, 2025-2026 Student Activity Fee Report, 2025-2026 Student Activity Fee Report to Families, and 2026-2027 Student Activity Fee Budget. Secretary Hamon seconded the motion. The motion carried unanimously.

d. Articulation Agreements

i. Gulf Coast State College

ii. Haney Technical College

Debbi Whitaker, Director

Action Item: Approve the GCSC Articulation Agreement
Action Item: Approve the Haney Articulation Agreement

Director Whitaker presented the proposed Articulation Agreement with Gulf Coast State College (GCSC), explaining that the agreement would expand dual enrollment opportunities for students who are unable to enroll in certain courses through Florida State University Panama City. She noted that the agreement had been reviewed by legal counsel and was also being presented to the Gulf Coast State College Board for approval.

Secretary Hamon asked for clarification regarding the types of courses students would be eligible to take through GCSC, specifically whether enrollment would be limited to Associate of Science degree courses. Director Whitaker explained that the agreement is intended to provide options when students are unable to enroll in courses through FSU Panama City. Secretary Hamon further asked whether students could enroll in courses at GCSC that are also offered through FSU Panama City if scheduling conflicts existed. Mrs. Moreno explained that GCSC would primarily serve as an option when course scheduling presents a conflict, such as evening course availability, or when a required course is unavailable at FSU Panama City during a particular semester. Secretary Hamon suggested that parents and students would benefit from clearer guidance regarding eligible courses. She recommended posting a list of approved GCSC courses on the school's website. Dr. Elizabeth Crowe added that Gulf Coast State College is developing a list of approved courses that can be shared with families.

There being no further discussion, Secretary Hamon made a motion to approve the Gulf Coast State College Articulation Agreement.
Treasurer Williams seconded the motion.
The motion carried unanimously.

Director Whitaker then presented the Haney Technical College Articulation Agreement, recommending continuation of the school's partnership with Haney Technical College to provide dual enrollment opportunities for eligible students. Mr. Jeff McInnis, participating by zoom, recommended updating the agreement to reflect the school's official legal name. Director Whitaker noted that no other changes were proposed.

There being no further discussion, Secretary Hamon made a motion to approve the Haney Technical College Articulation Agreement, as amended to reflect the school's official name. Vice Chair Chu seconded the motion. The motion carried unanimously.

e. Contract and MOU Renewal

i. PAEC Essential Services to Small Districts
ii. Department of Health MOU
iii. Legal Services Renewal
Debbi Whitaker, Director

Action Item: Approve the PAEC renewal
Action Item: Approve the DOH MOU
Action Item: Renewal of Legal Service with Jeff McInnis

Director Whitaker presented the proposed renewal agreement with the Panhandle Area Educational Consortium (PAEC), explaining that PAEC provides support to the school in several key areas, including student data services and assistance for small school districts. She noted that the agreement had been reviewed by legal counsel, including Mr. Jeff McInnis, representing The Collegiate School, and Ms. Lisa Scoles, representing Florida State University. Mr. McInnis recommended revising the

agreement to require annual Board review rather than providing for automatic renewal.

There were no questions or comments.

Treasurer Williams made a motion to approve the PAEC renewal agreement. Secretary Hamon seconded the motion. The motion carried unanimously.

Director Whitaker then presented the proposed Memorandum of Understanding (MOU) with the Florida Department of Health, explaining that the agreement had been received through the Department's contract review process in Tallahassee. She recommended approval if no revisions were required and stated that any substantive changes would be brought back to the Board for consideration.

Secretary Hamon questioned why The Collegiate School was not mentioned in the agreement and why the FSU Board of Trustees was the signatory. She then requested that Ms. Lisa Scoles (FSU General Counsel's Office) review the document before Board approval.

Following discussion, the Board agreed that the item should be postponed pending legal review.

Secretary Hamon made a motion to table the Department of Health Memorandum of Understanding (Agenda Item 7.e.2). Vice Chair Chu seconded the motion. The motion to table the item carried unanimously.

Director Whitaker then presented the renewal of legal services with Mr. Jeff McInnis of Anchors Smith Grimsley, PLC, of Fort Walton Beach.
There were no questions or comments.

Vice Chair Chu made a motion to approve the renewal of legal services with Mr. McInnis. Secretary Hamon seconded the motion. The motion carried unanimously.

Mr. McInnis thanked the Board for its continued confidence and support.

f. Professional Development Catalog
Margaret Gamble, District Information Systems Specialist, TCS

Action Item: Approval of the PACE Professional Development Catalog

Mrs. Gamble presented the Panhandle Area Educational Consortium (PAEC) Professional Development Catalog for Board approval. She explained that while the complete catalog exceeds 800 pages, Board members had been provided with a summary of its contents. Ms. Gamble reviewed the variety of professional development opportunities available through PAEC and explained how the catalog supports ongoing training and professional growth for school faculty and staff.

Secretary Hamon asked whether the catalog provides sufficient professional development opportunities to meet all required training needs. Director Whitaker responded that while the PAEC catalog offers a comprehensive selection of professional development, the school will continue to utilize additional training opportunities as needed to meet specific staff and program requirements.

There being no further questions or discussion, Secretary Hamon made a motion to approve the PAEC Professional Development Catalog. Treasurer Williams seconded the motion. The motion carried unanimously.

g. Department of Education Reports
Dana Manis, Student Services Specialist, TCS
Debbi Whitaker, Director

Action Item: Approval of the CERP Report
Action Item: Approval of the Mental Health Plan and Allocation Report
Action Item: Approval of the Threat Management Procedures
Action Item: Approval of 2026-2027 Assessment Calendar

Mrs. Manis presented the Comprehensive Evidence-Based Reading Plan (CERP) Report and recognized the strong performance of students on reading

assessments. She reviewed the school's reading initiatives, including strategies for remediating students and providing support to help students achieve grade-level proficiency. Ms. Manis shared information regarding instructional materials being utilized, as well as the qualifications of staff, including reading certifications and endorsements. She noted that the state provides specific guidance and requirements for evidence-based reading instruction.

Secretary Hamon asked whether the school is open admission to serving all students or selective based on test scores. Director Whitaker confirmed that The Collegiate School serves all students.

There were no further questions or comments.

Vice Chair Chu made a motion to approve the CERP Report. Secretary Hamon seconded the motion. The motion carried unanimously.

Director Whitaker presented the Mental Health Plan and Allocation Report on behalf of Ms. Hall. She explained that allocated funds are used to provide necessary mental health services and support for students. Director Whitaker recognized Ms. Hall for the work she does in supporting students, providing services, and training staff. She noted that the report is submitted to the state and will be forwarded to Dean Andrew, TCS Superintendent, for final approval. Director Whitaker explained that it is due before the start of the school year.

Secretary Hamon identified incorrect language in Section 4 regarding counseling services available to The Collegiate School students taking dual enrollment classes at FSU. Director Whitaker agreed that the wording should be revised and confirmed that the language starting on Line 14, Page 14 would be revised.
It was noted that FSU Panama City's counseling services are available only on an emergency basis for current dual enrollment students and that, in emergency situations, counseling services may help connect students with appropriate resources.

Secretary Hamon made a motion to approve the Mental Health Plan and Allocation Report as amended based on the discussion. Vice Chair Chu seconded the motion. The motion carried unanimously.

Chair Gregory introduced the Threat Management Procedures and explained that recent state-level policy changes required Board approval of amended procedures prior to the start of the school year. She noted that, due to the timing of the updates and the transition to new Board members, the required 30-day policy review period could not be completed prior to implementation. The item was presented as an emergency policy adoption, with plans to bring the policy back for formal review at a future Board meeting.

Mr. McInnis advised the Board to adopt the procedures as an emergency measure to support the safety and welfare of students.

Director Whitaker presented the updated Threat Management Procedures and explained that the state recently added four requirements to the rule, which have been incorporated into the updated procedures.

Secretary Hamon asked whether concerns or reports may be submitted by students or family members both in person and through online reporting systems. Director Whitaker explained that the procedures provide guidance to staff on identifying students who may present a potential threat and confirmed that concerns may also be reported anonymously online.

There were no further questions.

Treasurer Williams made a motion to approve the Threat Management Procedures under the emergency policy adoption process. Vice Chair Chu seconded the motion. The motion carried unanimously.

The procedures will be brought back before the Board at a future meeting for formal review.

Director Whitaker presented the proposed 2026–2027 Testing Calendar and explained that the school follows state testing windows and Florida Department of Education guidelines when developing the assessment schedule.

Secretary Hamon asked when testing dates and assessment information would be communicated to students and families. Director Whitaker responded that this information would be shared during the first few weeks of the school year.

There being no further questions or comments, Secretary Hamon made a motion to approve the 2026–2027 Testing Calendar. Dr. Chu seconded the motion. The motion carried unanimously.

h. Clubs and Student Organizations
Debbi Whitaker, Director

Action Item: Ratification of TCS Clubs and Student Organizations
Action Item: Approval of National Honor Society (New for 26-27)
Action Item: Approval of Quill and Scroll Chapter (New for 26-27)

Director Whitaker presented the action items related to student clubs and organizations. She referenced the recent audit findings and explained the updated approval process for clubs and student organizations. The Board was asked to ratify existing clubs and approve two new organizations for the 2026–2027 school year: the National Honor Society and the Quill and Scroll Chapter.

Director Whitaker presented the list of existing clubs and student organizations for Board ratification.

Secretary Hamon made a motion to approve the ratification of TCS clubs and student organizations. Vice Chair Chu seconded the motion. The motion carried unanimously.

Director Whitaker presented the request to establish a National Honor Society chapter at The Collegiate School for the 2026–2027 school year.

There were no questions or comments.

Secretary Hamon made a motion to approve the National Honor Society. Treasurer Williams seconded the motion. The motion carried unanimously.

Director Whitaker presented the request to establish a Quill and Scroll Chapter at The Collegiate School for the 2026–2027 school year.

There were no questions or comments.

Secretary Hamon made a motion to approve the Quill and Scroll Chapter. Vice Chair Chu seconded the motion. The motion carried unanimously.

VIII. Open Forum for Board Members

Chair Gregory recognized the accomplishments of The Collegiate School and highlighted the school's impact on student achievement. She shared that while only about 3% of graduating students across Bay County area schools earn an Associate of Arts degree, approximately 64% of TCS graduates may be eligible to earn an Associate of Arts degree. She acknowledged the dedication and hard work of the students, faculty, staff, and leadership team and expressed appreciation for their continued efforts.

Chair Gregory requested that Board members provide a brief biography and photo to be included on the website.

Chair Gregory shared that the next regularly scheduled Board meeting is September 17; however, an additional August meeting is needed to address approval of the Florida State University articulation agreement prior to the start of the school year. A tentative meeting date of August 13 at 3:00 p.m. Central Time was proposed, with a Zoom option available. Director Whitaker will confirm the meeting date. The anticipated agenda items include the FSU articulation agreement, safety policy updates, and the Department of Health Memorandum of Understanding.

Chair Gregory reminded Board members that they are required to attend at least two Board meetings in person each year. Chair Gregory also proposed having a Board

orientation, lunch, and the regularly scheduled Board meeting on September 17. All Board members who were present confirmed their availability.

IX. Adjournment

Dr. Gillian Gregory, Chair

Chair Gregory adjourned the meeting at 4:53pm CST.