

The Collegiate School at Florida State University, Panama City Board

Meeting Friday, May 5, 2023

2:00pm CST (3:00pm EST)

Attendees: Randy Hanna, Debbi Whitaker, Gillian Gregory, Robert Schoen, Kevin Forehand, Irvin Clark, Tyler Towne, Denise Newsome, Judy Hughes, Margaret Gamble, **One Community Member**

- I. Call To Order and Welcome
 - Dr. Forehand called the meeting to order at 2pm CST.
- II. Notice of Meeting
 - On public website
- III. Public Comment
 - None
- IV. Approval of Minutes from March 24, 2023
 - Dr. Tyler Towne motioned.
 - Dr. Gillian Gregory seconded.
 - Motion passed unanimously.
- V. Director's Report

Debbi Whitaker, Director, The Collegiate School at FSU Panama City

- Fingerprinting and Board Training (June 1) – Requesting for all board members to comply.
 - Background Check - Instructional and noninstructional personnel who are hired or contracted to fill positions in any charter school and members of the governing board of any charter school, in compliance with s. 1002.33(12)(g), must, upon employment, engagement of services, or appointment, undergo background screening as required under s. 1012.465 or s. 1012.56, whichever is applicable, by filing with the district school board for the school district in which the charter school is located, a complete set of fingerprints taken by an authorized law enforcement agency or an employee of the school or school district who is trained to take fingerprints.
 - TCS Board Training - Section 1002.33(9)(j)4., F.S., requires the governing board of a charter school to participate in governance training approved by the Department of Education which must include government in the sunshine, conflicts of interest, ethics, and financial responsibility.
- Grand Opening – August 8, 2023.
- School Calendar – Will maintain a school calendar similar to Bay District Schools.
- MSID/District ID – Assigned as School/District 82 – Dr. Crowe and Dr. Gregory GOOD JOB getting the MSID.
- Dual Enrollment – Working with Susan Hayman – In the final stages of articulation agreement.
- Screening Protocol – Have not adopted a protocol.
- Current Enrollment Numbers: As of May 5th – 107 students completed all

paperwork – waitlist five (5) – additional invites sent May 5th - targeting 125 – holding slots for military dependents – open enrollment year-round for military dependents.

- Vacant Positions – Positions posted – starting interview the week of May 8th.
- Focus Content – In place – ACCUPLACER for students in June 2023 – Canvas implementation on May 8th.
- FF&E – Furniture received.
- Move-In – Staff scheduled to move into facility June 1, 2023.

VI. New Business

- Bylaws

Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Action Item:

- Requested Action: Bylaws Amendment
 - Dr. Gillian Gregory motioned.
 - Dr. Tyler Towne seconded.
 - Motion passed unanimously.

- Discussion of Timing and Selection of Additional Board Members

Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Information Item:

- Requested Action: Determine Timeline and Application

NOTE: Dr. Forehand Recommendation – Governing Board to serve as the Advisory Council - Need teacher, student and parent representatives – Need to develop a process to select additional members.

NOTE: Dr. Gregory – Need a vote on the budget. As such, the sooner we can get new advisory council members the better. **Recommendation:** Have new council members selected by July 1, 2023 – Invite potential new council members to apply between May 8th and the end of May 2023. Require the following from applicants:

- Resume.
- Why they want to serve on the advisory council.
- Previous board experience.

We can identify student and parent representatives during the Open House in September 2023.

Mrs. Whitaker to send the board a DRAFT of the application via email the week of May 8th - call and/or email Mrs. Whitaker with feedback.

- Approve Filing of 501c3 Application

Dr. Randy Hanna, Dean, Florida State University, Panama City

Action Item:

- Requested Action: Approve 501(c)3 Application.
 - Dr. Irvin Clark motioned.
 - Dr. Tyler Towne seconded.
 - Motion passed unanimously.

NOTE: Dean Hanna apprised the Board of President McCullough APPROVING current board members on a permanent basis. Additional IRS 990 filing required.

- Audit Services and Legal Representation for The Collegiate School *Dr. Randy Hanna, Dean, Florida State University, Panama City* **Action Item:**

- Requested Action: Legal Representation Determination

NOTE: Dr. Hanna advised the board of the following:

- Approved the budget by the July meeting because we are currently working solely off of Triumph funds.
- The auditor needs to be selected via the RFP processes. Recommended that we select an auditor by July/August 2023. Must be approved by the FSU Audit Office and the FSU BOT.
- No audit needed for the current fiscal year.
- Legal representation does not require selection via RFP processes. Recommending a local firm with experience with 501c3s, non-profits, and/or charter schools.

NOTE: Dr. Foreman gave Dr. Hanna permission to recommend 2-3 local firms.

- Upcoming Board Meetings

Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Action Item:

- Requested Action: Board Calendar – Motion: Ongoing monthly board meeting (until changed) 4th Tuesday of each month starting May 23rd at 10AM CST (11AM EST).
 - Dr. Gilliam Gregory motioned.
 - Dr. Tyler Towne seconded.
 - Motion passed unanimously.

NOTE: TSC Welcome Celebration – May 16th starting at 6PM at FSU Panama City.

- Adjournment

- Meeting adjourned at 3:54pm CST (5:54pm EST)
- Dr. Gilliam Gregory motioned.
- Dr. Tyler Towne seconded.
- Motion passed unanimously.