

Charter Academy Governing Board Meeting Minutes

September 17, 2024

Dona and Milton Usry Board Room

Present: Chair-Mr. Sprague, Mr. Dawson, Mrs. Moore, Dr. Tippet, Dr. Ed Meadows, and staff.

Absent: none

1. **Call to Order:**

Mr. Sprague called the meeting to order at 5:38 PM

2. **Approval of the Agenda:**

Mr. Sprague called for a motion to approve the agenda. Dr. Tippet moved for approval; Mrs. Moore seconded the motion. Motion passed.

3. **Call for Public Comments**

There were no public comments.

4. **Consent Agenda** – Approved

Mr. Sprague called for a motion to approve the Consent Agenda. Dr. Tippet made a motion to approve; Mrs. Moore seconded the motion. The motion carried unanimously.

A. Approval of Minutes – May 21, 2024

B. Charter Academy Financials as of August 31, 2024

C. Approval of Florida Consortium of Public Charter School Performance Evaluation System for PSC Charter Academy personnel

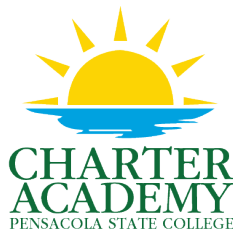
5. **Action Agenda**

A. Approval of 2023-2024 Operating Budget Amendment #2 – PSC Charter Academy. Motion made by Mr. Sprague to approve and was seconded by Dr. Tippet. The motion carried unanimously.

B. Approval of Governing Board Members and Chairperson. In accordance with the agreement of the Charter Academy Governing Board; the Chair of the PSC Board will automatically take the same role on the CA board.

C. The Chair position was transferred from Dr. Tippet to Mr. Sprague. Dr. Tippet agreed to continue to serve on the CA Governing board as a member. The motion was made by Dr. Tippet and seconded by Mrs. Moore. The motion carried.

6. **Dean's Report**



Dean Emerson shared his report stating that the Charter Academy currently serves 114 students: 21 freshmen, 14 sophomores, 35 juniors and 44 seniors. Enrollment for grades 9 – 11 is ongoing. All 9th and 10th grade students attend full-time on the Warrington Campus. 11th and 12th grade attend classes on both Warrington and Pensacola campuses. Warrington Campus has 26 Juniors and 16 Seniors. Pensacola Campus has 1 Junior and 16 Seniors. 7 Juniors and 13 Seniors are on both campuses.

Pensacola Campus improvement and renovations to Building 11 are ongoing and should be finalized soon.

The Charter Academy is fully staffed with the listed employees.

- Dean of Charter Academies: Bill Emerson
- Administrative Coordinator: Terry Goodwin (Dean)
- Student Engagement Specialist: Aaleigah Knight
- Principal: Dr. Karen McCabe
- Assistant Principal: Kathryn Lindsay Larson
- Curriculum Coordinator: Kelly Greiner
- Administrative Coordinator: Katja Lunsford (Pensacola)
- Administrative Coordinator: Curt McNeal (Warrington)
- School Counselor: Jessica Howie
- English Language Arts Teacher: Katrina Maurer
- Math Teacher: Lynda Shald
- Science Teacher: Khadijah Thomas
- Social Science Teacher: Jenna Montgomery

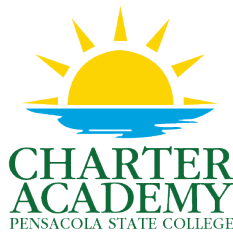
Transportation- We are currently transporting 50 students from Escambia and Santa Rosa Counties. We have contracted with Student Transportation of America (STA), otherwise known as School Wheels. STA is currently running four routes with a total route time just over an hour.

Food Service- The food service vendor, EZCater/Relish, is in place, and we have been working to provide desirable lunch choices. utilizing a different restaurant each day, which are cost effective for students and parents.

We have identified the students qualifying for Free or Reduced lunch benefits and are serving them accordingly.

School Safety- All required safety improvements are complete at the Warrington Campus. We have contracted with Escambia County School District (ECSD) to provide a Guardian as a School Safety Officer who is present each day. We are working with ECSD to carry out all required safety drills and the support necessary for all our school safety planning. An intercom and bell system are scheduled to begin installation this month.

Pensacola Campus Building 11 Improvements- Renovations to the first floor of Building 11 on the Pensacola campus are nearing completion. The first-floor restrooms are still under



renovation, but the rest of the first floor is complete. Renovations included some demolition and redesign, paint, flooring, and furniture. Charter Academy staff is present daily in the administrative office to offer services and check in the 37 students taking classes on campus. The Dean, his Administrative Coordinator, and the Student Engagement Specialist have relocated to their new office suite. Stop by if you would like a tour.

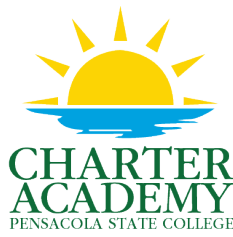
Recruiting- We are contracting with a vendor to develop an online recruiting package for both the Spring 2025 semester and the application process for the 2025-26 school year. Dean Emerson is working closely with Dr. Kelly as the Charter Academy is planning to emphasize our Associate in Science programs and fine tune the completion pathways for these programs. Our student Engagement Specialist has several information sessions scheduled with private and charter school 8th grade students and their parents this fall. Dean Emerson and staff is also working closely with Sheila Nichols and her staff in the marketing department to increase recruitment.

Personal Comments- I am confident the PSC Charter Academy will continue its growth. Word of our program is spreading, and we get inquiries daily. As we better understand the needs of area parents and students, we will continue to mold our school to provide an outstanding educational opportunity that satisfies the community. We will also consider the feasibility of opening the Pensacola campus to 9th and 10th grade students for Fall 2025. Also, I will be seeking an appropriate agency to provide accreditation for our school.

Questions – Dr. Tippett asked if there are any complaints from professors or instructors about having high school students in their classes. Dean Emerson explained that he has not heard of any issues and mentioned that if any issues arise, we would be proactive and address them accordingly. Mr. Emerson stated that he has personally met with the instructors who are teaching the 10th graders that are taking the computer class this semester and asked that they let us know if any issues do come up.

7. Principal's Report

- Dr. Karen McCabe provided enrollment numbers:
 - Total of 114 enrolled: 17 students are from Military families, 61 females, 53 males, 86 from Escambia County and 28 from Santa Rosa County.
- Marketing and recruiting efforts are ongoing and Information Sessions for both campuses are scheduled through December.
- Finalization of a STEM field trip to NAS, who has partnered with NASA is in the works. That will fall on Halloween.
- Our first FAST test for English Language Arts has been completed and the Charter Academy is 15 points above ECSD and 9 points above the State of Florida.
- Students continue to ask about having a prom, and we are looking into possibilities to make that happen.
- Dr. McCabe stated that we now have a full-time Guardian on staff. Dr. Tippett asked for clarification on their role. It was explained that they are not a law enforcement officer,



but a specially trained safety officer who carries a weapon, and their sole purpose is to keep everybody safe. The Florida Legislature created these positions in response to Marjory Stoneman Douglas.

- Dr. McCabe also explained that we now do all safety drills, such as fire, evacuations, and lockdowns. We are assigned a deputy from Escambia County Sheriff's office: however, we are talking to Chief Goley about the potential of using our PSC police officers.
- Dr. McCabe said that the Assistant Principal, Ms. Larson, is organizing a Parent Teacher Association for the Charter Academy, and that families have already shown interest in participating.

Questions: Dr. Tippett asked if our students could participate in high school sports at their zoned schools. Dr. McCabe explained that they can and do. The students participate in extracurricular activities at their zoned schools, which is classified as their secondary school. We have students who participate in JROTC, band, soccer, golf, and baseball. Dr. Tippett asked how the students get there, and Dr. McCabe told him they must provide their own transportation.

Dr. Tippett asked how we scored compared to Santa Rosa County School District. Dr. McCabe said she would research and send him an email with the requested information.

8. **Adjournment:** Having no other business, the meeting was adjourned at 5:53 PM.

Approved:

By: 

Gordon Sprague, Chair
Charter Academy Governing Board

Date: 01/30/2025

Attested:

By: 

Dr. Ed Meadows, President
Pensacola State College

Date: 01/30/2025

Minutes Recorded by:

Terry L. Goodwin, Administrative
Coordinator for Dean Emerson

