

**OKALOOSA ACADEMY CHARTER SCHOOL  
MEETING OF THE BOARD OF DIRECTORS  
MINUTES**

Date: Tuesday, July 28, 2026

Time: 10:00am

Location: Okaloosa Academy Charter School/ Meeting also accessible via Zoom  
720 Lovejoy Road NW  
Ft. Walton Beach, FL 32547

I. Call to Order, Review of Public Notice, Roll Call

The meeting was called to order by Dr. Seaton at 10:01am. Board members present were: Dr. Gregory Seaton, Jimmy James, and Roberta Welch. Guests present included: Ray Sansom, Dr. Allison Schnell, Kara Griffin.

II. Approval of Agenda

Mr. James motioned to approve the agenda as written. Ms. Welch seconded. Motion passed.

III. Approval of Minutes

Mr. James requested that the minutes be corrected, as Dr. Seaton was not in attendance at the meeting and his name was included in error. Mr. James made a motion to approve the minutes from the May 28, 2026 meeting with the modification that Mr. James was filling in for Dr. Seaton leading the meeting. Dr. Seaton seconded. Motion passed.

IV. Public Comments by Pre-Registered guests, if any

No guests were present.

V. Reports

A. Okaloosa Academy Director's Report & Title I Update – Mr. Sansom provided the Director's report and stated that campus improvements over \$100,000 were in progress this summer. He also noted that the recruitment of teachers has been more difficult this year due to a variety of factors out of our control. We are confident in another successful school year with the strong support and partnership of the school district.

B. Management Report – Mr. Sansom's director's report included the management report.

VI. Discussion & Action Items

VII. Reports

#### Human Resources

- A. Okaloosa Academy Personnel Report – The personnel report for Okaloosa Academy was presented by Dr. Schnell, in Ms. Daters’ absence. Okaloosa Academy has 15 current employees and they are in the process of hiring 3 more staff members. Ms. Welch made a motion to approve the personnel report, Mr. James seconded. Motion passed.
- B. Teacher Salary Increase Allocation- The proposed TSIA budget was presented by Ms. Griffin. She stated that the TSIA is required by the state and written into legislature to bring the minimum base salary up for teachers. This year, the TSIA funds are able to provide a new minimum base salary of \$53,298. The final report will be sent to the school district, it will then be submitted to the state for final approval. Once the plan is approved, the funds will be distributed to eligible staff members. Mr. James made a motion to approve the Teacher Salary Increase Allocation. Ms. Welch seconded. Motion passed.
- C. Updated Employee Handbook- Dr. Schnell stated that the Employee Handbook was updated for the 2026-2027 school year. There were no questions after the board reviewed the document. Ms. Welch made a motion to approve the Updated Employee Handbook. Mr. James seconded. Motion passed.

#### Financials

- A. Okaloosa Academy Financial Reports – Ms. Griffin presented the Okaloosa Academy Financial Report. She stated that the school year was successful and they ended FY 2025-2026 with a balance of \$850,120.47. Revenue was slightly above target at 101.0% and expenses were below our original projection at 95.3%. Overall, the 2025-2026 school year income and expenditures were in line with the budget. Mr. James made a motion to approve the financial reports. Ms. Welch seconded. Motion passed.
- B. 26-27 Okaloosa Academy Projected Budget – Ms. Griffin presented the 2026-2027 projected budget and noted that total expenditures are projected to come in around \$2,000,000 for the FY. Dr. Seaton made a motion to approve the budget, Mr. James seconded. Motion passed.
- C. 25-26 Audit Update- Ms. Griffin provided an update on the 25-26 audit and noted that all documents and reports had been sent to the auditor and she was in the process of answering any questions and providing additional documentation to the auditor when asked. She expects the audit to be completed sometime this fall.

#### VIII. General

- A. Next Board Meeting – The next board meeting will be scheduled later this fall.

#### IX. Adjournment

The meeting was adjourned at 10:32am. Dr. Seaton made a motion to adjourn, Mr. James seconded. Motion passed.