

**OKALOOSA ACADEMY, INC.
MEETING OF THE BOARD OF DIRECTORS MINUTES**

Date: Wednesday, March 4th, 2020
Time: 3:00 pm
Location: Okaloosa Academy
720 NW Lovejoy Road, Fort Walton Beach, FL 32548

- I. **Call to Order, Review of Public Notice, Roll Call**
The meeting was called to order by Board Chairperson, Fred Carrender at 3:08 pm. Board Members present were: Angelo Pearson and Fred Carrender. Jimmy James sent in his proxy as Fred Carrender prior to the meeting and was not present. Michael Allshouse attended by telephone. Guests present included: Dr. Bill Rader, Ray Sansom, Allison Schnell, Tammie Braden, Stephanie Duenas (for her report/presentation only) and Amy Pupo.
- II. **Approval of Minutes, November 7th, 2019 - the last meeting's minutes were approved on a motion by Mr. Pearson, seconded by Mr. Allshouse.**
- III. **Approval of Agenda – the agenda was approved on a motion by Mr. Pearson, seconded by Mr. Carrender.**
- IV. **Public comment by preregistered guest, if any – N/A**
- V. **Reports**
 - A. **Directors' Reports presented by school directors**
Ms. Duenas presented DJJ's report. The school is doing well, she has a good relationship with the school district. She also had 20 recent GED graduates. She currently has a couple in high school graduates. 40 students from the CYA and OYA facilities are GED candidates. Mr. Sansom spoke on behalf of Okaloosa Academy as Christol Jarrett is not present today. 11 students are out ill at this time. The school year is going well; however, there are fewer students than we anticipated. Many schools are going to online learning and we will deal with the fluctuation.
 - B. **Management Report presented by Dr. Rader/Ray Sansom**
Dr. Rader said that a lot of work has gone into the school recently. We've had to deny some items due to lower enrollment/budget cuts.
- VI. **Action Items**
 - A. **Personnel Recommendations/Changes presented by Amy Pupo**
The personnel report within the packet was discussed. The report was approved on a motion by Mr. Pearson, seconded by Mr. Carrender.
 - B. **Financial Reports presented by Tammie Braden**
 - Okaloosa Academy
 1. **Monthly Financial Statement**
 2. **Budget Amendment 19-20**
 3. **IRS form 990**

Summary – Ms. Braden presented and explained the statements for the school's bank accounts. She explained the different types of funds (general, special revenue - Title I - and the capital outlay) and presented the balance sheet. The general fund is sent to the district each month and the Title I budget is a wash – in and out (money is allocated). The capital outlay fund is mostly used to sustain facilities. She shared the income statement of each fund. Ms. Braden also gave a budget update for approval. The FTE counts were lower (avg 178 projected going forward) than had been proposed at our last board meeting; therefore, there is lower revenue to offset with decreased enrollment. Budget line items have been decreased to accommodate the lower number of FTEs. As it stands, the school will experience a net

loss for the year. Ms. Braden presented the filed IRS form 990 for review and discussion, as it is informational only (the auditors prepare). We are going to remain with the same auditing firm for our next audit. The financial statements and budget amendment were approved on a motion by Mr. Pearson, seconded by Mr. Carrender.

Okaloosa Academy - DJJ

4. Financial Statements

5. Budget Amendment 19-20

6. Gulf Coast Treatment Center Financial Statements

7. Gulf Coast Treatment Center Budget 19-20

Summary – Ms. Braden went over the DJJ and Gulf Coast financial statements/budget as well as DJJ’s budget amendment. The DJJ budget amendment was to adjust for a decreased amount of FEFP revenue. Salaries and taxes/insurance were adjusted. Gulf Coast has a surplus/net income based on the Profit and Loss statement. The reviewed statements (both facilities) and amendment (DJJ) and Gulf Coast’s budget were approved on a motion by Mr. Pearson, seconded by Mr. Carrender.

VII. Other Action Items

A. Best and Brightest Memo of Understanding (MOU)

Ms. Braden presented and explained our plan of action for the Best and Brightest award. We have the ability to disburse funds at our own discretion and we decided to follow the school district. The MOU gave a specific breakdown on how the funds would be calculated and who, if applicable, would qualify. The board previously approved a motion that we follow the school district in how we would distribute the funds. We had 6 Teachers qualify from Okaloosa Academy and 9 Teachers qualify from Okaloosa DJJ. The MOU was approved on a motion by Mr. Pearson, seconded by Mr. Carrender.

VIII. Emergency Items

IX. Board Member Matters

The next board meeting has been set for Wednesday, July 15th, 2020 at 10:00 am.

X. Adjournment - The meeting was adjourned by Mr. Carrender at 3:54 pm on a motion by the chairperson. No one opposed.

Respectfully Submitted,

Amy Pupo, Acting Recorder