

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

Date: Wednesday, November 3, 2021

Time: 1:00pm

Location: Okaloosa Academy Charter School/ Meeting also accessible via Zoom

720 Lovejoy Road NW

Fort Walton Beach, FL 32547

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

The meeting was called to order by Mr. Carrender at 1:03pm. Board members present were: Fred Carrender, Dr. Michael Allshouse, Jimmy James, and Dr. Greg Seaton, and Angelo Pearson. Guests present included: Ray Sansom, Dr. Allison Schnell, Andrea James, Elizabeth Daters, and Stephanie Duenas.

II. Approval of Agenda

Dr. Seaton motioned to approve the agenda as written. Dr. Allhouse seconded. Motion passed.

III. Approval of Minutes from July 28, 2021

The last meeting's minutes from July 28, 2021 and September 14, 2021 were approved on a motion by Mr. Pearson, seconded by Mr. James. Motion passed.

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

No guests were present.

V. Reports

A. Director Report

- a. Director Report Okaloosa Academy – Mr. Sansom provided the Director's report for Okaloosa Academy in Ms. Jarrett's absence. He stated that enrollment was above what was anticipated. Mr. Sansom said Okaloosa Academy is working with Career Source to provide mentors and counselors to students on campus. He also stated things are going well on campus and everyone is positive about the school year.
- b. Director Report Okaloosa DJJ – Ms. Duenas reported Covid is under control in the facility and no one has had to quarantine since the last board meeting that was held in July. Ms. Duenas stated that she is working closely with the district to develop areas they want to improve in, including CTE. She is continuing to look at options for CTE as the kids need more hands-on skills.
- c. Management Report – Mr. Sansom confirmed that his director report for Okaloosa Academy and Ms. Duenas's report for Okaloosa DJJ covered everything he planned to mention.

VI. Reports/Action Items

Human Resources

- A. Personnel Report - The personnel reports for Okaloosa Academy and Okaloosa Academy DJJ were presented by Ms. Daters. Okaloosa Academy has 16 active employees. Okaloosa DJJ has 16 active employees. A motion was made by Dr. Allshouse to approve the personnel reports and Mr. James seconded. Motion passed.
- B. Substitute Handbook – Ms. Daters presented the revised Substitute Teacher Handbook for daily subs and long-term subs. Ms. Daters highlighted the topics that are included in the handbook which include: qualifications, guidelines, teaching duties and professional obligations. Mr. Carrender made a motion to approve the Substitute Teacher handbook and Dr. Allshouse seconded. Motion passed.

Financials

- A. Financial Report – Ms. James provided the financial reports for Okaloosa Academy and Okaloosa DJJ. Ms. James shared the news that there is another round of ESSER funds to spend through 2024. Okaloosa Academy will receive \$295,000 and Okaloosa DJJ will receive \$149,000. Ms. James shared the profit and loss statement for July and August for both schools. Both schools' financials are still showing the second round of PPP because it has not yet been forgiven.
- B. 2021 – 2022 Revised Budget – The revised Okaloosa Academy budget was presented by Ms. James. She stated teacher raises, sales tax, E-Rate, the addition of computers and increased capital drove the adjustments. Ms. James stated PPP forgiveness of July 2021 was moved into June because of auditor guidelines. Dr. Allshouse made a motion to approve the revised budget, Mr. Pearson seconded. Motion passed. The Okaloosa DJJ revised budget was presented by Ms. James and reviewed the changes due to teacher raises and PPP forgiveness. Dr. Allshouse made a motion to approve the revised budget. Dr. Seaton seconded. Motion approved.
- C. 2020 Audit – Ms. James reported there was a finding as part of the compliance report. Repair work was done in September of 2020 due to Hurricane Sally and the invoice went to the School District. Ms. James stated the School District did not send the invoice to us until August 2021 in which it was immediately paid upon receipt. There were no questions from the board regarding the audit. Mr. James made a motion to approve the 2020 Audit. Dr. Seaton seconded. Motion approved.
- D. PPP Update – Ms. James provided the PPP update and stated that the forgiveness has been submitted and we are waiting to hear back from the bank.

General

- A. Annual Meeting/ Officer Elections Officer elections –_Board Membership changes are made at each annual meeting in October and Dr. Schnell asked if the board wanted to make any changes to positions held. Mr. Carrender made a motion for the following officer positions; Dr. Allshouse seconded: Mr. Carrender will remain Chairperson. Mr. James made a recommendation for Dr. Seaton to serve as Vice Chairperson. Mr. Pearson will remain Secretary. Mr. James recommended Dr. Allshouse as Treasurer. Mr. James will serve as board member.
- B. Vehicle Maintenance and Repair Agreement with OCSD – Dr. Schnell presented the vehicle and repair agreement between Okaloosa Academy and Okaloosa County School District. She stated the School District will continue to loan busses when ours break down, and will fix and maintain our vehicles/busses for a fee as set forth in the agreement. Dr. Seaton motioned to approve. Mr. James seconded. Motion approved.
- C. Okaloosa Academy Charter Renewal Update – Mr. Sansom presented the update on the renewal for Okaloosa Academy. It is up for renewal in February 2022 and will be reviewed in January/February 2022.
- D. Board Membership – Mr. James asked if there was a way board members could participate in parent meetings. Mr. Sansom responded that the school has periodic parent meetings that include the entire staff and he will include the board on the meeting invitations. The next board meeting is scheduled for Wednesday, February 23 at 10am.

VII. Adjournment

The meeting was adjourned on a motion by Dr. Allshouse at 1:35pm.