

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

Date: Tuesday, May 20, 2025

Time: 1:00pm

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 1:02pm. Board members present were: Dr. Greg Seaton, Jimmy James, Vickie Sykes, Roberta Welch, Angelo Pearson and Ann Black via proxy. Guests present included: Ray Sansom, Dr. Allison Schnell, Kara Griffin, and Elizabeth Daters.

II. Approval of Agenda

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

III. Approval of Minutes

The last meeting's minutes from October 21<sup>st</sup>, 2024 were approved on a motion by Ms. Sykes and seconded by Mr. James. 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 the school is wrapping up the school year. He stated it's been a great year and Ms. Duenas has done an excellent job. FTE in October was at 99 students and it has increased to 171 as of May 20<sup>th</sup>, 2025. He stated that the school district has done a great job referring students. He also stated that the school has a good partnership with Bridgeway and the Ft. Walton Police Department. Mr. Sansom anticipates a growth in enrollment for the 25-26 SY.
- B. Management Report – Mr. Sansom's director's report included the management report.

VI. Discussion & Action Items

- A. Okaloosa County School District/Okaloosa Academy Fuel Agreement – Dr. Schnell stated that the fuel agreement is renewed every year which allows our buses to use district fueling stations. Mr. Sykes made a motion to approve the fuel agreement, Mr. James seconded. Motion passed.

### Human Resources

- A. Okaloosa Academy Personnel Report – The personnel report for Okaloosa Academy was presented by Ms. Daters. There are 17 current employees with 2 vacancies and 5 terminations. Mr. James made a motion to approve the personnel report, Ms. Welch seconded. Motion passed.
- B. Teacher Salary Increase Allocation Update – Ms. Daters provided the Teacher Salary Increase Allocation update in which all funds were dispersed in April and all teachers received their retro pay.
- C. Updated Salary Schedule - Ms. Daters provided the revised 2024-2025 and 2025-2026 salary schedule which brings the new minimum to \$51,683.00. Ms. Sykes made a motion to approve the revised salary schedules, Mr. Pearson approved. Motion passed.

### Financials

- A. Okaloosa Academy Financial Reports – Ms. Griffin presented the financial report and stated that total assets as of April 30<sup>th</sup> are currently at \$745,040.06, the school is in great shape financially and expenses are on track this school year. Mr. James motioned to approve the Okaloosa Academy financials, Mr. Pearson seconded. Motion passed.
- B. 24-25 Amended Budget – Mr. Griffin provided the amended budget and stated that total expenditures for the school year will come in at just over \$2 million, with total funding projected at \$1,611,242.25. She stated that the school anticipates closing the fiscal year with a fund balance of \$722,839.53 which will offer a modest cushion to cover any outstanding obligations beyond June 30<sup>th</sup>. Mr. James made a motion to approve the amended budget, Mr. Pearson seconded. Motion passed.
- C. 24-25 Audit Engagement Letter - Ms. Griffin thanked Dr. Seaton for reviewing and signing the engagement letter so promptly. It has been forwarded to the auditor and we are moving forward with the next steps of the audit. Mr. James made a motion to approve the audit engagement letter, Ms. Welch seconded. Motion passed.

## VII. General

- A. Next Board Meeting - Dr. Schnell said the next board meeting will be scheduled for later this summer.

## VIII. Adjournment

Mr. James made a motion to adjourn the meeting at 1:23pm, Ms. Welch seconded. Motion passed.