

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

Date: Wednesday, October 3, 2018
Time: 4:00 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 4:05 pm. Board Members present were: Jimmy James and Fred Carrender. Guests present included: Dr. Bill Rader, Ray Samson, Terri Roberts, Allison Schnell, Stephanie Glover, Christol Jarrett, Forrest Ward and Amy Pupo. Michael Allshouse also attended, who was voted in this meeting as a Board Member.
- A. Board Member Matters - Board Member approval of Michael Allshouse** was moved to first item on the agenda so he could vote. New board member Michael Allshouse was approved on a motion by Mr. Carrender, seconded by Mr. James after review of his application.
- II. Approval of Minutes, June 13, 2018** – the last meeting’s minutes were approved on a motion by Mr. James, seconded by Mr. Carrender.
- III. Approval of Agenda** – the agenda was approved on a motion by Mr. James, seconded by Mr. Carrender.
- IV. Public comment by preregistered guest, if any** – N/A
- V. Consent Items**
- A. Personnel Recommendations/Changes presented by Amy Pupo** – the Okaloosa Academy report was approved as reviewed on a motion by Mr. James and seconded by Mr. Carrender. The Okaloosa DJJ report was approved as reviewed on a motion by Mr. Carrender and seconded by Mr. James.
- VI. Action Items**
Report and Discussion
- A. Financial Reports presented by Terri Roberts**
Okaloosa Academy
- 1. Audited Financial Statements 06-30-2018** – The audited statements were approved on a motion by Mr. Carrender, seconded by Mr. James.
 - 2. Monthly Financial Statement 08-31-2018** – review/discussion only, no approval necessary. The statements are also sent to the school district.
 - 3. 401K Employer Match 2017-2018** – The match was approved on a motion by Mr. Carrender, seconded by Mr. James. Employees will see their employer match on the October payroll.
 - 4. Salary Increases FY 2018-2019** – The increases were approved on a motion from Mr. Carrender and seconded by Mr. James.
 - 5. Budget Amendment 2018-2019** - The budget amendment was approved on a motion from Mr. James and seconded by Mr. Carrender
- Financial Reports Summary:** The audit took place over the summer and there were no findings. Ms. Roberts pointed out key points in the audit such as the Management Letter, Independent Auditor’s Report and the Statement of Financial Condition. She felt the most important

indicator is the Fund Balances shown on the Governmental Funds Balance Sheet. The ending fund balance as of June 30th, 2018 was \$189,598. At the end of the current fiscal year, unassigned fund balance for the general fund (operating fund) was \$143,779. The auditors reported that there were no recommendations. Ms. Roberts reported that the audit went smoothly. Regarding the employer match and the salary increases, they are built into the budget and the employees appreciate them and it brings their pay in line with the district. The employer match is a great incentive for staff. The budget amendment was based on an updated number of students enrolled (from 243 at last meeting to 245), this did not result in much of a change to the proposed budget. There will be an increase to the auto insurance policy but it will happen early 2019. Security measures for the campus will result in increased expenses forthcoming. The ending fund balance of the general fund on the amendment (reserve) is \$57,651. For the Capital Fund, the Charter School Capital increased by \$36K.

Okaloosa Academy - DJJ

6. Financial Statements 06-30-2018 and 8-31-2018 – review/discussion only, no approval necessary.
7. 401K Employer Match 2017-2018 – The match was approved on a motion by Mr. Carrender, seconded by Mr. James. Employees will see their employer match on the October payroll.
8. Salary Increases FY 2018-2019 – The increases were approved on a motion from Mr. Carrender and seconded by Mr. James.
9. Budget Amendment 2018-2019 - The budget amendment was approved on a motion from Mr. James and seconded by Mr. Carrender.
10. Gulf Coast Treatment Center Financial Statements – review/discussion only, no approval necessary.

Financial Reports Summary: No audit is required for DJJ at this time. The Profit and Loss statement showed a loss for the year for DJJ (\$61,681). The Liabilities, Equity and Reserve total \$194,705. Regarding the budget, there was an increase in FTE. As of 10/03/18, there are 133 students at the facility. If all goes according to plan in the budget, the ending fund balance should be \$86,834. Gulf Coast Treatment Center currently has \$21K in reserves. This contract is up for renewal. DJJ will also receive the employer retirement plan match and the salary increases.

B. Management Report presented by Dr. Rader/Ray Sansom

1. Review of current By-Laws – Dr. Rader went over the most recent board by-laws. We do need additional board members. Mr. Carrender pointed out that he would like to have the document updated to show that the board members will serve staggered terms of three years. The By-Laws edits were approved on a motion by Mr. Carrender and seconded by Mr. Allshouse.
2. Okaloosa School Board Agreement with Okaloosa Academy (Ray) – Ray mentioned that Okaloosa Academy is participating in a 45 day Interim Alternative Educational Setting (IAES) program where the school provides the classrooms for the program. The new agreement was approved on a motion by Mr. Carrender, seconded by Mr. James.

VII. Director's Reports – Stephanie Glover, Christol Jarrett and Forrest Ward.

- A. Okaloosa Academy – Both directors reported that the school year is off to a great start so far. They handed out a sheet of upcoming events and the

school will be busy this fall and holiday season. There are many new hires this year and intensive math and leadership has been added/kept. Regarding the leadership program, there have been great ideas and a partnership between the High School and Middle School has been implemented. Another item is the Bell Schedule change, which has resulted in a later start time and the school's tardies have been cut in half. Food for Thought is also active at the school, which has resulted in a growth in community partnerships (Target, Dewey Destin's to name a couple) and there have been 107 families benefiting from the program so far. AJ's has also donated PE equipment. Emerald Coast Church and Dr. Becky Bailey are also involved with the school. The staff has been participating in First Friday professional development. Ms. Black's (high school) class has also been participating in a Freedom Writers theme and students are excited and are talking more about learning. There has also been 100% participation in FSA re-takes.

- B. Okaloosa Academy DJJ - Mr. Ward explained that DJJ is a much better environment since the new management of the facility came aboard. They are fully staffed and have several new Teachers. The state is happy with the facility, after some quality inspections of the facility. There is a new superintendent on site and the results have been positive. There have been six graduates since July of 2018 and the school has experienced much success with GEDs. There is now a service dog on premises, to assist a student and the situation has worked out well so far.
- VIII. Mental Health Assistance Allocation Plan approval - this plan was approved by the board via email in July 2018 (deadline was Aug 1). We have been approved to use the Okaloosa School District's formal plan. Formal approval at the meeting was on a motion by Mr. Carrender, seconded by Mr. James.
- IX. Wellness Policy review/approval - annual approval (there were no changes or updates to last year's approved policy) was done on a motion by Mr. Carrender, seconded by Mr. James.
- X. Emergency Items
- XI. Public Comment on Non-Agenda Items - N/A
- XII. Revisit of Board Member Matters/Comments - Jimmy James was elected as Vice Chairperson effective this meeting. Mr. Carrender will remain as Chairperson. The next board meeting has been set for Friday, February 1, 2019 at 1:00 pm.
- XIII. Executive Session - this was not necessary and therefore, N/A.
- XIV. Adjournment - The meeting was adjourned by Mr. Carrender at 5:31 pm. No one opposed.

Respectfully Submitted, *Amy Pupo*, Acting Recorder