

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

**Date:** Tuesday, March 6, 2018  
**Time:** 2:30 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 2:30 pm. Board Members present were: Jimmy James, Fred Carrender and Greg Gaddis. Guests present included: Dr. Bill Rader, Ray Samson, Terri Roberts, Stephanie Glover, Christol Jarrett, Forrest Ward and Amy Pupo.
- II. **Approval of Minutes, October 17, 2017 – the last meeting’s minutes were approved on a motion by Mr. James, seconded by Mr. Gaddis.**
- III. **Approval of Agenda – the agenda was approved on a motion by Mr. James, seconded by Mr. Gaddis.**
- IV. **Public comment by preregistered guest, if any**
- V. **Director’s Reports – Stephanie Glover, Christol Jarrett and Forrest Ward.**
  - A. **Okaloosa Academy has been conducting active lockdown training and is currently working with the Okaloosa County Sheriff’s Department to ensure safety at the school. A recent lockdown situation occurred and Dr. Rader was present that day and impressed with how well the school staff kept the situation under control. Both directors are continuing to make upgrades to the campus and safety. A purchase order has been created to purchase an extended fence.**
  - B. **Okaloosa Academy DJJ has had a solid, good academic year according to Mr. Ward. The security concerns do not really apply at this facility since security is already tight due to proximity to the prison. Okaloosa Youth Academy had 5 GEDs and that is an improvement. The new management company (Youth Opportunity Investments) that handles the facility has experience in working with the special population and DJJ has a good relationship with them. Mr. Ward said they do not sit on concerns; that they are handled promptly. The new education building is up and running. Front office morale is high and there are forecasts for additional students in the near future.**
- VI. **Consent Items**
  - A. **Personnel Recommendations/Changes presented by Amy Pupo - the report was approved as reviewed on a motion by Mr. Gaddis and seconded by Mr. James.**
- VII. **Action Items**
  - Report and Discussion
    - A. **Financial Reports presented by Terri Roberts**
      - Okaloosa Academy
        1. **Monthly Financial Statement 01/31/18 – This year will be tight if FTE numbers continue to go down. The balance sheet shows the actual fund balance as \$260,275. Statements were approved on a motion by Mr. Gaddis, seconded by Mr. Carrender.**
        2. **Budget Amendment – The revised budget has been prepared with an FTE count of 243, down from the projection of 250. School resignation funds were also distributed based on improving rating of**

the school. E-Rate was not given this year and is a couple of years behind. Buses are incurring a lot of repairs. There is an increase on the Charter School Capital funds since the original budget. The Title I budget has not changed. The amendment was approved on a motion by Mr. Gaddis, seconded by Mr. Carrender.

3. IRS Form 990 - Ms. Roberts has compared calculations and amounts to the audited financials. The form as reviewed was approved on a motion by Mr. Carrender and seconded by Mr. James.
4. School Accountability Report (Information Only) – submitted to the DOE in November 2017. There are a few board member contact updates for next year's report.

**Okaloosa Academy - DJJ**

5. Budget Amendment – Title I is getting additional funds. The overall budget looks positive.
6. Financial Statements 01/31/18
7. Gulf Coast Treatment Center Financial Statements – there has been a change in the contract with the district.

DJJ's and Gulf Coast Treatment Centers financial reports were all approved following a motion by Mr. Carrender, seconded by Mr. Gaddis.

- B. Management Report presented by Dr. Rader/Ray Sansom – Dr. Rader feels comfortable with Okaloosa Academy's campus safety.
- C. Updated Employee Handbook for Review and Approval – manual was approved on a motion by Greg Gaddis, seconded by Fred Carrender. The manual will be uploaded on the school's webpage and distributed to new hires going forward.

**VIII. Emergency Items**

**IX. Public Comment on Non-Agenda Items**

- X. Board Member Matters/Comments – Mr. James spoke on how he participates in the Teen Court and he's often surprised how young the offenders are. The next board meeting has been set for Wednesday, June 13th, 2018 at 2:30pm.**

**XI. Adjournment**

The meeting was adjourned by Mr. Carrender at 3:23 pm. No one opposed. An executive session for the board members only followed.

Respectfully Submitted,

*Amy Pupo, Acting Recorder*