

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

Date: Wednesday, May 19, 2021

Time: 10:00am

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

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

The meeting was called to order by Mr. Carrender at 10:06 am. Board members present were: Fred Carrender, Dr. Michael Allshouse, Jimmy James, and Dr. Greg Seaton. Guests present included: Dr. Bill Rader, Ray Sansom, Dr. Allison Schnell, Andrea James, Elizabeth Daters, and Stephanie Duenas.

II. Approval of Agenda

Dr. Allshouse motioned to approve the Agenda as written. Dr. Seaton seconded. Motion passed.

III. Approval of Minutes from March 3, 2021

The last meeting's minutes from March 3, 2021 were approved on a motion by Mr. James, seconded by Dr. Allshouse. Motion passed.

IV. Reports

Director Report- Ms. Jarret reported that Okaloosa Academy has had a successful school year with 232 students currently enrolled, with 149 students utilizing the remote learning option. The staff has gone above and beyond supporting the online students, providing phone, email, and Zoom support along with a full range of ESE and counseling services to all students. The Okaloosa Academy drone team was competing with area teams. Ms. Jarrett also reported that the school is working on a partnership with Hurlburt Field for student mentors.

Ms. Duenas reported that numbers of students have gone down because of the restriction of movement of students around the state due to COVID and she hopes to see an increase for her facility this upcoming school year. Many students are able to take the common assessments. 25 students graduated with their GEDs this spring!

Management Report- Dr. Rader commented that the directors have done a wonderful job through the pandemic. Mr. Sansom mentioned the Okaloosa DJJ contract being up for renewal in June with the school district.

Reports/Action Items

- A. Personnel Report- The personnel reports for Okaloosa Academy and Okaloosa DJJ were presented by Ms. Daters. Ms. Daters also reported the 2021-2022 staffing plans. The only changes are two additional positions at Okaloosa Academy and an

assessment coordinator. In addition, Ms. Daters presented the 2021-2022 salary schedule and stated that the percentage increases were the same as the district. It is noted that due to the recent teacher raises, there are no changes to the salary schedule for 2021-2022.

- i. A motion was made by Dr. Allshouse to approve the current school year personnel reports, Mr. James seconded. Motion passed.
- ii. A motion was made by Dr. Allshouse to approve the staff recommendations for the 2021-2022 school year for both Okaloosa Academy and Okaloosa DJJ. Mr. James seconded. Motion passed.
- iii. A motion was made by Dr. Seaton to approve the 2021-2022 salary schedule. Mr. James seconded. Motion passed.

B. Financial Reports presented by Ms. James for Okaloosa Academy and Okaloosa Academy DJJ

- i. Financial Reports– The schools' financial reports were presented by Ms. James. She commended the schools' directors for such great work managing their budget for the year, as they are right on track financially. The board did not have any questions about the reports. The financial reports were approved on a motion by Dr. Allshouse, seconded by Mr. James.
- ii. The revised budgets for the current year based upon actuals was presented by Ms. James. The Board reviewed the budgets. A motion to approve the amended budgets for Okaloosa Academy and Okaloosa DJJ for the current year was made by Mr. James, seconded by Mr. Carrender.
- iii. The 2020 tax return was presented by Ms. James as an information-only item. The board did not have questions.
- iv. Auditor selection process was introduced by Ms. James. Three bids were obtained through the RFP process and the lowest bid was recommended to the board. The board agreed. Mr. James made a motion to accept and hire McDonough CPA as they had the best rate, Dr. Allshouse seconded. Motion passed.
- v. The Paycheck Protection Program loan was discussed by Dr. Rader. The loan was exclusively used for payroll for school personnel. Dr. Rader asked for approval from the board to submit for forgiveness of the first round PPP application. Dr. Allshouse made a motion to approve Dr. Rader to submit documents for forgiveness on behalf of the board. Mr. Carrender seconded. Motion passed.
- vi. Zoom meetings were discussed. The board discussed the COVID-19 pandemic and how it changed the way they conduct meetings. The board spoke favorably about their experiences conducting Zoom meetings and would like to continue. The meetings are open to the public and advertised on the school website, per Sunshine Law. In addition, anyone who wishes to join the meeting may meet in-person at the school or join virtually to participate, which makes it more accessible for the general public. Mr. James made a motion to continue meeting via Zoom, Dr. Allshouse seconded. The motion passed.
- vii. The next Board meeting is scheduled for Wednesday, July 21, 2021.

VII. Adjournment

The meeting was adjourned on a motion by Dr. Allshouse, seconded by Mr. James at 11:15am.