

**LEARNING ACADEMY OF SANTA ROSA  
MEETING OF THE BOARD OF DIRECTORS  
MINUTES**

**Date: Wednesday, July 19<sup>th</sup>, 2017**

**Time: 1:30 pm**

**Location: Learning Academy of Santa Rosa**

**Building C Conference Room**

**5880 N. Stewart Street**

**Milton, FL 32570**

- I. **Call to Order, Review of Public Notice, Roll Call**  
The Meeting was called to order by Board Chairperson, Robin King at 1:31 pm. Board Members present were: Don Lewis Lynn and Robin King. Guests present included: Bill Emerson, Allison Schnell, Ray Samson, Terri Roberts, Kara Whitney and Amy Pupo. Ms. Jo Henderson turned in her Proxy prior to the meeting as Mr. Lynn. Please note that as of this meeting Ms. Vicky Miller has resigned her position on the board.
- II. **Approval of Minutes, April 18<sup>th</sup>, 2017**  
Mr. King gave everyone the opportunity to briefly review the last meeting's minutes. The minutes were approved on a motion by Mr. Lynn, seconded by Mr. King.
- III. **Approval of Agenda**  
The agenda approved on a motion by Mr. King, seconded by Mr. Lynn.
- IV. **Public Comment by previously registered guest, if any**
- V. **Director's Report**
  1. **Academic Spotlight - Ms. Whitney explained that it had been a great year, that her staff all work hard to move the kids in a positive direction. They received a Maintaining rating from the state. The new building has been a positive change, there are some outstanding issues that are currently being worked on and will be complete before school starts.**
- VI. **Consent Items**
  1. **Personnel Recommendations/Changes presented by Amy Pupo - the only opening at this time is for a Bus Driver. The report was approved as reviewed on a motion by Mr. King, seconded by Mr. Lynn.**
- VII. **Action Items**
  1. **Financial Reports presented by Terri Roberts**
    1. **Approval of budget amendment 2016-2017**  
There is an increase in revenue due to recalibration of funds. The amendment had an addition of two students (unknown until the end of the year). The only big change to the budget was buildings item was changed to remodeling/renovation. A projected ending fund balance amount was \$96K. There were no capital funds remaining (spent on new building). The final budget was approved on a motion by Mr. King, seconded by Mr. Lynn.
    2. **Review of monthly financial statements. Financial statement information was sent to the auditors to stay within loan requirements. The statements were approved on a motion by Mr. King, seconded by Mr. Lynn.**
    3. **Approval of projected school budget - Ms. Roberts prepared the budget including capital millage, which is potentially \$25K but still uncertain. There was a \$9K increase in FEFP funds. Revenue is projected to be down \$36K. The reduced fees for the accounting firm conducting the audit saved the school \$6,700. The building cost and loan are still factors in the budget, the school should have an ending balance of \$184K. Title I funds**

should increase. Overall the budget looks positive, the Maintaining rating does impact the budget as well. The proposed budget was approved on a motion by Mr. King, seconded by Mr. Lynn.

**4. Review of Auditor Selection/Engagement Letter**

New auditors were proposed and approved by the board at a prior meeting, per an audit committee set by Ms. Terri Roberts. This agenda item was approved on a motion by Mr. King and seconded by Mr. Lynn.

**5. Discuss and approve retirement plan employer match**

Terri asked the board to approve a budgeted 3% employer match for end of year participating and eligible staff. The item was approved on a motion by Mr. Lynn and seconded by Mr. King. The board was positive about this item being a nice reward for staff.

**2. Management Report presented by Ray Sansom**

Mr. Sansom stated that the school receiving a Maintaining rating is a positive item for the school. He concurred that the school had a good idea and the upcoming year looks to be a great one as well.

**IX. Emergency Items**

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

**XI. Board Member Matters**

With Ms. Miller exiting the board, a request for more board members was announced. Mr. King has someone in mind; Amy Pupo will reach out to the potential member. The next board meeting has been set for Wednesday, October 18<sup>th</sup> at 1:30pm. Ms. Schnell has put together a schedule for the LASR board meetings through spring 2018. The board will meet on the 3<sup>rd</sup> Wednesday of the month at 1:30pm: July 19<sup>th</sup>, 2017, October 18<sup>th</sup>, 2017, January 17<sup>th</sup>, 2018 and April 18<sup>th</sup>, 2018.

**XII. Adjournment**

The meeting was adjourned by Mr. King at 2:13 pm. No one opposed.

Respectfully Submitted,

*Amy Pupo, Acting Recorder*