

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

**Date: Tuesday, April 18th, 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 1:33 pm. Board Members present were: Don Lewis Lynn, Vicky Miller and Robin King. Guests present included: Allison Schnell, Ray Samson, Terri Roberts, Kara Whitney and Amy Pupo.
- II. Approval of Minutes, November 1, 2016**

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 Ms. Miller.
- III. Approval of Agenda**

The agenda approved on a motion by Mr. Lynn, seconded by Ms. Miller.
- 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 it was the students' time to shine. Right now they are in testing and are hoping for great results.**
- VI. Consent Items**
 - 1. Personnel Recommendations/Changes presented by Amy Pupo – several staff have transferred to other Rader schools per enrollment being down. The report was approved as reviewed on a motion by Mr. Lynn, seconded by Ms. Miller.**
- VII. Action Items**
 - 1. Financial Reports presented by Terri Roberts**
 - 1. Current Financial Statements**

The budget has been amended to accommodate the decrease in enrollment. Budget projections at the beginning of the school year were based on 200. The revised budget is for 162 students. That decrease took a hit on the budget by \$259,927. Transfer billings are down by \$35,000. Total revenue is down \$290,627.71 and salaries have been reduced by \$72,000. The new building expenses have made the situation worse, however, the loan didn't start until December 2016. Expenditures are also down \$119,777.01. Next year's budget will be tight. Ms. Roberts has determined that the projection will be set at 160 students, not 200. Regarding the Capital outlay fund, state legislature has made some changes – more schools are eligible, however, there is a lesser amount per school going forward. We will know more information when the legislature is complete. No changes in the school's Title I budget. Regarding the budget overall, it will be a tight squeeze but we should make the reserve baseline for the end of the year. Ms. Miller asked if there were any other repairs needed or additions to the building. Ms. Whitney said perhaps covered walkways and PE area and the floor will need buffing soon. The school's financials were approved on a motion by Mr. Lynn and seconded by Ms. Miller.

2. RFP for upcoming audit

Ms. Roberts has put this together and would like to set up an audit committee. Robin King, Kara Whitney and Terri Roberts will make up the committee. The RFP was sent out prior to the meeting (was rescheduled) and the board agreed this was a good idea.

2. Management Report presented by Ray Sansom

Mr. Sansom has done research on why enrollment is down. Middle School enrollment is down due to a new middle school director (they are issuing less referrals) who has enacted new discipline procedures/tiers. LASR has about half the middle schools enrolled than usual.

1. Approval of By-Law updates/revisions – presented by Allison Schnell

Ms. Schnell explained that Dr. Rader had revised the by-laws to include proxies for board members (a simple addition for flexibility) in the event they are unable to attend board meetings. The option is now open as well for members to call into meetings on speaker phone or teleconference and vote via electronic means. The revision of the by-laws were approved on a motion by Ms. Miller and seconded by Mr. Lynn.

2. Approval of Employee Handbook revisions - presented by Amy Pupo

Multiple edits and changes were reviewed and approved on a motion by Mr. Lynn and seconded by Ms. Miller. The revised employee handbook will be updated on the school's website for employees and new hires.

IX. Emergency Items

X. Public Comment on Non-Agenda Items

XI. Board Member Matters

The next board meeting has been set for Wednesday, July 19 at 1:30pm. Ms. Schnell has put together a schedule for the LASR board meetings through spring 2018. The board will meet on the 3rd Wednesday of the month at 1:30pm: July 19th, 2017, October 18th, 2017, January 17th, 2018 and April 18th, 2018. Ms. Roberts has made changes to the agenda to show who will be presenting the items and which items are up for approval going forward. The school is still looking for additional board members.

XII. Adjournment

The meeting was adjourned by Mr. King at 2:17 pm.

Respectfully Submitted,

Amy Pupo, Acting Recorder