

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

Date: July 26, 2016

Time: 11:00 am

Location: Learning Academy of Santa Rosa

5880 N. Stewart Street

Milton, FL 32570

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

The meeting was called to order at 10:58 am by Chairperson Mr. Robin King. Board Members present were Robin King, Lewis Lynn and Jo Henderson. Guests present were Dr. Bill Rader, Terri Roberts, Ray Sansom, Kara Whitney, Jeremy Drew and Amy Pupo.

II. Approval of Minutes, March 9, 2016

Our last meeting's minutes were approved on a motion from Ms. Henderson, seconded by Mr. Lynn.

III. Approval of Agenda

This meeting's agenda was approved on a motion by Mr. King, seconded by Ms. Henderson.

IV. Public Comment by previously registered guest, if any

N/A

V. Consent Items

A. Personnel Recommendations/Changes

The report was reviewed, discussed and they were approved on a motion by Ms. Henderson, seconded by Mr. Lynn.

VII. Report and Discussion

A. Financial Reports

Ms. Terri Roberts, CFO presented the financial documents.

1. FY 2015-16 Final Budget

Ms. Roberts presented the finalized budget including the loan for the new building. The 1516 budget includes estimates for construction and there will be more expenses once construction starts. Ms. Roberts reviewed the changes in the budget from the previously approved budget. The budget had an overall surplus. The final FTE average was 184. The final budget was approved on a motion by Ms. Henderson, seconded by Mr. Lynn.

2. FY 2015-16 Financial Report

Ms. Roberts also presented the Monthly Financial Report for the month of June 2016. The reports are sent to the school district as a requirement each month. They include a balance sheet and Statement of Revenues, Expenditures and Changes in Fund Balance. These were sent out earlier the packet for review. Ms. Roberts explained that an account was opened at Hancock Bank as a stipulation of the building loan. We are currently transitioning the accounts for the school from Regions to Hancock and by the end of August that should be complete. The 1516 Financial audit is currently underway.

3. FY 2016-17 Proposed Budget and Staffing Plan

Ms. Roberts presented the proposed budget and staffing plan, within the packet. She highlighted any differences from the 1516 budget.

Salaries have been proposed at 3%, however, the “pay for performance” program needs to be determined, calculated and approved (at next board meeting in September) for new contracts and payroll. The board also approved that Ms. Roberts retain her position as CFO for the schools, with signing authority. Ms. Henderson put forth a motion and Mr. Lynn seconded. The proposed budget and staffing plan were approved on a motion by Ms. Henderson and seconded by Mr. Lynn.

B. Director’s Report

Ms. Whitney presented this information regarding the new building. She and the staff are working hard to be prepared for the new school start. The credit recovery program at LASR has excellent word of mouth and is drawing new students in.

C. Management Report

Dr. Bill Rader presented the management report.

1. Construction Update:

a. Approval of facility purchase agreement – the loan documents were included in the packet for review and reference. Dr. Rader mentioned that there were some early issues with our original engineer and that is the reason we are having issues getting permits and the costs incurred at this time. At some point in the process, LASR was incorrectly declared a private school and therein added confusion. Dr. Rader is working closely with the contractor and school staff to keep the process moving timewise. Ms. Henderson mentioned that she would be willing to make a motion to hire an attorney on the school’s behalf if necessary. The motion was carried, seconded by Mr. Lynn. The facility construction and purchase were approved on a motion by Mr. Lynn and seconded by Ms. Henderson.

b. Approval of construction invoices – construction invoices proposed were included in the packet and presented to the board for approval. They were approved on a motion by Mr. Lynn and seconded by Ms. Henderson.

c. Disposal of portable buildings

The demolition of portables was under discussion at our last meeting and since then, two non-profits received 11 total portables. One Hopeful Place received 7 portables and Lead Academy received 4 portables. Approval for the donation of portables was carried on a motion by Mr. King, seconded by Ms. Henderson.

2. Loan Agreement

The loan agreement, presented in the packet was approved on a motion by Ms. Henderson and seconded by Mr. Lynn.

3. Update on charter proposal to Escambia County

Dr. Rader mentioned that the decision was reached after submitting a pre-application that we would place it on hold for a while, until the fall with everything going on, including the new school year and new building.

4. Angela Jeffrey Lawsuit

An executive session was conducted. Both Ms. Roberts and Ms. Whitney were approved by the board in a formal vote to act as representatives for the school in the upcoming mediation. Mr. King acted the motion and it was approved after a second by Mr. Lynn.

VIII. Other Action Items

N/A

IX. Emergency Items

N/A

X. Public Comment on Non-Agenda Items

N/A

XI. Board Member Matters

The next board meeting has been set for September 27th at 2pm.

XII. Adjournment

The meeting was adjourned by Mr. King at 12:30 pm.

Respectfully Submitted,

Amy Pupo, Acting Recorder