

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

**Date: November 1, 2016**

**Time: 2:30 pm**

**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 2:36 pm by Chairperson Mr. Robin King. Board Members present were Robin King, Lewis Lynn, Vicky Miller and Jo Henderson. Guests present were Dr. Bill Rader (via SKYPE), Allison Schnell, Terri Roberts, Ray Sansom, Floyd Smith and Amy Pupo.
- II. **Approval of Minutes, July 26<sup>th</sup>, 2016**  
Our last meeting's minutes were approved on a motion from Ms. Henderson, seconded by Ms. Miller.
- III. **Approval of Agenda**  
This meeting's agenda was approved on a motion by Ms. Henderson, seconded by Ms. Miller.
- 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 Mr. Lynn, seconded by Ms. Henderson.

**VII. Report and Discussion**

**A. Financial Reports**

**Ms. Terri Roberts, CFO presented the financial documents.**

1. **FY 2015-16 Audited Financial Statements – Ms. Roberts presented the audited financial statements and went over the auditor's reports. There were no findings in the audit and the internal controls did not show any weaknesses or deficiencies. The financial condition for the school is in really good shape, as they were able to secure a loan for the new building. The first payment will be due this month. The statements were approved on a motion by Ms. Miller, seconded by Ms. Henderson.**
2. **FY 2016-17 Budget Amendment – the budget amendment was presented. There are not many changes to the proposed budget from the last board meeting. FTE counts have varied. The school's total assets will increase, as there is an addition of valued asset to books. As stated above, the first loan payment is due this month, with the budget showing a corresponding liability for the loan. The budget amendment was approved on a motion by Ms. Miller, seconded by Ms. Henderson.**
3. **FY 2016-17 Current Financial Statements - The quarterly financial statements for the period ending September 30, 2016 was presented. It included a Statement of Revenues, Expenditures and Changes in Fund Balances. The reports were approved on a motion by Ms. Miller, seconded by Ms. Henderson.**
  - a. **Review of draft of IRS Financial Form 990 – Ms. Roberts mentioned that the numbers all agree and expect no changes to**

the draft. An approval to file was made on a motion by Mr. Lynn, seconded by Ms. Miller.

**B. Director's Report**

Ms. Whitney was unable to attend the board meeting, Mr. Ray Sansom spoke about how outstanding the new building has been received. The school still remains to have a good relationship with the school district.

**C. Management Report**

Dr. Bill Rader presented the management report.

**1. Construction Update:**

Dr. Rader mentioned it was a great idea to hire a general contractor. The school has a good relationship with him and it's working out well. There is an outstanding item for the roof to be repaired and that is pending – final adjustments are being made; 100% of the repairs have been assured by the vendor.

**2. FLSA Lawsuit**

The lawsuit brought forth by an ex-employee has resolved following a mediation and a settlement (within the allocated limit) was paid. Mr. Lynn mentioned that overtime and break training should take place if it has not already.

**VIII. Other Action Items**

Mr. Henderson and Ms. Miller both commented that the building looks great and that the students deserve it. They are delighted with the results and they both thanked Dr. Rader, Hancock Bank, the school district and all staff to assist in making it happen. Mr. King asked a question about the sod area in the back, what are the future plans for that area. Ms. Schnell asked for ideas and feedback from the board members.

**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 mid to late March 2017, date and time to be announced.

**XII. Adjournment**

The meeting was adjourned by Mr. King at 3:12 pm.

Respectfully Submitted,

*Amy Pupo, Acting Recorder*