

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

Date: Monday, October 30, 2023

Time: 1:00pm

Location: The Learning Academy of Santa Rosa/ Meeting also accessible via Zoom

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

The meeting was called to order by Mr. King at 1:03pm. Board members present were: Robin King, Dr. Cheryl Perry and Mr. Lynn via proxy. Guests present included: Ray Sansom, Dr. Allison Schnell, Kara Griffin, Jessica Yopp, and Elizabeth Daters.

II. Approval of Agenda

Mr. King motioned to approve the Agenda as written. Dr. Perry seconded. Motion passed.

III. Approval of Minutes

The last meeting's minutes from August 15, 2023 were approved on a motion by Mr. King, seconded by Dr. Perry. Motion passed.

IV. Public Comments by Pre-Registered guests, if any

No guests were present.

V. Reports

A. Learning Academy Director's Report & Title I Update – Mr. Sansom provided the Director's report for The Learning Academy and stated that over 80 parents attended the open house, which was double the attendance from last year. He stated that Ms. Glover is doing a great job guiding the staff and students through the school year. He also thanked The Rader Group for their support throughout the first semester.

B. Management Report - Mr. Sansom's report was included in the Director Report.

VI. Discussion & Action Items

A. Board of Directors Officer Elections – Dr. Schnell presented the current board positions and asked if any position changes needed to be made. The board agreed to keep everything as is with Mr. King as Chairperson, Mr. Lynn as Vice Chairperson, and Dr. Perry as Secretary/Treasurer. Dr. Perry made a motion to approve the board positions, Mr. King seconded. Motion passed.

Human Resources

A. Learning Academy Personnel Recommendations – The personnel report for The Learning Academy was presented by Ms. Daters. The Learning Academy has 10

current employees. Mr. King made a motion to approve the personnel report, Dr. Perry seconded. Motion passed.

- B. Learning Academy Abuse Policy - Ms. Daters presented the state required Abuse Policy for The Learning Academy. This policy outlines various types of abuse, the protocol for reporting, and also provides support resources. Mr. King made a motion to approve the Abuse Policy, Dr. Perry seconded. Motion passed.
- C. Learning Academy Technology Policy – Dr. Schnell presented the updated Technology Policy. This updated policy cleans up the language around technology use and is included in the enrollment packet for every student to sign. This policy also outlines the safeguards the School puts into place. Mr. King made a motion to approve the Technology Policy, Dr. Perry seconded. Motion passed.
- D. Updated Employee Manual – Ms. Daters presented the revised Employee Manual which includes updated language on the leave policy and abuse policy. It also includes a new travel expense policy. Mr. King made a motion to approve the Employee Manual, Dr. Perry seconded. Motion passed.

Financials

- A. Learning Academy Financial Reports – Ms. Griffin presented The Learning Academy Financial Report. She stated that as of September 30th, 2023 total assets are at \$529,727.21. The school is in great shape financially and expenses are on track this school year. Mr. King made a motion to approve the Financial Report, Dr. Perry seconded. Motion passed.
- B. Audit Update – Ms. Griffin presented the final audit and stated that for the year ending June 30, 2023, there were no management findings, recommendations or responses. Mr. King made a motion to approve the audit, Dr Perry seconded. Motion passed.

General

- A. Board Membership – Dr. Schnell asked the board to keep in mind any potential new board members.
- B. Next Board Meeting - The next board meeting will be scheduled after the new year.

VII. Adjournment

Mr. King called the meeting to adjourn at 1:15pm.