

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

Date: Tuesday, July 27, 2021

Time: 10:00am

Location: The Learning Academy of Santa Rosa/Meeting also accessible via Zoom  
5880 Stewart Street  
Milton, Florida 32570

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

The meeting was called to order by Mr. King at 10:01am. Board members present were: Robin King, Lewis Lynn, and Dr. Cheryl Perry. Guests present included: Dr. Bill Rader, Ray Sansom, Dr. Allison Schnell, Andrea James, Elizabeth Daters.

II. Approval of Agenda

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

III. Approval of Minutes from May 18, 2021

The last meeting's minutes from May 18, 2021 were approved on a motion by Dr. Perry, seconded by Mr. Lynn. Motion passed.

IV. Reports

Director Report-Mr. Sansom gave the Director's report in Ms. Glover's absence. He reported that Ms. Glover has all staff in place and is ready for the school year to begin. LJPS donated two buses to LASR. Covid guidelines for students and staff will follow the school district guidance. Ms. Glover meets with the school district regularly to enhance communication. An ESE specialist is joining the LASR team.

V. Reports/Action Items

- A. Personnel Report- The personnel report for the current school year was given by Ms. Daters. She noted that there are currently 10 staff members, with 2 new hires to begin the school year. There are also two open positions advertised. A motion was made by Mr. Lynn, seconded by Dr. Perry to approve the Personnel report. Motion passed.
- B. Employee Manual- Ms. Daters presented the revised employee manual which has updated job classifications for 10, 11 and 12 month positions, clarification of the work week, updated information about paid time off for employees and leave classifications. Dr. Perry made a motion to approve the revised employee manual. Mr. Lynn seconded. Motion passed.
- C. Financial Reports- The schools' financial reports were presented by Ms. James. She commended the school for such great work managing their budget for the year, as they are right on track financially. The PPP loan was fully forgiven and added back as revenue in the budget. The board did not have any questions about the reports.

- The financial reports were approved on a motion by Mr. King, seconded by Dr. Perry. Motion passed.
- D. 2021-2022 Budget was presented by Ms. James. This included a conservative estimate of 100 students. The Board did not have any questions about the budget. Dr. Perry made a motion to approve the 2021-2022 budget. Mr. Lynn seconded. Motion passed.
  - E. Board Recorder- Dr. Schnell discussed the need for another board recorder to be able to record minutes at board meetings. It was discussed that Ms. Daters could be added as a secondary board recorder. The board agreed. A motion was made by Mr. Lynn, seconded by Dr. Perry added Elizabeth Daters as a board recorder in addition to Dr. Schnell. Motion passed.
  - F. By-Laws- The LASR corporate bylaws are revisited regularly to ensure they are current. Language was added to allow for online meetings when applicable, as allowed under current sunshine law. Dr. Perry made a motion to approve the revised bylaws. Mr. King seconded. Motion passed.
  - G. The next Board meeting is scheduled for Wednesday, October 27, 2021 at 1:00 pm.

VII. Adjournment

The meeting was adjourned by a motion by Dr. Perry, seconded by Mr. King at 10:26am.