

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

Date: Wednesday, October 27, 2021

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 1:00pm. 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, and Stephanie Glover.

II. Approval of Agenda

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

III. Approval of Minutes from June 16, 2021

The last meeting's minutes from June 16, 2021 were approved on a motion by Dr. Perry, seconded by Mr. Lynn. Motion passed.

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

No guests were present.

V. Reports

- A. Director Report – Ms. Glover provided the Director's report and stated enrollment is at 99. She stated she implemented Student of the Day which empowered students and taught them new administrative and office skills. Ms. Glover said she has a lot of new staff members and that the team is working well together.
- B. Management Report – Mr. Sansom acknowledged Ms. Glover's leadership and the work she is doing at the school. They are happy with the improvements and changes that have been made at the school.

VI. Reports/Action Items

Human Resources

- A. Personnel Report - The personnel report for the current school year was given by Ms. Daters. She noted that there are 12 current employees and 4 terminations. There have been 5 new hires since the last board meeting. The personnel report was approved on a motion by Mr. Lynn, seconded by Dr. Perry. Motion passed
- B. Substitute Teacher Handbook – Ms. Daters presented the revised Substitute Teacher Handbook for daily subs and long-term subs. Ms. Daters highlighted the topics that are included in the handbook which include: qualifications, guidelines, teaching duties and professional obligations. Ms. Perry asked for clarification that this was not

a new manual, rather an updated manual. A motion was made by Dr. Perry, seconded by Mr. Lynn to approve the Personnel report and Substitute Teacher Handbook. Motions passed.

Financials

- A. Teacher Salary Increase Allocation – The teacher salary increase allocation was presented by Ms. James. Ms. James stated that the state has approved an additional \$50M for teacher raises, plus \$500M to maintain the raises from the 2020/2021 school year, bringing the total to \$550M. Ms. James stated that the school will receive \$16,981 in raises and maintenance and presented the allocation for each teacher. The salary increase allocation were approved on a motion by Mr. Lynn, seconded by Dr. Perry. Motion passed.
- B. Financial Reports – The financial report was presented by Ms. James. She commended the school for such great work managing their budget for the year. The board did not have any questions about the July through August financial report.
- C. 2021 – 2022 Revised Budgets – The amended budget for FY 2021-2022 was presented by Ms. James. Ms. James reviewed the line-item adjustments. The board reviewed the budget. A motion to approve the revised budget was made by Mr. King and seconded by Mr. Lynn.
- D. 2020 Audit – Ms. James stated that the 2020 audit came back with no findings A motion to approve the revised budget was made by Mr. King and seconded by Mr. Lynn.

General

- A. Board Membership changes are made at each annual meeting in October and Dr. Schnell asked if the board wanted to make any changes to positions held. Mr. King will continue to serve as Chairperson, Mr. Lynn will serve as Vice Chairperson and Dr. Perry will serve as Secretary/Treasurer.
- B. The next Board meeting is scheduled for Wednesday, February 23rd at 1:00pm via Zoom.

VII. Adjournment

The meeting was adjourned by a motion by Mr. King, seconded by Dr. Perry at 10:27am.