

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

Date: Tuesday, March 3rd, 2020

Time: 1:00 pm

Location: Learning Academy of Santa Rosa

Classroom Building Conference Room

5880 N. Stewart Street

Milton, FL 32570

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

The meeting was called to order by Chairperson Robin King at 12:57 pm. Board members present were: Robin King, Dr. Cheryl Perry and Don Lewis Lynn. Guests present included: Dr. Bill Rader, Ray Sansom, Allison Schnell, Tammie Braden, Forrest Ward, Bill Emerson and Amy Pupo.
- II. **Approval of minutes, November 6, 2019**

The minutes were reviewed and discussed. The last meeting's minutes were approved on a motion by Mr. Lynn, seconded by Dr. Perry.
- III. **Approval of Agenda**

This meeting's agenda was approved on a motion by Dr. Perry seconded by Mr. Lynn.
- IV. **Public Comment by previously registered guest, if any – N/A**
- V. **Reports**
 - A. **Director's Report, presented by Forrest Ward**

Mr. Ward gave his report – it's been a good year, he's happy, it has been a whirlwind. He mentioned he has Mr. Sansom as his right hand man and things are going well. He also said his staff has been great, consistent and they extend grace to all the students. He has also adjusted to the culture. Using the blended model, teachers do a great job of monitoring (for students to get caught up). Students understand the goals and are making up credits. He made mention of the flu and illness hitting which may affect attendance, as well as spring break being upon us.
 - B. **Management Report, presented by Dr. Rader/Ray Sansom**

Ray Sansom talked about how Mr. Ward is doing an excellent job; he has an even keel which lends well to our structure. Mr. Emerson will reach out to the district about a radio (a grant from the Sherriff) for our school. Mr. Emerson mentioned that each department at the school district has been impressed with Forrest Ward. Dr. Rader gave positive feedback regarding recent discipline reports; he is pleased with the decreased amount of disciplinary matters, not many incidents.
- VI. **Action Items**
 - A. **Personnel Recommendations/Changes presented by Amy Pupo – The school's HR report was presented and discussed; approved on a motion by Mr. Lynn, seconded by Dr. Perry.**
 - B. **Financial Reports presented by Tammie Braden**
 - i. **Monthly Financial Statement – Ms. Braden presented and explained the statements for the school's bank accounts. She explained the different types of funds (general, special revenue - Title I - and the capital outlay) and presented the balance sheet. The general fund is sent to the district each month and the Title I budget is a wash – in and out (money is allocated). The capital outlay fund is mostly used to sustain facilities. She shared the income statement of each fund.**

- ii. **Budget Amendment 2019-2020 – Ms. Braden gave a budget update for approval. The FTE counts were lower than had been proposed at our last board meeting; therefore, there is lower revenue to offset with decreased enrollment. 120 students have been proposed for this amendment. Other adjustments have been made; a potential retirement plan match was removed. As it stands, the school could accommodate a net loss. Supplies have also been adjusted in the amendment. We currently have a building loan for the new facilities built several years ago.**
- iii. **IRS Form 990 – Ms. Braden presented the filed IRS form for review and discussion, as it is informational only (the auditors prepare). We are going to remain with the same auditing firm for our next audit. Other comments regarding the financials included that the school district is still working on salary negotiations. A final state budget is expected soon. He mentioned the “ripple effect” of FL Retirement contributions being affected. On our end, staffing planning is coming up, which is a big project. Our enrollment was affected by the new Diversion Drug Policy. All school financials for this meeting were approved on a motion by Mr. Lynn, seconded by Dr. Perry.**

VII. Other Action Items

A. Best and Brightest Memo of Understanding (MOU)

Ms. Braden presented and explained our plan of action for the Best and Brightest award. We have the ability to disburse funds at our own discretion and we decided to follow the school district. The MOU gave a specific breakdown on how the funds would be calculated and who, if applicable, would qualify. The board previously approved a motion that we follow the school district in how we would distribute the funds. Our school had two Teachers who would qualify for the Recognition award per the new statutes. The MOU was approved on a motion by Mr. Lynn, seconded by Dr. Perry.

VIII. Emergency Items

IX. Board Member Matters

Another request for additional board members was announced (ideally two openings to fill). The next board meeting has been set for Tuesday, July 14th, 2020 at 1:00 pm.

X. Adjournment

The meeting was adjourned by Mr. King at 1:48 pm.

Respectfully Submitted,

Amy Pupo, Acting Recorder