**LEARNING ACADEMY OF SANTA ROSA**

**MEETING OF THE BOARD OF DIRECTORS**

**MINUTES**

**Date: March 9, 2016**

**Time: 11:00 am**

**Location: Learning Academy of Santa Rosa**

**5880 N. Stewart Street**

**Milton, FL 32570**

1. **Call to Order, Review of Public Notice, Roll Call**

**The meeting was called to order at 11:02 am by Chairperson Lt. Jim Killingsworth. Board Members present were Lt. Jim Killingsworth, David Johnson, Robin King and Jo Henderson. Guests present were Dr. Bill Rader, Terri Roberts, Ray Sansom, Kara Whitney, Vicky Miller, Bill Emerson, Jeremy Drew and Amy Pupo.**

1. **Approval of Minutes, October 28, 2015**

**Our last meeting’s minutes were approved on a motion from Ms. Henderson, seconded by Lt. Killingsworth.**

1. **Approval of Agenda**

**This meeting’s agenda was approved on a motion by Ms. Henderson, seconded by Mr. Johnson.**

1. **Public Comment by previously registered guest, if any**

**N/A**

1. **Academic Spotlight**

**Ms. Whitney, LASR school director presented the information. There has been a lot of growth in student numbers. Students are having success so there are a number of them who choose to stay with the school. Ms. Whitney mentioned the fact that she has a dedicated staff committed to improvement and continued success. New dean/coach Jeremy Drew works one-on-one with the kids to promote sports and pride. The staff is also competitive with numbers; test gains are important and the students and teachers are both working hard to keep up scores. The option tutoring program has also proven to be a success early on; it’s a team effort that benefits all involved. Tiair Champlain received the Best and Brightest Scholarship, 170 out of 3000 in the district were chosen, Ms. Champlain was one of the 170 and it was well-deserved.**

**VI. Consent Items**

1. **Personnel Recommendations/Changes**

**The report was reviewed and they were approved on a motion by Mr. Johnson, seconded by Ms. Henderson.**

**VII. Report and Discussion**

1. **Financial Reports**

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

1. **IRS Form 990**

**The form 990 was included in the board packet; the board is required to get a copy of the annual tax filing that the CPA’s prepare. Ms. Roberts checks the numbers to compare the audited financials and they matched and were reported as such.**

1. **FY 15/16 Budget Update/Financial Report**

**Ms. Roberts also presented the budget and financial report. The balance sheet within the documents shows the totals as of January 31st, 2016 of what we have in each account. The statement of revenue is also included as well as the operating funds statement. Each document is broken down by fund. At this time the school is operating at a surplus. The budget/financials haven’t been adjusted so the school may have more money coming in than projected. We have been approved for ERate; however we won’t receive the funds until next year – although we might receive a small amount this year. Ms. Roberts also sought approval for the retirement plan match for participating employees, since she has budgeted for around 3%. The school has also recently purchased a couple of new buses so hopefully that will cut down on vehicle repairs as well. Ms. Roberts mentioned she has put money aside in the budget for the new building. Lt. Killingsworth asked if we had a surplus in the salary account, and if so could we roll the amount into the fund balance, to which Ms. Roberts replied, yes, we could. The board approved moving the money, if necessary, on a motion from Ms. Henderson and seconded by Lt. Killingsworth. Ms. Roberts then said the school is in good financial shape to move ahead with the new facility and building project. The financials and retirement plan match were approved on a motion by Mr. King and seconded by Ms. Henderson.**

1. **Director’s Report**

**Ms. Whitney presented this information along with the Academic Spotlight earlier in the meeting.**

1. **Management Report**

**Dr. Bill Rader presented the management reports and the new building.**

1. **Approval of new facility purchase**

**There are two vendors working on the layouts and building design. The information on the new facility includes 16 new rooms put together onsite, with a total cost of around $1.2 million. Additional expenses will include plumbing and internet and that is to be determined. We are in the final stage of the bid process at this time; the bid on the sheet provided is high, however, the vendor is negotiable. There will be two large buildings, with concrete floors: one is 8000 square feet which will hold eight classrooms with soundproof walls, the other will hold offices for staff (Director, Secretary, Guidance and Dean) and a conference room. The second building will also house six classrooms (for a total of 14 when complete). The buildings should take about 3 weeks to assemble. The capacity for the new facility will be approximately 300 students but there will be room on campus for more space as we grow. The exterior will include a pre-stucco finish and shutters. The facility should be installed and ready for use by July 15th, 2016. Ideally the facility would be ready by mid-June. Dr. Rader mentioned that the company is reliable and their facilities are “state of the art.” They are experienced in building school facilities and are known for their sturdy, metal buildings. Ms. Roberts brought up the information that Hancock Bank is willing to assisting in the funding of the purchase in the form of a loan at 4.8 – 5% over the next 15 years, with annual payments of around $110K. We are hoping this loan will cut the payments down. The aspect of Hancock Bank funding the loan was approved on a motion by Ms. Henderson and seconded by Mr. King. Additionally, the approval of the building plans and facility purchase was on a motion by Mr. Johnson, seconded by Mr. King.**

1. **Discussion regarding disposal of portables**

**The demolition of portables was under discussion and we have interest from certain groups (per Kara) that would be willing to use our old portables. Ms. Roberts is in talks with decision makers to donate several to the Fort Walton Beach (Okaloosa) Homeless Coalition and they have a Grant which would take care of the cost of removal and pick up from our school. We do not want to sell/give them away until we are further along in the process and more aware of when the building will be complete in case our existing portables are needed to start school. We might need a storage unit at some point, to be determined. Ms. Roberts posed the question to Mr. Emerson if the school could possibly be given a later start date in this instance. He didn’t think it would be a problem, considering the situation.**

1. **Authorization to submit letter of intent to submit a charter proposal to Escambia County**

**Escambia seems to have a strong interest in us managing their facility; they have seen LASR’s success and see potential there. Escambia has met with both Mr. Sansom and Ms. Whitney to begin a relationship. This letter of intent opens the door for consideration. The application will be submitted in May. The board approved we move forward on a motion by Mr. Johnson, seconded by Ms. Henderson.**

1. **Revision of school’s By-Laws**

**Dr. Rader mentioned that the by-laws have been updated, using standard language. It had been around twenty years since these have been updated. The board member terms are noted in the document as well as the duties of members. It was also added that if a board member misses two meetings, they may be removed from the board. Electronic means were also added (meetings with physical members Skyping in online to ensure a quorum). The by-laws updates and edits were approved on a motion by Mr. Johnson and seconded by Mr. King. Ms. Henderson signed the document as the Secretary of the board.**

**VIII. Other Action Items**

1. **Discussion/approval of new Board Members**

**Lt. Killingsworth informed the group that he was resigning from the LASR board effective today. He is retiring in six months and wanted to go ahead and review/approve the two new members, Vicky Miller and Don Lewis Lynn, Jr. After review of their credentials, the action of approving the new board members was on a motion by Mr. King and Ms. Henderson seconded the motion.**

**IX. Emergency Items**

 **N/A**

**X. Public Comment on Non-Agenda Items**

**Mr. Emerson brought up the update on accreditation, which he is still working on. He also mentioned if we want to be considered for potential capital funds we would need to set a school grade. Several attendees agreed that giving the school a grade would not be a good idea and would not be worth the criteria to receive the funds, in fact, the grade might hurt the school in the long run. The aspect of securing the process of referrals was also discussed and how to manage them more effectively.**

**XI. Board Member Matters**

**Robin King was appointed and approved as the new Chairperson for LASR effective today. That action was approved on a motion by Mr. Johnson and seconded by Ms. Henderson. The next board meeting was tentatively scheduled for July 19th at 11 am.**

**XII. Adjournment**

 **The meeting was adjourned by Lt. Killingsworth at 12:20 pm.**

**Respectfully Submitted,**

***Amy Pupo*, Acting Recorder**

**Signed by Secretary of the Board of Directors:**

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**Date:**

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