

HEALTHY LEARNING ACADEMY
Board of Directors Meeting – January 12, 2016

The meeting was called to order at 4:05 PM by Bettianne Ford.

1. Welcome

Board members present at the meeting: Bettianne Ford (President), Peggy Ford (Secretary), Lucia Knowles, Carolyn Lichty (Board Representative), Bernd Liesenfeld, Jacqueline Swank. Also attending: Anni Egan (Principal), Chelsea Florence (2nd Grade), Lynn Little (Interventions), Amber Matts (4th Grade). Board members absent: Sheila Crapo, Sharon Sperling.

2. Old Business

- Approve Minutes from November 2015 meeting: Bernd moved to approve, Carolyn seconded. Motion carried. Carolyn had questions about changes to October meeting minutes since she was not present when they were approved. She will finalize questions and discuss at February meeting.

Follow up:

- Playground committee members and meeting date – Bernd is looking for more volunteers and will set a walk-around / open house within the next 60 days to allow parents to give feedback. Wood chips are preferred as ground cover.
- Strategic planning committee members and meeting date – Bettianne has volunteered to be on the committee. Carolyn suggested the entire board and staff attend a walk-through to look at school improvements before putting together the strategic plan. Walk-through is scheduled for Tuesday Feb 2 at 4 PM. Strategic planning meeting will be after, possibly week of Feb 8.
- Personnel file review date – Tuesday, January 19 at 4 PM.
- Direct Deposit of staff payroll – Board wants Anni to look into the cost and process, and report back to the Board for the March meeting so that we have the cost before the next budget is developed.
- Volunteer policy /volunteer manual and role of Board Rep –Anni will create a draft volunteer policy and bring it to the board at the February or March meeting. Board Rep role was reaffirmed as a representative for all parents, staff and community members who want to communicate directly with the Board.
- Follow up on mid-year survey feedback from staff – Each teacher will decide separately whether to have a survey for her class, and neither Anni nor the board felt a general mid-year survey would be useful. For the end-of-year survey, Bettianne said that communicating to parents about how the results have been used is important because parents want to know they are being heard. Anni will provide to parents and the Board by the end of this year a report about how last year's results were used.
- Public comment

3. New Business

- Principal report re Financials – Sharon emailed Anni who reported that Sharon had reviewed financials and had no concerns. Carolyn asked Anni to send the balance sheet for October and November. Carolyn moved to approve Oct and Nov expenditures. Bernd seconded. Motion carried.

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- From discussion about Holiday Program: Add a policy to the HLA Policy Manual that when the school is on a field trip, there should be some way for parents to contact the staff and children on the field trip.
- About budget line item for fingerprinting: according to statute, Board members are required to pay their own fingerprinting costs.
- School Year Calendar – Anni suggested adding two planning days on the first two days in January and extend the school year by two days. Bettianne was concerned about families planning around extra days off school, and about departing from our charter, which enforces adhering to the Alachua County School Board schedule. Board discussed possible options, and Anni said she would ask for more suggestions from her staff.
- Board communications – Information can be sent to Bettianne to forward to the board.
- Board Representative report - no report this meeting.
- Public Comment Period
 - Anni suggested we have a time keeper for the meeting, and Lucia agreed to keep track of minutes spent on each topic.

4. Meeting was adjourned at 6:05 PM by Bettianne Ford.

Future agenda items:

- **February**
 - Revisit October minutes for Carolyn’s proposed amendment
 - Volunteering policies
 - HLA website comment form (<http://goo.gl/forms/Cy5vl6AXhO>)
 - Strategic Planning Committee update
- **March**
 - Playground Committee update
- **April**
 - Report from Principal about how results of Parent Survey are being used
- **TBD**
 - Teacher presentation about professional development

Future meeting dates:

- 2/16/16
- 3/15/16
- 4/19/16
- 5/17/16
- 6/21/16

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Action item list (also in shared Google Drive folder):

Due Date	Action	Responsible	Notes
2/2/2016	Walk-through of school for Strategic Planning Committee	Carolyn	4:00 PM
2/16/2016	Recruit one or two parents (from different grade levels) and one or two staff members to be on the Playground Committee	Bernd	Lynn wants to be on the playground committee
2/16/2016	Invite representatives from playground companies to give presentations to the Board	Anni	
2/16/2016	Set up first Strategic Planning Committee meeting	Carolyn	After walk-through on Feb 2
2/16/2016	Create draft of volunteer policy manual	Anni	for Feb or March meeting
2/16/2016	Add to policy manual that there must be a way for parents to contact students, even on field trips.	?	
3/15/2016	Schedule meeting about playground options, separate from the board meeting, so parents can see what we have so far and give their feedback	Bernd	
3/15/2016	Investigate cost and process of implementing direct deposit for HLA staff	Anni	Need cost estimate before planning next year's budget.
4/19/2016	Report to Board and to parents about how last year's year-end survey results were used during this school year	Anni	