

HEALTHY LEARNING ACADEMY
Board of Directors Meeting – February 16, 2016

The meeting was called to order at 4:30 PM by Bettianne Ford.

1. Welcome

- Board members present at the meeting: Sheila Crapo, Bettianne Ford (President), Peggy Ford (Secretary), Lucia Knowles (Timekeeper), Carolyn Lichty (Board Representative), Bernd Liesenfeld, Sharon Sperling (Treasurer), Jacqueline Swank.
- Also attending: Anni Egan (Principal), Chelsee Florence (2nd Grade), Lynn Little (Interventions), Amber Matts (4th Grade)
- Board members absent: none.

2. Old Business

- a. Sheila moved to approve corrected minutes from the January 12 meeting. Lucia seconded, motion carried. Carolyn moved to approve minutes from the January 28 special board meeting. Sharon seconded, motion carried.
- b. Follow up:
 - i. Follow up on proposed amendment from October minutes – In Parent Representative Report, change first sentence to: “Carolyn reported that she was contacted by parents who were dissatisfied with their volunteer experience.” Carolyn moved to amend the minutes. Sharon seconded, motion carried.
 - ii. Strategic planning committee update – Carolyn reported that the Strategic Planning committee will be meeting either Tuesday or Thursday of next week. She added two items to the plan: encouraging staff development and review staff/student ratios. The plan for the first meeting is to review how to create and implement a strategic plan. Bettianne offered to send Carolyn the DOE strategic plan to use as reference for the HLA plan, and Jacqueline also will send whatever reference materials she has. Bettianne asked that the strategic plan be organized by topic.
 - iii. Direct Deposit of staff payroll –
 1. Peggy asked if the cost of the direct deposit could be included as a budget item. Carolyn motioned that the cost of direct deposit service be added to the budget, Sheila seconded. Motion carried.
 2. Anni relayed that most staff told her they did not want direct deposit because they were concerned about waiting extra days for the money to be deposited. Several board members suggested ways to alleviate issues with timing, and it was determined that there did not have to be a delay in accessibility to funds. Anni said she would ask the bookkeeper with whom she is currently working to help set up the direct deposit process so that funds would be available at the same time as they are now.
 3. Anni also voiced concerns about whether paying out salaries earlier in the month would require a change to the monthly budget. Sharon assured her she would not have to change the budget.
 4. Anni said she would let staff know that there will be no fee or delay of funds if they choose direct deposit.

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- iv. Volunteer policy update – Anni is working on it and a draft will be ready for the March meeting.
 - v. Fingerprinting – Bernd asked for clarification on whether we need to reimburse school for the cost of fingerprinting. The item will be on March meeting agenda. Peggy will send statute to Bettianne to send out.
 - c. Public comment – no comments.
3. New Business
- a. Principal report re Financials –
 - i. Sharon reviewed all bank and credit card statements and had no concerns. Sheila moved to approve January budget, Bernd seconded. Motion carried.
 - ii. Carolyn requested that Anni report any personnel changes to board, and Anni agreed.
 - iii. There was a discussion about the staff development workshop attended by Anni and 3 teachers, “Activities and Resources to Manage Behaviors for Autism and Sensory Processing Disorders in Children” and the workshop Anni and Mike will attend on nonviolent communication. Julie, the psychologist, is working on behavior manifestation plans, and another psychologist has volunteered to observe HLA students and make suggestions for strategies. Bettianne will forward a story from Scientific American Mind about autism spectrum in girls.
 - b. Board Representative Report - no report at this time.
 - c. HLA website comment form –
 - i. Responses will go to Sheilacrapo@bellsouth.net and scrapo@hlacharter.com.
 - ii. Peggy will add a time frame for HLA’s response (within 5 business days), a caveat for emergencies, and direction (with link) to the enrollment info page, and send link to Bettianne when completed.
 - iii. Once these changes are approved, Anni will make sure the link is added to the HLA website.
 - iv. Things to also consider adding to the HLA website: testimonials, parent handbook, policy manual, “contact us” tab (or box in right column), and contact information on enrollment page. We should also consider changing the name of the “pre-enrollment form” so that it does not sound like the child is enrolled when the form is completed.
 - d. Parent Survey - Jacqueline and Anni discussed before the meeting. Jacqueline suggested that the survey should include questions about issues that have been addressed this year to see how the solutions were received. Also, questions need to be on one subject at a time for proper analysis – a matrix might make questions seem less cumbersome for users to answer if the survey is online.
 - e. Budget – Bettianne asked that it be on March agenda, and Anni agreed to have it ready for discussion then.
 - f. Next meeting – board agreed to start at 4 PM on 3/15.
 - g. Public Comment – no comments.
4. Adjourned 5:42 PM

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Future agenda items:

- **March**
 - Playground Committee update
 - Volunteer policy manual
 - Next year's budget
 - Review revised Comment form
- **April**
 - Report from Principal about how results of Parent Survey are being used
- **TBD**
 - Teacher presentation about professional development

Future meeting dates:

- 3/15/16 4:00 PM to 6:00 PM
- 4/19/16
- 5/17/16
- 6/21/16