

HEALTHY LEARNING ACADEMY
Board of Directors Meeting – March 15, 2016

The meeting was called to order at 4:00 PM by Bettianne Ford.

1. Welcome

- Board members present at the meeting: Bettianne Ford (President), Peggy Ford (Secretary), Carolyn Lichty (Board Representative), Bernd Liesenfeld, Jacqueline Swank, Sharon Sperling (Treasurer), Lucia Knowles (Timekeeper).
- Also attending: Anni Egan (Principal), Lynn Little (Interventions), Amber Matts (4th Grade), Sean Butler (Parent), Sarah Lake (1st Grade), Melissa Corbett (5th Grade), Rebecca Carr (Front Desk), Katje Janusch (Art&Music & Enrichment), Chelsea Florence (2nd Grade)
- Board members absent: Sheila Crapo

2. Old Business

- a. Approve Minutes from February 16, 2016 regular board meeting: Carolyn moved to approve, Bernd seconded. Motion carried.
- b. Follow up:
 - i. Playground Committee update –
 1. Some parental interest, mostly from lower grades.
 2. After discussion, it was decided that participation of parents whose kids are in higher grades was not necessary, and Committee could move forward with those who have expressed interest.
 3. Major issue now is drainage of water on the field.
 4. Anni and Bernd will find an engineer to address the drainage issue, preferably someone who knows sports fields and parks. Suggestion was made to ask Alachua County for contacts, especially the Parks department for someone who has experience with activity fields.
 - ii. Strategic planning committee update –
 1. Initial meeting was held. Next meeting is 3/31.
 2. Application of Sunshine Law to Strategic Planning committee was confirmed. Meeting will be noticed and minutes will be made public in order to comply.
 - iii. Direct Deposit of staff payroll status – Direct Deposit enrollment will be offered over the summer and will be implemented starting with the first paychecks in August.
 - iv. Volunteer policy update – rescheduled for April
 - v. Budget
 1. Sharon reviewed all bank and credit card statements and had no issues. No questions on January expenditures. Peggy moved to approve January expenditures. Carolyn seconded. Motion carried.
 2. For 2016-17: Board members do not feel we need the current level of detail in the budget. Sharon suggested the budget show a column for how much of the budget has been spent and how much is left in the current month. Discussed salary guidelines given by SBAC.
 3. Staff salaries for 2016-2017:
 - a. Since Katje will be the official instructor for Gifted and ESE in addition to teaching art and music, and she has been here as

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long as Sarah and Keilah, Anni put her salary commensurate with their pay.

- b. Mike is getting his Master's degree and has offered to stay at least one more year, so Anni suggested giving him a Master's Degree stipend, which would be 5% of his teaching hours (not aftercare hours). Concern was raised that Mike still would not be making a salary commensurate with a starting teacher salary.
 - c. Questions and comments about staff salaries:
 - i. Carolyn wanted to better understand how we arrived at the starting salaries for current staff, and suggested we have an HLA-specific salary schedule on file to reference with the relevant information on factors used to determine levels. Bettianne suggested writing a summary of the process used to arrive at the current salaries to keep on record for future questions.
 - ii. Sharon raised a concern that substitute teacher pay was not high enough.
 - iii. Carolyn suggested having a professional development fund for staff other than Anni, and the subject has been added to the list of future agenda topics.
 - d. Anni provided estimates for either a 3% or 5% increase in staff salaries.
 - i. Discussed paying down the mortgage on the building before the balloon on the loan.
 - e. After discussion of the effects of each option on the budget and reserve resources, Jacqueline moved to include a 3% increase in the whole budget (including salaries), and Bernd seconded. Motion carried.
- c. Staff changes
- i. Sydney is not coming back next year. Anni is working on filling her position.
 - ii. Amber will be out for maternity leave in September / October, so a sub will be in her classroom during that time.
 - iii. Michelle, the Kindergarten aide, is not returning next year.
 - iv. The rest of the teachers are returning.
3. Public comment – Lynn asked why raises were across the board instead of rewarding individual accomplishment.
4. New Business
- a. Principal report re Financials (attached) - reviewed
 - b. Board Representative Report – Carolyn wanted to know where Board members should go if they need legal advice on Board matters. Bettianne said the specific issue must be brought up to the board in order to decide what steps to take.
 - c. HLA website comment form - Approved. Peggy to send link to Rebecca.
 - d. Staff and parent surveys – added to April agenda.
 - e. Public Comment Period – no comment.

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5. Adjourned 6:01 PM

Future agenda items:

- **April**
 - Playground Committee update
 - Volunteer policy manual
 - Next year's budget
 - Discuss whether Board members should pay for fingerprinting
 - Report from Principal about how results of Parent Survey are being used
 - Approve new parent and teacher surveys
- **May**
- **June**
 - Consider professional development fund for staff
- **July**
 - Update on Direct Deposit enrollment
- **TBD**
 - Teacher presentation about professional development

Future meeting dates:

- 4/19/16 4:30 PM to 6:00 PM
- 5/17/16
- 6/21/16