

HEALTHY LEARNING ACADEMY  
Board of Directors Meeting – July 21, 2015

The meeting was called to order at 3:01 PM by Bettianne Ford.

1. Welcome / Introductions

Board members present at the meeting: Bettianne Ford, Carolyn Lichty, Sharon Sperling, Peggy Ford, Sheila Crapo and Bernd Liesenfeld. Also attending: Anni Egan (Principal), Lynn Little, Amber Matts.

2. Old Business

- Approve Minutes from June 2015 meeting – minutes approved.
- Follow-up
  - Principal Contract / bonus – Employment agreement approved
  - Review staff survey results

Comment was made in survey that the HLA board does not have access to objective information on issues that arise. The members of the board felt that they were able to be objective, but will make efforts to connect more with staff and parents:

- Board will set up introductory meeting with staff each fall.
- Starting in fall, board will invite HLA staff to present big ideas to board at each board meeting.
- Anni will make sure teachers have board members' contact info.
- Board will consider doing something for teacher appreciation week.

Also discussed was the need for new board members with different backgrounds, especially members with experience in the current education system. It was suggested that new board members will fulfill this need.

- Parent Survey analysis – follow up

Suggestions from survey results:

- Publish results of the survey questions on the HLA website
- Send a mid-year parent survey about changes / homework levels
- Talk with staff about what to promote even more
- Give guidelines to parents and staff about what foods / snacks are recommended and what are discouraged
- Reduce use of video (Bettianne has resources for Anni)
- Have more emphasis on the “healthy planet” part of our mission
- Allow each class to pick a student to highlight each month
- Discipline: as part of the intervention, highlight what the child is doing right / positive comments – Anni says she will address this with teachers this year
- Acknowledge academic achievements:
  - home honor roll – send notice home in folders (not school-wide announcement)
  - Million Minutes of Reading program (suggested by Sharon)
- Morning Mile:

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- Have awards ceremony early, before kids who can't participate get there
- Stop doing school-wide morning mile travel presentation – just send notice home with child about their progress.

Peggy asked for feedback on what Anni and staff have implemented based on the survey – to be presented at future board meeting.

- Finalize Grievance policy for parents/students and staff to be added to policy manual
  - Entertain move to approve with technical changes to be made. Sheila moved to approve. Carolyn seconded. Motion carried.
  - Anni and Bettianne will use the updated issue resolution policy to update the manual.

### 3. New Business ☐

#### ● Budget Approval/ Financial statement/Visa limit

- Last year's budget: Sheila motioned to approve, Bernd seconded. Motion carried. Sharon reviewed the financial report and credit card. Anni payed the extra \$6k on the mortgage in June, but it had not shown up on the June bank statement.
- The board discussed the current Visa card limit and decided to keep it at \$5k.
- Coming year's budget: the board reviewed Anni's budget notes. Bettianne asked how inventory was recorded for equipment such as computers. Anni said she has an inventory list, and Sharon has a copy.
- Carolyn asked when a financial audit will take place, and Anni replied that it will happen soon.

#### ● Principal Evaluation: electronic access and completion

Anni sent self-evaluation to Bettianne, who will share with the rest of the board. Board will make sure to complete Principal evaluation so Anni will have time to read our comments at least one week before we meet with her to discuss them. The board will not submit the final evaluation until after discussing it with Anni.

#### ● Strategic Planning Discussion – Carolyn

Carolyn recommended putting together a Strategic Planning Committee with at least 2 board members, 2 parents, 2 staff and possibly one 5<sup>th</sup> grader (could rotate), making sure to invite members of the business community. Beginning in September, board should appoint members to the committee. The goal of the committee will be to come up with 5-year plan / projection and set priorities for future spending, starting from what has been done so far.

#### ● Potential board members – Carolyn and Bettianne

Sheila made a motion to approve the new board members, Lucia Valk and Jacqueline Swank, and invite them to the next meeting. Sharon seconded. Motion carried

### 4. Parent Representative report

Carolyn met with Wendy Heimann, the former Parent Representative. All issues had been resolved, and Carolyn is available for anyone with issues.

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We thank Wendy for all her hard work while she was parent liaison, and we thank Carolyn for taking on the job.

5. Public Comment Period – no public comment.
6. Bettianne adjourned the meeting at 5:28 PM.

8/18 Agenda (start at 4):

- Meet new board members
- Facility use for non-school activities – develop policy
- Complete annual Principal evaluation for 2014-2015

9/15 Agenda (start at 4:30):

- Strategic plan including Playground
- Continue evaluation of Principal

Future agenda items:

- Report from Principal about how results of Parent Survey are being used.

Minutes submitted by Peggy Ford for approval at the August meeting.

Future meeting dates:

Sept 15

Oct 20

Nov 17

Dec 15