

HEALTHY LEARNING ACADEMY
Board of Directors Meeting – October 20, 2015

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

1. Welcome / Introductions

Board members present at the meeting:

- Bernd Liesenfeld
- Bettianne Ford
- Carolyn Lichty
- Jacqueline Swank
- Lucia Knowles
- Peggy Ford
- Sharon Sperling
- Sheila Crapo

Also attending:

- Anni Egan (Principal)
- Amber Matts
- Lynn Little
- Sydney Doherty
- Chelsee Florence

2. Old Business

- a. Approve Minutes from September 2015 meeting – Bettianne had one correction to the draft, which Peggy made. Sheila moved to accept the amended minutes, Bernd seconded. Motion carried.
- b. Status of strategic task group composition and meeting date
 - i. We need at least one more parent, one more staff member, and one more student. Carolyn will be out for 4-6 weeks, but will be working from home during that time.
 - ii. Facility walk-through needs to be scheduled on an afternoon in December before the December board meeting. Anni and Carolyn will jointly be responsible for scheduling the walk-through.
- c. Playground proposals
 - i. Board needs more information before making a decision about a playground.
 - ii. Jacqueline will research natural options, Anni will provide maintenance estimates for re-mulching, and Sharon will see if the school's overall insurance rate will rise due to the installation.
- d. Principal's report
 - i. Pine beetles are boring into some of the trees and need to be removed. Clean-up will happen on the Oct. 30 teacher workday when students are not present.
 - ii. Smart board issues:
 1. Lucia said she is trying to see if we can borrow some from another school instead of buying them.
 2. Sharon moved to approve added expenditure for new smartboards for 2nd and 5th grades if absolutely necessary. Carolyn seconded. Motion carried.

3. New Business

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- a. Financials
 - i. Sharon reviewed all statements and had no concerns.
 - ii. Bettianne entertained motion to approve budget expenditures for August and September. Carolyn moved, Lucia seconded. Motion carried.
 - b. Audit results and follow up
 - i. Carolyn moved to approve a ratification of our budget to reflect final budgeted amounts equal to actual figures at year end. Sharon seconded. Motion carried.
 - c. Parent Representative report
 - i. Carolyn reported that she was contacted by parents who were dissatisfied with their volunteer experience. Carolyn believes that most of the issues parents have reported regarding volunteering are due to “growing pains,” because the volunteer program only began in earnest last year, and we do not have policies or guidelines in place to ensure that the expectations both of volunteers and of staff are met. Discussion of policies and guidelines will continue at the next meeting if Carolyn is able to dial or skype in. If Carolyn is unable to attend in November, we will table the discussion until she can participate.
 - ii. See “volunteer guidelines” discussion below.
 - iii. Carolyn will communicate to the appropriate parents that the board is working on creating policies around volunteering.
 - d. Volunteer guidelines
 - i. The board will develop policies / guidelines for volunteers at the next meeting.
 - ii. Anni will include in an upcoming newsletter an invitation to parents to create an independent parental organization.
 - iii. Peggy will send the volunteer manual to everyone on the board.
 - iv. The structure of the volunteer committee will be added to the Strategic Planning Committee topics.
 - e. Access to staff personnel records
 - i. School board lawyer has confirmed that all aspects of the personnel records shall be available to all board members.
 - ii. Carolyn and Peggy will set up time for all board members who would like to review staff files to do so on the same day.
 - f. Mid-year survey and question/comment form – tabled for November
4. Public Comment Period –
- a. Lynn asked if the Board Representative position is also a representative for HLA staff to the board, and Carolyn answered that she is.
 - i. Anni would like to clarify the role of the Board Representative at the next meeting.
 - ii. If Carolyn can’t make the November meeting (which would have to be by phone or skype), we will move the subject to the December meeting.
 - b. Anni would like to add as a permanent agenda item a presentation from one of the teachers about their professional development.
5. Meeting adjourned at 6:38 PM by Sharon Sperling.

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Action List:

| Action | Responsible | Due Date |
|--|--------------------|-------------------------|
| Let Anni know if another school will lend us smart boards | Lucia | As soon as possible |
| Send Volunteer Manual to Board members | Peggy | Before November meeting |
| Schedule facility walk-through | Anni/Carolyn | Before December meeting |
| Explore options for natural playgrounds | Jacqueline | Before December meeting |
| Find out ongoing cost of mulch for playground | Anni | Before December meeting |
| Add volunteer committee structure to strategic planning agenda | Carolyn | Before December Meeting |
| Schedule time for review of personnel files | Carolyn/Peggy | Before winter break |

Future meeting dates

11/17/15 Topics:

- Teacher presentation about professional development
- Volunteering policies (if Carolyn is able to join)
- Board Representative role (if Carolyn is able to join)

12/15/15 Topics (Bettianne out):

- Facility walk-through
- Playground options
- Volunteering policies (if Carolyn was unable to join in November)
- Board Representative role (if Carolyn was unable to join in November)

1/19/16 (Bettianne out)

2/16/16

3/15/16

4/19/16

5/17/16