

Healthy Learning Academy Board of Directors

Meeting Minutes January 25, 2022 – **Final reviewed notes approved 2/15/22**

Old Business


- Minutes from November 2021: – Jacqueline made the motion to approve the minutes as corrected (spelling of Sharon Fourakre’s name). Sharon seconded, and the motion was approved.
- Parent Liaison Report Bill reported that he had no concerns to share.
- Strategic Plan – Suzanne walked the board through the main goals of concern.

Goal 1:

- Classroom lighting is a big priority - hoping to update this summer
Suzanne has tried to get estimates but no response from Archer electric. Bettianne will connect with someone at Santa Fe College, and Sharon may be able to get recommendations as well.
- First grade only class needs new desks – have replaced one class per year and this would be the last class to get them
- Flooring will need to be replaced in the classrooms soon - Bettianne suggested Suzanne talk to someone from the Floor Store in Newberry (not the one in Gainesville)

 **Suzanne will try to have quotes lined up to present at the February board meeting.**

Goal 7: Fundraising – timing may not be good. Families are maxed out. Big money was raised last year for concrete slabs and tables. Suzanne feels the Esser II and III could provide funds and therefore we could avoid doing a fundraiser until next year

 **Suzanne will add long range plan to monthly agenda so we can keep track of needs and what has been complete in an ongoing manner.**

- Robotics follow- Jacqueline reached out to some students and advisors at UF re robotics. Associate Dean requested more specific details. Suzanne will provide details to Jacqueline:
 - How frequently are the robotic activities scheduled?
 - What time of day and for how long? Or is it a camp, or both?
 - Will this be volunteer or paid?
 - Will there be staff present to assist/provide supervision?
 - Do students or HLA provide materials?

Suzanne noted the following:

- The classes have generally been held at a consistent time and day.
- HLA has purchased kits for 2nd and 3rd grades.
- HLA may be able to pay an individual, since the previous teacher received a stipend.

 **Suzanne will provide the parameters of what HLA is looking for to Jacqueline as soon as possible.**

- The school bus we received was gifted to One Room School House. They were very happy to receive it.

- The holiday program went very well. The classes practiced individually and then all came together.

New Business:

- Sharon Fourakre has the books for the month of December.
There was a glitch in Quick Books that happened during the August 2021 update, which caused a problem in payroll (direct deposits were not recording properly). Suzanne has been having to cut checks for payroll. She and Sharon F. worked on it but couldn't resolve, so they got technical assistance from Quick Books. Ultimately, Suzanne had to redo the payroll file for whole year. Payroll will be on time. HLA now has its own key for QuickBooks, so future updates should not be problematic. January 2022 is first month getting back to direct deposit since the August 21 update.
- Suzanne has developed an amended budget. Esser funds are in, one mill coming in monthly. She has completed the Esser III budget. Note: Purchased two new projectors with tech funds. FTE audits –October count submitted and February count coming up to determine our funding.
- DOE audit – they requested a specific number of ESOL charts, ESE charts and random student charts to review. All seemed to go well. DOE recommended we have teachers take attendance using Skyward (Rebecca has been doing by checking children in as they arrive).

One glitch: ESOL student was reported incorrectly according to DOE. We may also appeal because it was a small oversight and HLA was of the opinion she was properly dismissed.

Staff will meet with DOE again in a month to discuss. February meeting – we will have the final plan and once it is ready will go to ACSB and eventually to DOE. HLA has not signed off yet.
- Staff change 1st Grade –

Amber resigned as HLA 1st grade teacher in November and is now in a district school that is closer to her home/better for her family. Suzanne has hired a teacher who started on January 4th. She started at the five year level. Had formerly taught at HLA in 2017 and left to rear her new baby. Has two children in school. She has fit back into the HLA routine well since she was already familiar. The new teacher's salary is prorated according to days left in the year that she will be teaching.
- Principal's Report notes:
 - Salary expenses have reduced due to Mr. O'Donnell and Amber leaving.
 - Lost a fifth grader so now have 105 students, but all classes are full except for 5th grade.
 - Revenue estimate – 106 students and Suzanne has amended the budget to reflect 105.
 - After care pulling its weight financially.
 - Entire staff is working hard and working cohesively. Using resources well and shifting responsibilities. Using Esser II funding for one position.
 - Kids get out May 27th, so the summer break will be more typical

Meeting adjourned at 5:15 p.m.

Respectfully submitted by Bettianne Ford for Bernd Liesenfeld