

Board members present at the meeting: Jacqueline Swank, Sharon Sperling, Bernd Liesenfeld, and Bettianne Ford and Sheila Crapo **Others in attendance:** Suzanne Borganelli, Rebecca Carr, Karen David, William Karcinski, Katje Janisch, Meeting convened at 4:02pm, ended 5:37pm.

Agenda Items

- Meeting minutes from the February meeting were reviewed and approved as written. Bettianne moved and Sharon seconded. All approved.
- Old business: Board Liaison had nothing to report.
- **FTE audit:** HLA made a reply [as appended] through assistance from Arnold Law. HLA made a database and submitted that also. Further backup data will be provided from HLA within 30 days. Arnold law says there may never be a formal reply.
 - The expected adjustment to be made is based on one child's records
- Volunteering was allowed to resume March 1, 2022 – and some parents have participated in Morning Mile activities. Upcoming activities will include science fair.
- On long range goals. Several of the line items from long range planning fit into ESSER III categories, including lighting, doors, windows, and some other facilities improvements. Most items require reimbursement basis, so receipts for them have to be ready when reimbursement becomes available, which it may at short notice based on experience.
- Also: ESSER funding will provide 169k for already paid teacher salaries, which should improve the financial position of HLA meaningfully.

New business:

- Jacqueline Swank will be moving on professionally and will not be continuing on HLA board – expecting to be available the balance of the school year.
- Kindergarten class is formed!
- Principals meeting identified some new required safety training.
- District will be raising staff wages to \$15/h for ALL staff as of Oct 1. Discussion about HLA leading with same improvement – was not concluded due to unavailability of financial outlay projection for that item.
- Motion to reserve ESSER 2 funding received (almost 20k) for one-time bonuses for staff. Motion by Jacqueline, seconded by Sheila. Allocation to be determined, but to include full time teachers as well as aftercare staff, and integrate some suggestions on how to treat part time staff fairly also.
- The plan is to have a cohesive discussion at April meeting to finalize budget and payroll, based on projections of financial position and budget provided by principal Borganelli well in advance of meeting, to allow BOD members time to study and pose clarification questions at meeting.
- Board meetings: April 19th, May 17th and June 21st always 4 pm by Zoom.

Appendix: text of FTE audit response by HLA

Please allow this document to serve as our written response to the Request for Comment (AG-424) provided to Healthy Learning Academy (HLA) on January 24, 2022. For reference, a copy of the Request for Comment has been attached to this response.

Background:

Healthy Learning Academy has been faithfully providing quality educational services to students in Alachua County since the 2005-2006 school year. HLA is a small school, currently servicing students in kindergarten through fifth grade, with one class at each grade level and a maximum capacity of 112 students. HLA prides itself on its family-like atmosphere, substantial parental involvement, and quality education that incorporates healthy living and habits.

Like many schools during the 2020-2021 school year, HLA was significantly affected by the COVID-19 pandemic and forced to adapt to the health crisis in order to meet the educational needs of its students. As discussed below, these unique and unprecedented circumstances affected both the procedure and operation of the school. HLA's commitment to its students is equally matched by its commitment to compliance with all applicable statutes, rules and regulations governing its operation. HLA has no history of non-compliance and believes that any record deficiencies identified in the Request for Comment are isolated in nature and can be rectified with additional documentation and information from Healthy Learning Academy.

Attendance Records:

As outlined above, HLA's administration collected daily attendance during the COVID-19 affected 2020-2021 school year. Teachers were required to simultaneously provide both in-class instruction and distance learning to their classes. Since the teachers were involved with multiple technologies throughout the day, school administration sought to relieve the teachers from the responsibility of individually entering attendance in Skyward, the district's Student Information System (SIS). HLA's principal designated the administrative assistant (Mrs. Carr) the responsibility of going to each classroom to verify student attendance, as well as determining daily lunch counts. Mrs. Carr would then enter the attendance she collected for each teacher's classroom into the Skyward system.

To be clear, during the school year HLA correctly entered the individual student attendance into Skyward daily, as required by the district. Accordingly, the attendance reported into Skyward accurately reflects each student's daily attendance. At the end of the FTE Survey week, the teachers printed out the Attendance Summary Report by Class rosters and verified the record for accuracy and signed and dated the report. Unfortunately, these documents cannot be located for the Feb. 2021 FTE Survey, despite HLA's best efforts to find them.

It should be noted, however, that HLA's principal (Mrs. Borganelli) executed and submitted the requisite Certification of Student Attendance form to the district, attesting that the attendance summaries were verified and executed by the teaching staff.

Despite the loss of these specific records, HLA is currently gathering and will be producing a database of documentation demonstrating that the students were present in the school during the February 2021 FTE survey window (Survey 3). Our goal is to find multiple examples of each student's attendance during the window and provide the same for consideration. Although these will not be the original source attendance documents, they will demonstrate that each student was in attendance and participated in daily activities at school (teacher grade book entries, academic/assessments completed, lunch participation, after school, etc.).

Once this data is compiled, HLA will provide a comprehensive summary, with supporting documentation, to the Alachua County Public Schools and to the Florida Auditor General staff for their review. Given the facts as outlined above, HLA requested that the Florida Auditor General reconsider this funding, as the documentation will demonstrate that the students were present during the FEFP survey attendance window.

ESOL Funding:

As the Request for Comment notes, one HLA student was inadvertently reported as an ESOL student (Pgm 130) even though the student had already been dismissed from this program. HLA CONCURS with this finding, and will ensure that Special Program funding students are reported accurately in the future.

Conclusion:

HLA appreciates your time and attention to this matter and is confident that the forthcoming documentation will alleviate any concerns as outlined in the Request for Comment. If additional matters arise from the auditor's review, the school requests the opportunity to provide additional documentation to reconcile any concerns.