



MANATEE SCHOOL OF ARTS AND SCIENCES, INC
3400 32ND Street West
Bradenton, Florida 34205

BOARD OF DIRECTORS MONTHLY MEETING
31 January 2017
MINUTES

ATTENDANCE

OFFICERS

Randy Clark, President
Mary Hurt, Vice President
Jim Brand, Secretary

DIRECTORS/LIAISON

Andy Gregory, Director
Cherri Lopez, Parent Liaison
Geena Gregory, Teacher Liaison

Staff

Richard Ramsay, Principal
Linda Brand, Recorder

1. **Meeting called to order at 3:20 PM by President Clark, who asked for a motion to approve the December board minutes. The motion was made by Mr. Brand, seconded by Ms. Hurt and carried, to approve and accept the December board minutes as written.**
2. **Treasurer's Report: Mr. Ramsay and Ms. Hurt jointly presented the following information:**
 - a. **Although P/L was below budget by \$11K for the month, our year-to-date status reflects a positive \$44K.**
 - b. **All bank accounts have been accurately balanced and Mr. Ramsay reported that the "fixed asset" status has not changed. There were no capital expenditures during the month of December.**
 - c. **CS&L (Vanguard): This account will be closed out by the end of January 2017. It was noted that Ms. Betsy Oakey of CS&L communicated by written notice to all participants, that this account is in the process of closure and each individual must contact Vanguard personally.**
 - d. **It was reported that \$8,370 was transferred from the "Extended Day Program" account, to the Operating Account. In order to pay for the "Star Wars Night" and the "Star Wars" movie field trip, \$2,457.17 was transferred from the Fund Raising Account.**

- e. Mr. Clark then asked for a motion to accept the Treasurer's Report, which was made by Mr. Gregory, seconded by Mr. Brand and carried.
3. *An overview of the Principal's Report was presented by Mr. Ramsay as follows:*
- a. *The student count as of 31 January 2017: 145.*
 - b. *The "Extended Day Program" continues to thrive successfully, reflecting 17 to 22 students daily.*
 - c. *It was noted that the school will be closed on February 20th, "President's Day."*
 - d. *The third-grade portfolio tests will begin in February. These tests are given county-wide to assist with the assessment of third graders who may not pass the FSA. There is a series of five examinations during this time.*
 - e. *On February 28th, all 4th and 6th graders will be administered the FSA Writing test. Our school does not allow any movement from room to room as well as no visitors in the building (with the exception of law enforcement officials) during all state testing.*
 - f. *It was noted that all FSA test dates will be included in the Parent Memo as well as the website.*
 - g. *FTE (Full Time Enrollment) and "Survey 3" began on 27 January and concludes on 10 February. Any student not in attendance for at least one day during the survey week will result in the school not receiving funding for that student.*
 - h. *Mr. Clark then entertained a motion to approve the Principal's Report as presented. Mr. Gregory made the motion, seconded by Ms. Hurt and carried.*
4. *Teacher Liaison: Miss Gregory advised that all teachers appear to be quite happy and satisfied, and none have approached her with any issues.*
5. *Parent Liaison: Ms. Lopez reported that she has received a few complaints regarding the last field trip, primarily concerning a lack of sufficient pre-notification. Mr.s Brand noted that the field trip did fill up in two days, mainly with students who had not been on a field trip this year.*
6. *The meeting was then opened to general discussion:*
- a. *Ms. Hurt requested that an executive session be convened immediately following this meeting. Mr. Clark asked for a motion to go into executive session when this*

meeting is concluded, which was made by Mr. Brand, seconded by Ms. Hurt and carried. Mr. Brand will document and record the meeting of the executive session.

- b. The teachers are looking into ways to keep the students as stress-free as possible during testing. Ms. Hurt suggested a “free uniform day” for the students who are testing. Other possibilities will be considered as well. The school would like to do a big finale for the students when testing has been completed.*
 - c. Mr. Ramsay will continue work on assembling a Principal’s Summary prior to the next board meeting.*
 - d. It was noted that security has been breached on the Manatee County District Internet System and has caused concern for employee payroll as well as personal data. The Board was advised that this will not affect the MSAS staff payroll since we are contracted with Sam; however, we are not certain if it affects the FOCUS aspect of the County System, which we are a part of.*
- 7. OLD BUSINESS: The parking lights have been repaired and working very well. We are awaiting the results of our bid invitations to repair and replace lighting fixtures located in the back of the building.*
- 8. NEW BUSINESS:*
- a. It was noted that there are several light fixtures on the interior of the buildings that are not working and will need to be replaced. Mr. Clark asked if this was an urgent requirement. Mrs. Brand advised the Board that the Fire Marshal stated that even though the fixtures are not functioning, electricity continues to flow to them, which definitely creates a fire hazard. The Board agreed that this should be a “Repair and Maintenance” situation that needs to be addressed by the Principal. A back briefing can certainly be included in the next Principal’s Report to the Board of Directors.*
 - b. It was noted that the school is in dire need of a new IT Services Technician since the company who was previously working with us has not visited the school in several months, and we have been unable to communicate with him. Mr. “Y” (John) has contacted “Inetworks,” our former company that serviced the school for several years. “Inetworks” will be providing the school with a proposal for approximately \$900 more than we budgeted for; however, we have not been required to pay Mr. Dolen for services, which means we should stay within budget for this year. It was significantly important to note that “Inetworks” knows the school’s system since they set it up originally, and the technician for the school knows exactly how to prepare the computers for the state tests. He will be required to be on-site during all computer testing.*

- c. The Board will meet at 2:15 on 28 February prior to the scheduled board meeting to review Mr. Ramsay's evaluation, which must be completed by the end of March.*
- d. Mr. Brand made a motion to adjourn; seconded by Ms. Hurt and carried.*
- e. The meeting was adjourned and the executive session was convened.*

RANDY CLARK
President

JIM BRAND
Secretary

RICHARD RAMSAY
Principal

LINDA BRAND
Registrar/Recorder