



MANATEE SCHOOL OF ARTS AND SCIENCES, INC

**3700 32ND Street West
Bradenton, Florida 34205
10 December 2017**

**BOARD OF DIRECTORS
MINUTES
28 November 2017**

- 1. Meeting called to order at 3:38 PM on 28 November 2017/President Clark**
- 2. A motion was made by Mr. Brand, seconded by Mrs. Nunes and carried, to approve and accept the October board minutes as written/President Clark**
- 3. FINANCIAL SUMMARY: Mr. Gregory highlighted an overview of the financial status of the school to date, which included the financial statement, balance sheet, status of the bank accounts through October 2017, a status of credit card account through October 2017 and an overview of any fundraiser purchases made during October.**
 - a. Fundraiser funds were used to purchase travel mugs as a “thank you” for the men who are participating in the “Real Men Read Program.” The amount was \$590.54.**
 - b. Funds from fund raising were also used to purchase Smencils to sell to the students and totaled \$442.**
 - c. \$1,200 was transferred from the Extended Day Program account to the Operating Account to cover checks until FEFP money arrived.**
 - d. During October Mr. Ramsay transferred \$10,608 from the Operating Account to the Extended Day Program Account, to return the October transfer. This was \$12,000 minus the \$1,392 cost of the Extended Day salaries.**
 - e. On October 5th, Mr Ramsay transferred \$2,179 from the Operating Account to the Fundraising to cover the check written out of the Fundraiser Account to DesChamps & Gregory for the property insurance down payment.**
 - f. A motion to approve the Financial Report was made by Mrs. Nunes, seconded by Mr. Brand and carried.**
- 4. PRINCIPAL’S REPORT:**
 - a. The current student count is at 152.**
 - b. The Extended Day Program is functioning very well and the numbers in attendance have increased.**
 - c. Ms. Earman, Ms. Gregory and Ms. Lane are each working only three days per week at Aftercare to manage the costs. Mr. Ramsay remains to monitor the front desk until the student count drops to @15 or less students.**
 - d. Past events in November include:**

- (1) *The week of 13 November through 17 November was our annual Book Fair. Mrs. Nunes, Mrs. Brand, Mrs. Heuer, Ms. Nikki and Ms. Gregory all assisted this year at the Front Desk area. We sold over \$2,500 worth of books this year; more than \$1,000 more than last year's total. We kept the profits as Scholastic Bucks and made over \$1,300 for our teachers to utilize on books for their classrooms.*
 - (2) *November 15th and 16th was the debut of our Real Men Read Program. Several Bradenton area men agreed to come to the school to answer a few questions and read to a class. The program was well received by the readers and the students.*
- e. *The dates for school closure in December will be 21 December 2017 through 7 January 2018 for Christmas Break.*
- f. **TEACHER UPDATES:** *Ms. Victoria Miller was hired as the long-term substitute, working out of field as the Social Studies Teacher. The position has been posted since 27 September with no qualified applicants applying so far. Nancy Miller and Sarah Earman continue to work out of field due to their ESOL which they have 5 years to complete. Ms. Striplin continues to work as a substitute ESE Teacher pending a qualifying score on her General Knowledge Test. The ESE Teacher position was advertised as of 9 October, with no qualified applicants applying so far.*
- g. **UPCOMING EVENTS:**
 - (1) *December 4th through the 8th is scheduled for the District visit for the school re-charter process. The team will return on Wednesday, 13 December at 9:00 AM for the interview session.*
 - (2) *The field trip to MOSI is scheduled for 6 December 2017. As usual this trip was limited to the first 50 students; however, this particular time it was open only to the 2nd through 6th grades.*
 - (3) *The annual field trip to the Star Wars movie was scheduled for 15 December 2017. Field trip forms went out on 28 November. The trip was open to all students and parents who wish to attend.*
 - (4) *The Staff Christmas Celebration on December 15 will be held at Zota Beach Resort on Longboat Key.*
 - (5) *The 2nd Quarter Showcase is scheduled for 20 December 2017. This Showcase will feature space-themed songs by all the classes and holiday-themed songs by the two Aftercare groups and the school-wide group.*
- h. *A motion to accept the Principal's Report as presented was made by Mr. Gregory; seconded by Mrs. Nunes and carried.*
5. **TEACHER LIAISON REPORT:** *Ms. Gregory stated that there were no significant issues at this time.*

6. **PARENT LIAISON REPORT:** *Mrs. Nunes also started no significant issues at this time.*
7. **OLD BUSINESS:** *The annual audit had a projected budget of \$15,000, and the final statement received was \$14,426.40, which was paid in November. It was noted that the approval of the budget in October's board meeting had been accidentally omitted from the October minutes and a statement to that effect has been attached to the October minutes.*
8. **NEW BUSINESS:**
 1. *Discussed the Cyber and Security insurance that should be an item for the near future. Our IT Company may have a sufficient insurance program but Mr. Ramsay will review this with them in the near future and report back to the Board at that time.*
 2. *The board as a whole would like for Mr. Ramsay to check with the credit card company on changing the name of the credit card holder for the school.*
3. **FLOOR OPENED FOR GENERAL DISCUSSION AND/OR QUESTIONS.**
 - a. *Since Ms. Hurt has not attended the past two board meetings, Mr. Brand and Mr. Gregory asked that she be contacted to determine whether or not she intends to remain on the Board or resign her position. Mr. Clark agreed and asked that Mrs. Brand contact Ms. Hurt to determine whether or not she intends to continue or resign.*
 - b. *Mr. Clark has a review form that has been used at previous schools, which he asked Ms Gregory to distribute to staff members. The form actually consists of a survey on performance and overall information that can be referred to and utilized in preparing the performance evaluation for the Principal. The form will be distributed to the staff by Ms. Gregory and all finalized forms will be consolidated into a single form that Ms. Gregory will use in discussion with Mr. Ramsay and forward to Mr. Clark*
4. *A motion to adjourn the meeting was made by Mrs. Nunes; seconded by Mr. Gregory and carried.*

RANDY CLARK
President

JIM BRAND
Secretary

RICHARD RAMSAY
Principal

LINDA BRAND
Registrar/Recorder