



MANATEE SCHOOL OF ARTS AND SCIENCES, Inc
3700 32nd Street West
Bradenton, Florida 34205

MINUTES

28 August 2018

ATTENDANCE:

OFFICERS:

Jim Brand, President
Damon Walpole, VP
Lorraine Jackman, Treasurer
Heather Breeze, Secretary

DIRECTORS:

Carole Atkins
Linda Cinque
Thresa Nunes (Parent Liaison)
Linda McAbee
Tristyn Tavolara (Teacher Liaison)

STAFF:

Richard Ramsay, Principal
Linda Brand, Registrar/Recorder

- 1. A regular meeting of the Board of Directors (BOD), Manatee School of Arts and Sciences (MSAS), was called to order by President Brand at 3:45 PM on Tuesday, 28 August 2018.**
- 2. Motion to accept and approve the Minutes from the May Special Meeting of the BOD was made by Mr. Walpole, seconded by Mrs. Nunes and carried. A second motion was then made by Mrs. McAbee, seconded by Mrs. Breeze and carried, to accept and approve the July Board Minutes as presented.**
- 3. It was noted that Mr. Tilden was unable to attend the meeting in order to review certain legal aspects for the BOD; however, he will attend the September BOD regular meeting.**
- 4. FINANCIAL REPORT: Mr. Ramsay (Principal), and Mrs. Jackman (Treasurer) reviewed and highlighted the financial status for the school, which included the following information:**

- a. *Review of P/L Statements, Balance Sheet, status of bank accounts and credit card account for May, June and July 2018.*
- b. *Capital purchases during May 2018:*
 - (1) *Purchase of new playground equipment utilizing funds from the Aftercare Program: \$9,069.*
 - (2) *Sprinkler repair/installation and landscaping around back sidewalk: \$12,320.40.*
- c. *Capital purchases during June 2018:*
 - (1) *Painting classrooms, O/T and Conference Room, installation of closet doors and blinds throughout the building: \$10,500.*
 - (2) *Installation of the new playground equipment, mulching both playgrounds and the front/back of the main building utilizing funds from Aftercare Program: \$8,850.*
 - (3) *Installation of new carpet for Rooms 2, 3, 4, 5, O/T and Conference: \$8,850.*
 - (4) *Purchase of Social Studies Weekly Readers: \$1,453, 50.*
 - (5) *New Conference Room table: \$1,418.47.*
 - (6) *New PA system: \$1,068.36 (utilized Fundraiser funds which were approved by the BOD in December 2015 but never expended.*
 - (7) *Purchase of new chairs for Conference Room, Principal's Office and Registrar's Office: \$859.97.*
 - (8) *Purchase of "Top Score Writing" curriculum: \$847.*
- d. *Capital purchases during July 2018:*
 - (1) *Painting of interior doors throughout the school and repair of ceiling in the hallway outside of Room #10 and the Art room: \$7,600.*
 - (2) *Purchase of school uniform shirts for the staff: \$1,942.88.*
 - (3) *Purchase of laminating machine: \$1,671.95. Utilized Fundraiser funds.*
 - (4) *Purchase of 2018-19 curriculum from the Florida School Book Depository; including reading, math and the 5-year subscription for the new science curriculum.*
 - (5) *Purchase of new laptop cart for the science room: \$879.99 utilizing Title 1 Funds.*
- e. *Transfer of funds during May 2018:*
 - (1) *May 15 – Mr. Ramsay transferred \$434.56 from Fundraising to Operating Account for the purpose of expensing the LEGOLand field trip.*
 - (2) *May 15 – Transferred \$436.85 from Extended Day Program to the Operating Account to pay for the cost of games for Aftercare.*
 - (3) *May 15 – Transferred \$2,208 from Extended Day Program to Operating Account to pay Aftercare payroll for May.*

- (4) *May 23 – Transferred \$12,320.40 from the Operating Account to Fundraising in order to cover the cost of the sprinkler/installation and landscaping.*
- (5) *May 29 – Transferred \$475 from the Extended Day Program account to the Fundraising account to cover the cost of the rentals for the “Splash Bash.”*
- (6) *May 29 – Transferred \$1,440 from Extended Day Program to Operating Account to cover the payroll for May.*
- (7) *May 29 – Transferred \$101.56 from Extended Day Program to Operating Account to pay for the cost of games for Aftercare.*
- (8) *May 30 – Transferred \$9,069 from Extended Day Program to the Operating Account to cover the cost of the new playground equipment.*

f. Transfer of funds during June 2018:

- (1) *June 11 – Mr. Ramsay transferred \$8,850 from Extended Day Program Account to the Fundraising Account – cover cost of playground installation/mulch.*
- (2) *June 25 – Transferred \$7,960 from the Operating Account to the Fundraising Account – cover cost of carpet installation for Rooms 2,3,4,5, O/T and Conference Room.*
- (3) *June 25 – Transferred \$10,500 from Operating to Fundraising Account for purpose of paying for painting Rooms 2,3,4,5,6,7,8,9; installation of closet doors for Rooms 2,3,4,5,6,7,8 and 9 as well as installation of blinds throughout the school.*
- (4) *June 27 – Transferred \$12,320.40 from the Fundraising Account to the Operating Account to cover the cost of the new PA system. It is noted that this money had been set aside in December 2015 for this purpose; however, it was never spent.*

g. Transfer of funds during July 2018: On 25 July Mr. Ramsay transferred \$27,359.41 (two transfers; one for \$25,000 and one for \$2,359.41 because of the \$25,000 transfer limit) from the Operating Account to the Fundraising Account to cover the cost of curriculum purchased from FSBD; including the 5-year subscription for the new science curriculum.

h. Mr. Brand then asked for a motion to accept the Financial Report as presented. Mrs. Jackman made the motion, which was seconded by Mrs. McAbee and carried.

5. PRINCIPAL’S REPORT:*/Mr. Ramsay reported that currently we have 171 students enrolled with a limit of 174 this year.*

a. Teacher Updates:

- (1) *Four new teachers were hired to fill vacancies from last year; Clinton Jones will teach 1 through 6th (Science Teacher); Laura Pastuszek is our new Kindergarten teacher; Sarah Peace will fill the Gifted/Talented teacher position and Mrs. Forbes is the new 4th, 5th and 6th grades Reading Teacher.*

- (2) Ms. Megan Buntin was hired as the 1st – 6th grades Social Studies Teacher. It is noted that she has passed her Elementary Education Subject Area Examination; however, she is waiting for her paperwork from the DOE to clear. Until this paperwork is received she will be a long-term Substitute Teacher.**
 - (3) Jeff Konieczny has been hired as the 1st Grade Teacher. He is awaiting his paperwork from the DOE to clear and must pass the Elementary Education Subject Area Examination. Pending the completion of these requirements, he will be a long-term Substitute Teacher.**
 - (4) Gloria Yanuzzelli was hired as a long-term Substitute Teacher for the 1st, 2nd and 3rd Grades Reading class due to the last-minute resignation of Mrs. Miller. We are currently searching for a qualified candidate and will hire a full-time teacher as soon as possible. Heather Andrews will take the test in mid-September.**
- b. Update/Review of the “Extended Day Program.”**
- (1) Program is alive and well – program numbers are averaging 26 students per day.**
 - (2) We have Ms. Nikki (two days) and Mrs. Heuer (three days) manning the front desk. Mr. “Y” (two days) and Mr. Jones (three days) are in charge respectively, and lock up for the night in addition to watching half the students. Ms. Butin (three days), Ms. Tavolara (one day), and Mrs. Jones (one day) covers the other half of the Aftercare students.**
- c. Security Update: On 17 August we received a phone call from Dr. Pistella, Director of Charter Schools for the District. He informed us that a security company was not part of the approved list of safety personnel required by the “Marjory Stoneman-Douglas High School Public School Safety Act. After speaking with Mr. Brand and Mr. Tilden, and then with Chief Lower of Vestige Security, we are remaining with Vestige Security for our required armed officer needs. Chief Lower has enrolled his officers in the School Guardian training program with the Manatee County Sheriff’s Office with the next class beginning 17 September 2018. This should alleviate all concerns and questions regarding the training and qualifications of our Security Officer.**
- d. House Bill 7069 Funds: The latest House Bill (HB 7026) removed the funds we received the previous year. These funds have been slightly offset by an increase in Capital Outlay Funds and the addition of the Sales Tax Block Grant from the District. This continues to leave the school @\$50K short of what we expected when the budget was prepared in May.**
- e. Sales Tax Block Grant: This Grant for the MSAS was for \$52,114. The application was sent to the District requesting that the money be spent on the purchase of new “complete” A/C units (inside and outside units) for the 11 units that are between 14-17 years old. The total cost of the project was estimated to be \$60,908. The Grant**

- was approved by the District for the \$52,114 on 17 August and we are supposed to receive the check for these funds on 1 September. The remaining \$8,794 will be paid from the school's operating budget; an amount already included in this year's budget.*
- f. A motion was made by Mrs. Jackman; seconded by Mrs. McAbee and carried, to approve the Principal's Report as presented.*
- 6. TEACHER LIAISON REPORT:** *Ms. Tavolara reported that she has met with the teaching staff and they are completely aware of the communication chain for any issues that may arise and for requesting supplies, etc.*
- 7. PARENT LIAISON REPORT:** *Mrs. Nunes reported that other than the normal routine questions and comments from parents, all seems quiet in the parent arena.*
- 8. OLD BUSINESS:**
- a. A motion to approve the revised Dress Code Policy was made by Mrs. Nunes; seconded by Mrs. McAbee and carried.*
- b. A motion was made by Mrs. Nunes; seconded by Mrs. Atkins and carried, to approve the new Staff Problem Solutions Policy.*
- c. A motion was made by Mrs. Atkins and seconded by Mrs. McAbee to approve the amendments to the By Laws contingent on approval by Mr. Tilden, attorney for MSAS. All were in favor and the motion carried.*
- 9. NEW BUSINESS:** *The motion to approve the revised and updated annual budget was made by Mrs. Breeze; seconded by Mr. Walpole and carried.*
- 10. Floor was opened for general discussion:**
- a. The BOD agreed that in the event we are short funding for the trees and sprinklers, Mr. Ramsay is authorized to spend an additional \$2,000. Motion: Mrs. Atkins; seconded by Mrs. Jackman and carried.*
- b. A matter of record: Lowes has been extremely generous and helpful to the school with a multitude of donations. Additionally, one of the Lowes Managers spoke with Mr. Ramsay regarding the project "Tool Box," which allows for assistance and donations to various organizations. A letter will be written from the Principal and President thanking Lowes for their help and generosity.*
- c. Ms. Cinque mentioned that she may have a photographer who might be willing to take some photographs for the school. She will advise as soon as she knows for certain.*
- d. Mrs. Jackman will coordinate with Headmaster Jan Pullen regarding volunteers from St. Stephens for the purpose of reading at MSAS. If this cannot be accomplished this year, perhaps next year.*

- e. All board members were in complete harmony with the idea of the photo/identification display boards to be mounted in the main entrance area. Staff will pursue this and photos will be taken in the very near future.*
- f. Additionally, everyone was in complete agreement with the staff's idea of enlarging a nice, framed photo of the school to be displayed in the conference room. Mr. Ramsay will be working on this project in the near future. The BOD looks forward to seeing this project completed as well.*

11. Mr. Brand thanked the board members and staff for their continued support and excellent communication in regard to the school's progress on physical rehab, outstanding attitudes and great achievements all around. The next BOD meeting is scheduled for Tuesday, 25 September 2018 at 3:45 PM.

12. There being no further business before the BOD, the meeting was adjourned at 5:45 PM.

*Jim Brand
President*

*Heather Breeze
Secretary*

*Richard Ramsay
Principal*

*Linda Brand/Registrar
Recorder*