



**MANATEE SCHOOL OF ARTS AND SCIENCES, Inc.**  
**3700 32<sup>nd</sup> Street West**  
**Bradenton, Florida 34205**

## **MINUTES**

**25, September 2018**

### **ATTENDANCE:**

#### **OFFICERS:**

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

#### **DIRECTORS:**

**Carole Atkins (absent)**  
**Linda Cinque**  
**Linda McAbee**  
**Theresa Nunes (Parent Liaison)**

#### **STAFF:**

**Richard Ramsay, Principal**  
**Tristyn Tavolara (Teacher Liaison)**  
**Linda Brand, Registrar/Recorder**

#### **Guest**

**Mr. Jesse Tilden (School Council)**

- 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 4:00 PM on Tuesday, 25 September 2018.**
- 2. Motion to accept and approve the Minutes from the August 28<sup>th</sup> meeting of the BOD was made by Mrs. McAbee, seconded by Mrs. Breeze and carried.**
- 3. President Brand introduced Mr. Tilden the attorney for the school. Mr. Tilden reviewed the importance of the Sunshine Law. Mr. Tilden reminded the board all meetings are to be made public knowledge, and that disclosure and transparency were key elements in following the Sunshine Law. Unless appointed by the board as a special committee, no two or three board members can discuss issues that may come before the board as a vote. Any such meeting must have a quorum present and minutes must be taken and made public. Mr. Tilden urged the board the board to review the Sunshine Law throughout the year and if there were any questions from board members, he will be available to answer them. The board of directors must use the school email provided by**

*the school. Texting and phone calls to other board members about school issues are strongly discouraged as it is not good practice and your phones could be subpoenaed in the event of a law suit. Mr. Tilden also reviewed the chain of command in a Charter school: the Principal reports to the Board of Directors and the Board of Directors report to the School District of Manatee County. If at any time the Board of Directors feels the Principal is not fairly representing the school the President may meet with the Principal and if necessary appoint a committee for evaluating the Principal's actions. Mr. Tilden reviewed the update version of the BY-Laws and other than a few grammatical errors, which Mrs. Jackman will correct, the updates are acceptable.*

*A motion was made by Mrs. McAbee to approve the By-Laws with the recommended changes. The motion was second by Mrs. Jackman and carried.*

- 4. FINANCIAL REPORT: Mrs. Jackman had a few questions regarding the financial statement which needed clarification. The financial safeguards Mr. Ramsay put into place with the approval of the previous board as well as Mauldin and Jenkins our audit firm, only allow checks to be written from the Fundraising account. All other transactions are through bank bill pay or credit card. The school has checks only for the Fundraiser Account. Mr. Ramsay has the ability to transfer funds from Operating or Extended Day when it is necessary to write checks to vendors who need payment upon delivery or require a down payment before a service can be provided. Mr. Ramsay and Mrs. Jackman then 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 August.*
  - b. Capital purchases during August 2018:*
    - (1) A new laptop cart was purchased at a cost of \$879.99 utilizing Title One funds.*
    - (2) 24 new ASUS Chromebooks purchased for \$5,286.97. Title One Funds paid \$3,221.39 of this purchase and \$2,0665.58 was paid from the operating account.*
    - (3) The new licenses for the chrome books cost \$479.00, which was paid from the operating account.*
    - (4) Operating funds of \$1,059.84 were used for the purchase of an ID maker.*
    - (5) New push button locks were installed in all the classrooms, broken door handles replaced and the entire school re-keyed at a cost of \$2,249. All purchases paid from operating funds.*
    - (6) The purchase of a school-wide Brain-Pop license, \$2,395 was made from Title One funds.*
    - (7) The school paid \$750.48 from the operating account to replace the teacher's edition of our math curriculum.*
    - (8) The Raptor ID scanner for the front office was purchased at a cost of \$495.*
    - (9) Twelve "NO TRESSPASSING" signs were purchased for \$403.20.*

- (10) *There were 23 fruit trees purchased for a cost of \$1,449.62 to enhance the Science Program as well as provide shade for the students in the future.*

**c. *Transfer of funds during August 2018***

- (1) *On August 1<sup>st</sup> Mr. Ramsay transferred \$7,635.00 from the Operating Account to the Fundraising Account to cover the check written to Chris Friday for painting all interior doors and for the repair of the ceiling in the Art hallway outside room #10. \$735 was also transferred from operating to fundraising to cover the check written to Puddles Pressure Cleaning, for power washing the entire outside of the buildings, all concrete walkways as well as the front and back and the picnic tables.*
- (2) *On August 7<sup>th</sup>, Mr. Ramsay transferred \$10,500 from operating to the Fundraising account to cover a check written to Blades of Grass for all the tree trimming and removal of all debris.*
- (3) *On August 14<sup>th</sup> Mr. Ramsay transferred \$22,274.23 and \$484.73 respectively, from the extended Day Program account to the operating account, to move all but \$1,000.00 out of the Extended Day Program account.*
- (4) *On August 14<sup>th</sup> Mr. Ramsay transferred \$14,808.05 from the Operating Account to the Fundraising account to cover the check written to Boyd Insurance for our Property and EDP coverages.*
- (5) *On August 17<sup>th</sup> Mr. Ramsay transferred \$12,181.60 from the Operating Account to the Fundraising Account to cover the 20% down payment for the Air Conditioning Project.*

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

5. **PRINCIPAL'S REPORT:** *Mr. Ramsay reported that currently we have 173 students enrolled with a limit of 174 this year.*

**a. *Teacher Updates:***

- (1) *Ms. Megan Buntin was hired as the 1<sup>st</sup> – 6<sup>th</sup> 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.*
- (2) *Jeff Konieczny has been hired as the 1<sup>st</sup> Grade Teacher. He is waiting for his paperwork from the DOE to clear and has passed the Elementary Education Subject Area Examination. Pending the completion of these requirements, he will be a long-term Substitute Teacher.*
- (3) *Ms. Heather Andrews was hired as a long-term Substitute Teacher for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Grades Reading class. Ms. Andrews has an out of state teaching license*

*but must take and pass the General Knowledge test to receive her Florida Teacher Certificate. She was scheduled to take the test but due to an error on the DOE end she has had to reschedule.*

**b. Update/Review of the "Extended Day Program."**

- (1) Program continues to function well, numbers are averaging 27 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. Buntin (three days), Ms. Tavolara (one day), and Mrs. Jones (one day) covers the other half of the Aftercare students.*

**c. Security Update: Due to MSAS staying on Mr. Lower of Vestige Security to comply with the prerequisites for our armed security needs, Mr. Ramsay contacted Mr. Brand to obtain approval to move forward in sending our officer Ed Race for his psychological evaluation and enroll him in the School Guardian training program with the Manatee County Sheriff's Office, which begins on 17 September 2018. This should alleviate all concerns and questions regarding the training and qualifications of our Security Officer.**

**d. Our A/C replacement program is complete.**

- (1) The final cost of the project was \$60,181.60. The Block Grant was for \$52,114.00 leaving a balance of \$8,067.60 which was paid from the school's operating budget; an amount already included in this year's budget.*
- (2) As the air conditioning project was being completed, it was noted that the outside unit to the office air conditioner was replaced 3 years ago but the inside air handler unit was not and is 18 years old. This was not figured into the project and will cost another \$3,500.00.*

**e. Upcoming events;**

- 1. MSAS's first Showcase will be at 9:30 on October 12, 2018, and everyone is invited to join us. The teachers have chosen "Fall" as the theme for the upcoming Showcase.*
- 2. Mr. Ramsay will be attending the Florida Charter Schools Conference in Orlando October 16<sup>th</sup>- Oct 18<sup>th</sup>. This Conference is funded through Title 2 (Professional Development Funds) received from the District. Mrs. Brand, Ms. Tavolara, Mr. Jones and Mr. Y will work together as a team to oversee the operation of the school during this time.*
- 3. The first field trip of the year is scheduled to Mixon Farms on October 25<sup>th</sup>. As always this field trip is open to the first 50 students that sign up. Parents and students are notified one month in advance and are sent reminders throughout the month with flyers and DoJo messaging that the permission form and money*

*are due on October 1<sup>st</sup>. In fairness to all of our students we do not accept forms or money until October 1<sup>st</sup>.*

*Mrs. Jackman made a motion to accept the Principals report as presented, which was seconded by Mr. Walpole. The motion carried unanimously.*

6. **TEACHER LIAISON REPORT:** *Ms. Tavolara reported that this is the beginning of the school year and all appears to be going well. She has been meeting with teachers so they know the chain of command and what her role is as their Teacher Liaison.*

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. She is at the school every morning selling Smecials and every Friday after lunch selling popsicles. These are popular easy fundraisers and she does not mind doing them. It also makes her available to parents.*

8. **OLD BUINSESS:**

a. *The FY18 Annual Audit will be completed and received by Friday, September 28<sup>th</sup>. As of this date some of the findings were (1) the budget was not revised to project the summer spending even though they were board approved expenditures. (2) Journal entries need to be monitored more closely.*

b. *As stated in the principal's report the fruit trees have been ordered, delivered, and planted by the students and Mr. Jones.*

c. *Mrs. Jackman has connected with Angela at St Stephens to provide reading buddies for our Extend Day students. St. Stephen's is interested but will get back to Mrs. Jackman once she finds out if this program looks feasible for this school year*

9. **NEW BUSINESS**

*(1) Mrs. Brand was audited by FLDOE state auditors. For this audit we had to request records back from other schools for review of ELL students (English Language Learners). We have no control over the files once they leave our school and of the records requested three ELL student's records. ELL files were found but were missing their Schedules from Peer, this is a state program Mrs. Brand has no access to, information is input by the ESE teacher. Although Mrs. Brand had a copy of their schedules in her FTE box the auditor wanted the download from PEER). One file was missing the entire ELL file; and, again we have no control over the files once they leave our school. The auditor asked for a copy of the Accountability Attendance Form signed by the principal. This form does not exist on the District of Manatee County's FTE Box requirements. Mrs. Brand emailed her SRS immediately and was told they would discuss this form in the next*

*registrars meeting. All schools being audited were found to have no knowledge of this form. Mrs. Brand presented the Auditor with a copy of Internal Audit Form the principal signs, with the Accountability weeks attendance listed as one of the items the principal checks but this was not acceptable. Mrs. Brand asked the auditor for the rule on this form. When she sent it to the district for research she was again told it would be discussed at a later date as it involved the entire district not just charter schools.*

**10. Floor was opened for general discussion:**

- a. Mrs. Jackman asked if we could do a pizza fundraiser at lunchtime. Due to our school being a TITLE 1 school we cannot promote any fundraiser that interferes with the federal lunch program.*
- b. Mr. Ramsay reminded the board that we were in the process of our Otis Spunkmyer fundraiser. This is the biggest fundraiser of the year for our school.*
- c. Mrs. Nunes talked about the upcoming Book Fair and the classroom challenge for "Coins for Books"*

**11. There being no further business before the BOD, the meeting was adjourned at 5:30 PM.**

<b>Jim Brand</b>	<b>Heather Breeze</b>	<b>Richard Ramsay</b>	<b>Linda Brand</b>
<b>President</b>	<b>Secretary</b>	<b>Principal</b>	<b>Registrar/recorder</b>