



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

## **MINUTES**

**18 December 2018**

### **OFFICERS:**

**Jim Brand, President**  
**Damon Walpole, VP**  
**Heather Breeze, Secretary**

### **DIRECTORS:**

**Carole Atkins**  
**Linda Cinque**  
**Linda McAbee**  
**Theresa Nunes, Director (Parent Liaison)**  
**Tristyn Tavorara (Teacher Liaison)**

### **STAFF:**

**Richard Ramsay, Principal**  
**Linda Brand, Registrar**

### **ABSENT:**

**Lorraine Jackman, Treasurer**

- 1. A regular meeting of the Board of Directors, of Manatee School of Arts and Sciences (MSAS), was called to order by President Jim Brand at 4:00 PM on Tuesday, 18 December 2018.**
- 2. Ms. Cinque made a motion to approve the November 2018 minutes as written, which was seconded by Mrs. McAbee and carried.**
- 3. FINANCIAL REPORT/Mr. Ramsay**
  - a. The P/L Statement, Balance Sheet, status of bank accounts and credit card accounts for November were reviewed.**
  - b. Capital purchases during November 2018 included:**
    - (1) \$2,600 for the purchase of the air handler unit in the front office. Operating funds were used for this purchase.**
    - (2) \$1,139.18 for "CHAMPS" Classroom Management Professional Development Training software was purchased utilizing Title II Funds.**
  - c. Non-Capital Purchases during November 2018:**

- (1) Operating funds were used for the license renewal for 18 Xirus A/Ps for education. (\$719.28)**
- (2) The following items were approved for purchase in October using Fundraiser money and purchased in November; \$676 was spent for the purchase of Ipevo IW2 wireless interactive whiteboard systems for four classrooms. A FlashForge Finder 3D Printer, two spools of printer filament and an AmScope PS25 prepared microscope slide set for Basic Biological Science Education for the Science room (\$377.12) and a AmScope M620C-E1 Digital Compound Monocular Microscope, WF10x and WF25x Eyepieces, 40x-2500x magnification, Brightfield, LED Illumination, Abbe Condenser, Mechanical Stage, 110v, includes 1.3 MP camera and software (\$218.63)**
- d. Transfer of funds during November 2018:**
  - (1) Transferred \$2,070 from Extended Day Account to the Operating Account to supplement the August Aftercare payroll, 1 November 2018.**
  - (2) \$10,000 transferred from the Extended Day to the Operating Account to pay regular invoices pending the receipt of District checks. (7 November 2018)**
  - (3) Transferred \$10,000 from Operating to the Extended Day Account in order to replace the money withdrawn from the Extended Day Account. (14 November 2018)**
  - (4) \$7,910 was transferred from the Operating Account to the Fundraising Account to replace the funds that were utilized to pay Boyd Insurance (D&O Insurance).**
- e. A motion to approve the Financial Report as presented, was made by Mrs. Nunes; seconded by Mrs. McAbee and carried.**

#### **4. PRINCIPAL'S REPORT/Mr. Ramsay**

- a. Mr. Ramsay stated that there are currently 165 students registered within the school as of 11 December 2018.**
- b. Mr. Ramsay updated the board on the status of the following teachers who are considered teaching "out of field" until the completion of their ESOL (English Speakers of Other Languages) course work. The state requires the Board of directors and parents to be notified.**

- (1) Ms. Buntin has been elevated to full-time as the 1<sup>st</sup>-6<sup>th</sup> grade Social Studies teacher. She is still considered “out of field” until she completes her ESOL course work.**
- (2) Mr. Konieczny is now the full-time 1<sup>st</sup> grade teacher but is still considered “out of field” until he completes his ESOL course work.**
- (3) Ms. Andrews is now the full-time teacher for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade Reading Class. She continues to be considered “out of field” until she completes her ESOL course work.**
- (4) Ms. Striplin is the full-time ESE teacher and continues to be considered “out of field” pending completion of her ESOL course work.**
- (5) A motion was made for the approval of the above teachers to continue working “out of field” as they continue their course work by Mrs. Nunes; seconded by Mr. Walpole and carried.**

**c. Update and Review of the “Extended Day Program” indicates that the program is fairing very well with numbers averaging to approximately 29 students per day.**

**d. Past events:**

**(1) The second field trip was to Zoo Tampa at Lowry Park on 5 December and was full – everyone had a great time!**

**(2) The annual staff Christmas Dinner was held on 7 December at the Bridge Street Bistro. The entire staff attended as well as the majority of our board members. The event was a major success.**

**e. Upcoming Events: The 21<sup>st</sup> of December will be the second Showcase of the year and will start at 1 PM. The theme this year is “Winter” and there will also be an Ugly Sweater contest for the school on the same day.**

**f. Mr. Brand entertained a motion to approve and accept the Principal’s Report, which was made by Ms. Cinque; seconded by Mr. Walpole and carried.**

**5. TEACHER LIAISON REPORT: Ms. Tavolara stated that all is quiet with the teaching staff and everyone seems content. The school year is progressing very well.**

**6. PARENT LIAISON REPORT: Mrs. Nunes reported that with the exception of the one parent who was upset that her child was not able to go on the field trip, all is fairing**

*quite normal. In regard to the field trip, it was booked full and there was nothing we could do to resolve the complaint.*

**7. OLD BUSINESS:**

- a. All the holes around the designated areas have been filled.*
- b. Thanks to Ed, we have received a new gate (donated) to be installed in the trash receptacle area. This was definitely needed!*
- c. ID badges were completed and passed out to the teachers.*
- d. Mr. Tilden called at approximately 4:20 PM to report telephonically to the BOD in regard to the former employee claims. We should have something more concrete by 2 January 2019. Mr Tilden will be “reaching out” to the insurance company within the next few days.*

**8. New Business:**

- a. Mr. Ramsay asked the board to consider approval to purchase an “AED” (automatic electronic defibrillator). All were in favor of obtaining the machine and a motion to approve the expenditure was made by Mrs. Nunes; seconded by Mrs. Atkins and carried.*
- b. Mr. Brand requested ID badges for the board members so that they can be worn during special events while on school grounds. This will help parents and visitors identify the board members during school events.*

**9. The next scheduled board meeting will be Tuesday, 29 January 2019 at 3:45 PM. The meeting was then adjourned by President Brand at 4:40 PM.**

**JIM BRAND**  
*President*

**HEATHER BREEZE**  
*Secretary*

**RICHARD RAMSAY**  
*Principal*

**LINDA BRAND**  
*Registrar*