



MANATEE SCHOOL OF ARTS AND SCIENCES, Inc
3700 32nd Street West
Bradenton, Florida 34205
4 February 2019

MINUTES
29 January 2019

1. **The Board of Directors monthly meeting was called to order by President Brand at 3:55 PM on Tuesday, 29 January 2019.**

2. ATTENDANCE:

OFFICERS:

Jim Brand, President

Damon Walpole, VP

Lorraine Jackman, Treasurer Theresa Nunes, (Parent Liaison)

DIRECTORS:

Carole Adkins

Linda Cinque

ABSENT:

Heather Breeze, Secretary

Linda McAbee, Director

STAFF:

Richard Ramsay, Principal

Linda Brand, Registrar

Tristyn Tavolara, Teacher Liaison

OTHERS PRESENT:

Jesse Tilden, School Counsel

3. **Mr Tilden briefed the BOD regarding the potential issues involving certain former school employees. Currently, there are no known actions in progress; however, Mr Tilden will keep the BOD apprised pending any information he receives from the insurance company or legal office associated with these potential claims. Following a brief discussion with certain questions from the board members being answered, Mr Tilden was then excused and left the meeting.**
4. **FINANCIAL REPORT/Mr Ramsay and Mrs Jackman**
 - a. **A review of P/L Statements, Balance Sheet, and Status of bank accounts for December 2018, indicates that all documents and transactions are in total compliance with the school's policies and guidelines that are in place.**
 - b. **There were no capital purchases during the month of December.**

- c. All fund transfers were noted by the board and approved.*
- d. A motion was then called by the President, made by VP Walpole, seconded by Mrs Nunes and carried, to accept the Financial Report as presented.*

5. PRINCIPAL'S REPORT/Mr Ramsay

- a. Mr Ramsay reported that as of 29 January 2019, the student count is 165. The school expects the FTE February count to be at 166.*
- b. All teaching positions are currently filled with all teachers being certified and working full-time. There is only one exception; the Reading Tutor position is filled by Mrs Acton, the long-term substitute teacher.*
- c. There are a few teachers, Miss Buntin, Mr. Konieczny, Ms. Andrews and Ms. Striplin, that are working out-of-field pending the completion of their ESOL course work, , which is mandatory and must be completed by specific dates in order to continue teaching in the State of Florida.*
- d. On 15 January 2019 a letter was provided with the Parent Memo in order to inform all parents regarding any MSAS teachers working out-of-field, which is a requirement by the State of Florida.*
- e. It was reported that one administrative employee was terminated for cause because of ineffective and substandard performance of duties. It was noted that this position is funded through TITLE 1 and provided these funds are not utilized as intended, we will lose the funding.*
- f. Effective 1 February 2019 and through the end of June 2019, the Home-School Liaison/Attendance Clerk position will be assumed by Ms Nikki. Because of the TITLE 1 funding restrictions, Ms Nikki will be unable to assume the breakfast/lunch duties or the Assistant Registrar responsibilities. These duties will be assumed by other personnel as directed by the Principal.*
- g. The "Extended Day Program" is functioning very well with an average daily count of 30 students.*
- h. Positions at the front desk are covered by designated personnel as assigned by the Principal.*
- i. It was noted that the second Showcase, with a theme of "Winter" was extremely successful with more than 200 persons in attendance. Mrs Brand stated that there has never been a crowd as large as this one in the entire history of the 22-year old school. Many favorable comments were received from those in attendance.*
- j. The next event will be held on February 14th and details for this event are being finalized by the staff.*
- k. A motion to accept the Principal's Report was made by Mrs Jackman; seconded by Mr Walpole and carried.*

6. TEACHER LIAISON REPORT/Mrs "T"

- a. *The teaching staff seems to be extremely satisfied with the administration of the school, the facilities and the improvements being made throughout the buildings and campus.*
 - b. *Teachers are “gearing up” for testing that will be conducted during the first week of April and two weeks in May.*
7. **PARENT LIAISON REPORT/Mrs Nunes:** *With the exception of the normal concerns of parents, there have been no major complaints during the past month.*
 8. **OLD BUSINESS:** *The new AED machine was purchased, which is fully automated and provides verbal instructions; hence, no additional training required by the staff. This purchase was previously approved by the BOD based on a request by Principal Ramsay.*
 9. **NEW BUSINESS:** *Mr Ramsay explained that the parent who had previously agreed to donate his time to paint the facilities and was an employee of Lowes, no longer works for the company. Lowes was not aware of this arrangement but the new manager has agreed to donate the paint but not the labor. The labor to paint and power wash the buildings is \$16,000. The project will take approximately two to three weeks and will begin once the paint is delivered. The BOD fully agreed with this and advised Principal Ramsay to proceed. A motion to approve the expenditure of \$16,000 from the Operating Account was made by Ms Cinque; seconded by Mrs Jackman and carried.*
 10. **GENERAL DISCUSSION:** *All teacher performance reports are due to be completed in April 2019 and will be accomplished by Principal Ramsay. Mr Ramsay’s performance evaluation is also due to be completed by April. Mr Brand appointed Mrs Nunes and Mrs Jackman to assist him in preparing the Principal’s Performance Report, and a meeting will be set up in February to review the performance evaluation forms and process. He will notify the directors when the date is confirmed. Mrs Adkins was also appointed to assist based on her available time.*
 11. *The meeting was officially adjourned at 5:10 PM. The next scheduled meeting of the BOD will be on Tuesday, 26 February 2019.*

JIM BRAND
President

HEATHER BREEZE
Secretary

RICHARD RAMSAY
Principal

LINDA BRAND
Registrar

