



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

MINUTES
27 November 2018

ATTENDANCE

OFFICERS:

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

DIRECTORS:

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

STAFF:

Richard Ramsay, Principal
Tristan Tavolara (Teacher Liaison)
Linda Brand, Registrar

GUESTS:

Jesse Tilden, School Council
Cindy Jaskulski, CPA

1. *A regular meeting of the Board of Directors, Manatee School of Arts and Sciences (MSAS), was called to order by President Brand at 4:00 PM on Tuesday, 27 November 2018.*
2. *A motion to approve the October Minutes with amendments (financial balanced and Slurpee donations corrected to read: donated from 7-11 rather than from Mrs Jackman, was made by Ms Cinque; seconded by Mrs McAbee and carried.*
3. *Mr Tilden reported that he had received formal correspondence from Andre Perone (attorney representing Ms Gregory, Ms Lane and Mrs Tran). Complaints continue to be investigated and the BOD discussed steps that may need to be taken in the event the insurance company gets involved.*
 - a. *Mr Ramsay added that we will be adding Jesse Tilden to the school staff with insurance privileges; and, the board agreed with this action.*
 - b. *Mr Tilden thanked the BOD and the school for this decision and will work with Mr Ramsay in executing the necessary paperwork.*

4. **FINANCIAL REPORT:** *Mrs Jackman reviewed the Statement of Expenses and the overall financial position thusfar. All documentation is up to date and in balance. A question was posed regarding whether or not parents were charged for returned checks from the Aftercare Program. Mr Ramsay answered this question in the affirmative and stated that parents are required to pay the fee for returned checks due to insufficient funds, etc. Mrs Jackman announced that the Reconciliation Account is balanced and it appears to be in excellent shape.*
- a. *A review of the P&L Statement, Balance Sheet, status of bank accounts and credit card accounts were thoroughly reviewed.*
- b. *Capital purchases made during the month of October 2018: \$1,255.41 was made for the purchase of Lumos Learning Math remediation software for the 3rd – 6th grades. Money from the Operating Account was utilized for this purchase, which will be covered through the Title One funds.*
- c. *Mr Ramsay transferred the following funds as indicated below:*
- (1) *October 2nd; \$1,700 from the Extended Day Account to the Operating Account to cover the September Aftercare payroll.*
- (2) *October 2nd, \$1,335 from the Extended Day Account to the Operating Account to cover the August Aftercare payroll.*
- (3) *October 2nd, \$52 from the Extended Day Account to the Fundraising Account for funds that were deposited into the wrong account.*
- (4) *October 5th, \$2,745 from the Operating Account to the Fundraising Account in order to cover the checks that were written for the “Teacher Lead Money” distribution.*
- (5) *October 12th, \$8,000 from the Extended Day Program to the Fundraising Account to cover the check that was written to Boyd Insurance. These funds were transferred back to the Extended Day Program from the Operating Account on October 26th.*
- (6) *October 26th, \$2,287.88 from the Operating Account to the Fundraising Account to cover the check that was written to Riverside Speech.*
- (7) *October 26th, \$1,353 from the Operating Account to the Fundraising Account to cover the check that was written to Boyd Insurance.*

- d. *Cindy recommended that the same company that performs the annual audit, also be utilized to do the tax returns for the school beginning next year.*
 - e. *A motion to approve the Financial Report was made by Mrs Nunes; seconded by Mr Walpole and unanimously carried.*
5. **PRINCIPAL'S REPORT:** *Mr Ramsay stated that as of 27 November 2018, there are 170 students enrolled in the school.*
- a. **Teacher Updates:**
 - (1) *Mr Ramsay will be writing letters to the DOE to inform them that Mr Buntin and Mr Konieczny will be officially hired as full time teachers for the MSAS and will certainly be welcome additions to our professional teaching staff. Because of the backup of paperwork within the DOE, this will suffice until their paperwork has been cleared. At this time, they may be hired sooner than anticipated.*
 - (2) *Ms Andrews was hired as the 1st, 2nd and 3rd reading teacher as of 26 November 2018.*
 - b. *An update review of the "Extended Day Program:" The program continues to function very well and the numbers are averaging approximately 27 students per day.*
 - c. **Past Events:**
 - (1) *Both the "Muffins with Mom" and "Donuts with Dad" were huge successes and we experienced larger turnouts than expected.*
 - (2) *Our second annual "Real Men Read" event went extremely well. Several men from the community participated in the program with much appreciation from the school.*
 - (3) *The Book Fair was extremely successful and students purchased nearly \$4,400 in books. The school made certain that every student received a book at this time. MSAS received 50% from the funds generated from this event, which was considerably more than anticipated. Combined with our previous Scholastic Dollars, our total is \$3,700. Teachers may use this money to purchase books for their classrooms.*
 - d. **Upcoming Events:**

- (1) *The second quarter field trip is scheduled for 5 December to Lowry Park. The cost for this trip is \$25 per student. It is worthy to note that the field trip is nearly full.*
- (2) *The Winter Showcase and Ugly Sweater contest is scheduled for 21 December beginning at 1:00 PM.*
- (3) *Mr Brand entertained a motion to accept the Principal's Report, which was made by Mrs Jackman; seconded by Mrs McAbee and carried.*
6. **TEACHER LIAISON REPORT:** *Mrs "T" reported that morale continues to improve and all is going very well within the teaching staff. There is nothing more to report at this time.*
7. **PARENT LIAISON REPORT:** *Mrs Nunes reported that a parent has a complaint that her child will not be able to go on the field trip. There is nothing really that can be done since the trip is now full.*
8. **OLD BUSINESS:** *Mr Ramsay ordered our first 3D printer for the Science Lab and a USB microscope to be utilized in the same area. He also purchased a "portable interactive whiteboard" system that converts the projectors into smart boards. Four teachers are now testing them and will report their findings in due time. If successful, we will order one for each classroom.*
9. **NEW BUSINESS:** *The upcoming staff Christmas Dinner was discussed, which is scheduled for Friday, 7 December, and will be held at the Bridge Street Bistro.*
10. **GENERAL DISCUSSION:** *Cindy announced that she does not plan on attending any further board meetings unless her attendance is requested. The board all agreed that she will certainly be a great asset to the school.*
11. *There being no further business before the Board of Directors or for the good of the school, President Brand adjourned the meeting at 5:09 PM. The next scheduled board meeting will be held on 18 December 2018 at 3:45 PM.*

JIM BRAND
President

HEATHER BREEZE
Secretary

RICHARD RAMSAY
Principal

LINDA BRAND
Registrar