



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

MINUTES

October 30, 2018

ATTENDANCE

OFFICERS:

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

DIRECTORS:

Carole Atkins
Linda Cinque
Linda McAbee
Teresa Nunes, (Parent Liaison)

STAFF:

Richard Ramsay, Principal
Tristyn Tavolara, Teacher Liaison
Linda Brand, Registrar

GUEST:

Jesse Tilden, School Council

- 1. A regular meeting of the Board of Directors, Manatee School of Arts and Sciences (MSAS), was called to order by President Brand at 3:58 PM on Tuesday, October 30, 2018.**
- 2. Mr. Ramsay discussed the termination of Vestige (Guardian Service) with the Board. Mr. Tilden stated that the owner of Vestige was scheduled to come in to sign an employee release so that the "no compete clause" cannot be enforced. Our current security guard was scheduled by MSAS for guardian training with the Bradenton MCSO and satisfactorily completed the training course.**
- 3. The staff discussed the upcoming "Real Men Reading" program and the potential volunteers who will be scheduled to read to our students in the various grade levels.**
- 4. Following a brief discussion by Council, Mr. Tilden departed the meeting at 4:10 PM.**
- 5. A motion to accept and approve the Minutes of the September 25th meeting of the BOD was made by Mrs. McAbee, seconded by Mr. Walpole and carried.**

6. FINANCIAL REPORT:

- a. Mr. Ramsay announced the termination of the financial firm that had been handling the bookkeeping for the school largely due to mistakes and inaccuracy in reporting. He introduced the new person that will assume these duties, Cindy, who is currently reviewing the financial reports and data to ensure they are correct and accurate. She will work closely with Mr. Ramsay and Mrs. Jackman to ensure that financial data is true and correct for reporting to the BOD.*
- b. Mrs. Jackman had a few questions regarding bank statements, which were answered. She noted that statements compared to fundraisers and the aftercare records appear satisfactory. Mrs. Jackman did note that the Operating Account was missing some details, and brought up a Balance Sheet discrepancy. Cindy did note that insurance should be added as a pre-paid item and included on the Balance Sheet. Cindy is also currently auditing and detailing payroll to ensure accuracy.*
- c. A review of P/L Statements, Balance Sheet, status of bank accounts and credit card accounts for September was made available to the BOD.*
- d. Capital purchases during September 2018: \$48k for the balance of the A/C project (Operating budget funds were used for this project).*
- e. Transfer of funds during September 2018 included the following:*
 - (1) On September 12th Mr. Ramsay transferred \$48k from the Operating Account to the Fundraising Account to cover the check written to Cooper Cooling for the A/C project.*
 - (2) On September 24th Mr. Ramsay transferred \$1,696.40 from the Fundraising Account to the Operating Account to cover the credit card purchase for the fruit trees.*
- f. Mr. Brand asked for a motion to approve the Financial Report as presented, which was made by Ms. Cinque, seconded by Mrs. Nunes and carried.*

7. PRINCIPAL'S REPORT: *Mr. Ramsay reported that we currently have 169 students, with one possible student coming to the school on the next school day. It was noted that several students were remanded to their zoned schools recently.*

a. Teacher Updates:

- (1) Ms. Buntin continues as a substitute teacher for the 1st-6th grade Social Studies, awaiting her paperwork from the DOE to be cleared.*
- (2) Mr. Konieczny continues as a substitute teacher for 1st grade, also awaiting his paperwork to be cleared from the DOE.*

8. **TEACHER LIAISON REPORT:** *Ms. Tavolara reported that there is nothing negative to report, and the teachers are excited about the surveys that were distributed concerning their "likes and hobbies." The survey will be utilized to help with teacher incentives.*
9. **PARENT LIAISON REPORT:** *Mrs. Nunes reported that the only problem concerned a letter from a parent about their child's behavior. This had been discussed at the beginning of the meeting.*
 - (1) *The "Coin Drive" was very successful with a total so far of \$891.*
 - (2) *The "Book Fair" will begin on November 6th.*
 - (3) *We will also be doing "Muffins with Mom" and "Donuts with Dad" during the time they are shopping at the Book Fair.*
10. **OLD BUSINESS:** *The FY18 Annual Audit was completed and received on Friday, September 18th. Copies of the Audit had been distributed to all board members, and included in their packets.*
11. **NEW BUSINESS:** *Mr. Ramsay reported to the board that it is time to begin a new budget.*
12. **FLOOR OPENED FOR GENERAL DISCUSSION:**
 - (1) *Ms. Cinque mentioned the possibility of a governing program with the Bradenton Beach Mayor. (Open Item)*
 - (2) *Ms. Cinque suggested that an audit representative should sit in during an Audit Review.*
 - (3) *Mrs. Jackman has volunteered to donate Slurpee coupons and will follow up on this.*
 - (4) *Cindy did state that an "in kind gift" form needs to be completed with each donation.*
 - (5) *Mrs. Breeze suggested that we should consider upgrading the "patio" area and purchasing new tables in the garden area. This would hopefully beautify the school and have additional area for outside eating for parents to join as well. Mr. Ramsay will proceed to investigate more information and quotes for this suggestion. (OPEN ITEM)*
 - (6) *Mr. Ramsay has received a quote for filling in the holes around the retention area (because of safety hazards in this area). The quote is under \$1,000 and work will begin very soon. Board approved.*
 - (7) *Mr. Brand complimented the Officers and Directors for their continued input and interest in the Manatee School of Arts and Sciences. We have an excellent professional team in place with the principal, administrative staff, dedicated teaching staff, concerned maintenance personnel, and additionally, a well-rounded, highly qualified and caring group of board members who are simply giving their time for the benefit of our parents and students. Without the positive outlook we all have, the school would be no better off than with previous issues that have caused*

unnecessary dissention. We look forward to a very positive future for this small, but superior school.

13. *The next scheduled board meeting is Tuesday, 27 November 2018 at 3:45 PM.*

14. *There being no further business before the board, the meeting was adjourned by Mr. Brand at 5:35 PM.*

***JIM BRAND
President***

***HEATHER BREEZE
Secretary***

***RICHARD RAMSAY
Principal***

***LINDA BRAND
Registrar***