



Manatee School of Arts and Sciences, Inc.
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MSAS BOARD MEETING MINUTES
March 19 2019

BOARD OF Directors

Jim Brand
President

Damon Walpole
Vice President

Heather Breeze
Secretary

Lorraine Jackman
Treasurer

Theresa Nunes

Parent Liaison

Carole Atkins
Director

Linda Cinque
Director

Linda McAbee
Director

Tristyn Tavolara
Teacher Liaison
(Non-Voting Member)

OFFICERS

Jim Brand, President
Damon Walpole, VP
Lorraine Jackman, Treasurer

DIRECTORS

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

OTHERS PRESENT

Jesse Tilden, School Counsel

STAFF

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

ABSENT

Heather Breeze, Secretary

- 1. Meeting called to order by President Brand at 3:35 PM on Tuesday, 19 March 2019.**
- 2. A motion was made by Ms. Cinque; seconded by Mrs. McAbee and carried, to approve the February board minutes as written and enter into permanent record. Note: Mrs. Jackman asked to leave the board meeting for a few minutes so Mr. Brand stated that we would postpone the Treasurer's Report until she returned. Mr. Brand then asked Mr. Ramsay to present the Principal's Report.**

3. PRINCIPAL'S REPORT: (Mr. Ramsay)

- a. Mr. Ramsay reported that the School Advisory Committee (Mrs. Nunes, Mrs. Tavolara, Mr. Jones, Mr. Ramsay and Mrs. Brand had previously met to discuss how to distribute funds received for raising our school grade. After a lengthy discussion, Mr. Jones felt the money should be distributed to the remaining staff from last year since they were the persons who worked very hard to bring the school grade up. Mr. Jones said this will hopefully give the new staff members an incentive to work hard to help the students show significant improvement again this year. The committee agreed and Mr. Ramsay proposed that the BOD authorize an additional \$425 to the existing \$15,575, so that each of the remaining staff will receive \$2000. The BOD agreed with a motion by Mrs. McAbee; seconded**

by Ms. Cinque and carried. Each staff member from this group will received \$2000.

- b. As of March 13, 2019 the student count is at 161.*
- c. All teachers are certified with the exception of Mrs. Acton, who remains a long-term substitute in the Reading Tutor position.*
- d. There is a requirement that staff must report to the BOD each month when faculty members are teaching out of field. Miss Buntin, Mr. Konieczny, Ms. Andrews and Ms. Striplin remain out of field until they complete their ESOL course work. All these teachers are working on the course work and their mandatory completion date varies for each teacher, depending on the field they are teaching in.*
- e. The Extended Day Program continues to do very well, averaging 8 more students than we originally planned for.*
- f. The Spring Showcase will be held on 22 March at 9:30 AM. This is a half-day for students but a full day for all staff.*
- g. Spring break will be from 25 March – 29 March and school will resume on 1 April 2019.*
- h. During the installation of the security cameras for the Art building the installers discovered a hold in the roof. Mr. Ramsay contacted several roofing companies but only two contractors showed up to do a “walk through” on the roof, and give proposals. Mr. Ramsay contacted Mr. Brand since we are expecting bad weather and suggested that the BOD approve the bid from Approved Roofing, LLC, as the gentleman who came out walked the entire roof and found a few other issues. The proposal is for \$1200 and although it is slightly higher than the other contractor, it does include the other issues found on the roof. Approved Roofing also walked the roof of the main building and will get back to staff on any needed repairs and estimated costs. The Art building has now been repaired.*
- i. Mr. Jensen is expecting to complete the painting over Spring Break. He has experienced some delays due to weather conditions.*
- j. The sign company checked with the county and found that we are not permitted to have an LED lighted sign. We will be able to have a lighted sign but it must meet certain specifications. We will also need to contact*

an electrician to find out the cost to run an electrical line underneath the driveway.

- k. Auditors had asked that Mrs. Jolly be removed from the Capital One account and issue the card in the school's name. After checking with Capital One, Mrs. Jolly holds the social security number that the account was originally opened with, and we cannot change it. However, after checking with our bank they do offer a credit card with rewards similar to Capital One. The requirement is that the account has to be opened with a social security number and name; not just the business name. This will mean an account for the school could be opened under the principal's name with the Registrar as the secondary card holder. The account can be changed with a change of principals. A motion was made by Mrs. Atkins; seconded by Mrs. McAbee and carried, to approve the Principal's Report as presented.*

4. FINANCIAL REPORT/Mrs. Jackman/Mr. Ramsay

- a. It was noted by Mrs. Jackman that all accounts have been reconciled and are in good standing.*
- b. Capital purchases for the month of February include \$3,622.50 to Alert Alarm for a 50% down payment on new security cameras, \$735 for Puddles Pressure Washing and \$860 to EDTECH RX for new computer headphones (paid with fundraiser account).*
- c. The only non-capital purchase for the month of February was \$432 to Amazon for new computer mice.*
- d. On 12 February 2019, Mr. Ramsay transferred \$1,780 from the Extended Day account to the operating account to cover the payroll for the Extended Day Staff.*
- e. On 12 February 2019 Mr. Ramsay transferred \$3,672.50 from the operating account to the fundraiser account to cover the payment for the check that was written to Alert Alarm Company.*
- f. Mrs. Jackman did have one question concerning what appeared to be a double payment to Blades of Grass, the school's landscaping company. Mr. Ramsay clarified the payment had been approved in a previous meeting for the cost of dirt and labor to fill in the holes in the back field of the campus.*

g. Mr. Brand then called for a motion to approve the Treasurer's Report as presented. Mrs. Atkins made the motion; seconded by Mrs. Nunes and carried.

5. TEACHER LIAISON REPORT: Mrs. Tavolara reported that she has been actively talking with faculty members and everyone is extremely happy and the operation is running very smoothly.

6. PARENT LIAISON REPORT: Mrs. Nunes stated that she has absolutely no complaints from parents and basically nothing to report this month. A motion was then made by Mrs. Jackman; seconded by Ms. Cinque and carried, to approve and accept the two reports.

7. OLD BUSINESS: None.

8. NEW BUSINESS:

a. The Search Committee will meet on Friday, 29 March 2019 at 1:30 PM.

b. The floor was then opened for general discussion, ideas and comments. Mrs. Jackman volunteered to devote her time and with the assistance of other directors, serve with these volunteer directors to completely upgrade the school library completely. There were excellent ideas that surfaced during this discussion, which will enhance the library, its appearance, comfortable seating, electronic file index and a general renovation of this important area. Board members were elated with this volunteer committee suggestion, and anxiously await the start of this project. Names should be forwarded to Mrs. Jackman and approved at the April BOD meeting.

c. Ms. Cinque volunteered to research grants that would pertain to books and other assets for the library.

9. There being no further business before the BOD, Mr. Brand adjourned the BOD meeting at 4:10 PM and excused everyone except members of the Board in order to go into a closed session with Attorney Tilden.

**JIM BRAND
President**

**HEATHER BREEZE
Secretary**

**RICHARD RAMSAY
Principal**

**LINDA BRAND
Registrar/Recorder**