



20400 10th Street. McIntosh, FL • 352-591-9797

School Board Meeting

Aug 19, 2021

Virtual ONLY due to COVID @5pm

To join the meeting on Google Meet, click this link:

<https://meet.google.com/rch-dzsw-yyq>

Call to Order (2 min)

Roll Call of Board Members

Pledge of Allegiance

Sign in Sheet (Board and Public)

Review of Public Notices (1 min)

Public Comments (5 min)

**Up to 10 minutes is provided for individuals to address the school board on matters concerning the operation of the McIntosh Area School or to address the school board of matters on this agenda*

Approve Minutes (2 min)

Election of Board of Directors (10 min)

Principal's Report (see attached) (20 Min)

Enrollment – any needed estimated Budget adjustments

Curriculum and Academics goals for the year

Staffing and Contracts

Audit ongoing

COVID reopening and ongoing actions

Upcoming events

Board Discussion / New actions (~ 45 hr min)

- Approval of Staffing
- Review/approval of employee agreements
- Review of Capital Outlay – Maintenance, Repairs & Projected needs
- Upcoming By-Laws Review and Finalization
- Hiring of a new CPA

Board Final comments (~ 5 min)

Adjournment (By rule adopted 12/3/2019, meetings adjourn w/n 2 hours of Call to Order)

** In compliance Sect 286.0114 FS all meetings are posted and open to the public. We have adopted uniform procedures for public speakers wanting to address matters on the agenda or a matter relating to the operation of the school. This is to ensure the public has a reasonable opportunity to be heard on school board and school matters. Presentations are limited to five minutes for each person/topic and documented in the minutes. Speakers and meeting attendees are expected to be respectful and orderly. It is unlawful to knowingly disrupt or interfere with a School Board meeting. This proscription includes individuals who advise, counsel, or instruct students, parents or MAS employees on methods for disrupting a School Board meeting. Agenda items may be requested by contacting the Board Secretary one (1) week prior to the meeting.*

MCINTOSH AREA SCHOOL

BOARD OF DIRECTORS MEETING SIGN-IN

IN COMPLIANCE WITH THE FLORIDA SUNSHINE LAW – ALL MEETINGS ARE OPEN TO THE PUBLIC.
 ATTENDEES ARE NOTED AND KEPT WITH THE AGENDA AND MINUTES FROM EACH MEETING

DATE OF MEETING: AUG 19 2021 REGULAR MEETING (18 NOV RESKED)

DIRECTORS / SCHOOL REPS	INITIAL	CONTACT INFO
President, Jonathan Ward	JW	jonward999@gmail.com
Vice President, Ralph Smith	rls	rls1452@yahoo.com
Treasurer, Patty Dodd	PD	Patty.dodd@gmail.com
Secretary, Deb MacKay	DLM	ryt2deb@hotmail.com
Director, Melinda Downing	MSD	melindasuedowning@gmail.com
Director, Don Medeiros	absent	coachdon@windstream.net
School Principal, David Friedlander	DF	David.friedlander@marion.k12.fl.us
Designated Parent Liaison, Candace Stephens	absent	Candace.Stephens@marion.k12.fl.us
Public Attendees		
Name		Name
Jessica Stout		
Anna Smith		
Tiffany Hawkins		
Alison Soracchi		

CALL TO ORDER

Jonathan called the meeting to order at 5:03 PM
Virtual available via Googlemeet [https:// meet.google.com/rch-dzsw-yyq](https://meet.google.com/rch-dzsw-yyq)

Pledge of Allegiance and Roll Call were completed – a quorum was met

Present: President, Jonathan Ward, Vice Chair Ralph Smith, Secretary Deb MacKay, Treasurer Patty Dodd and Directors: Melinda Downing
School Principal: David Friedlander
School Parent Liaison: not present

Public: Jessica Stout, Anna Smith, Tiffany Hawkins, Alison Soracchi

REVIEW OF PUBLIC NOTICES

The meeting notice was posted on School Website and sent via Remind

PUBLIC COMMENTS

Policy for governing meetings and public comments was briefed as annotated on the agenda.
Floor was opened for public comments. No public comments were offered.

ANNUAL BOARD ELECTIONS

President: Patty nominated Jonathan Ward, Ralph 2nd. Vote was unanimous
Vice: Patty nominated Ralph Smith, Deb 2nd. Vote was unanimous
Secretary: Ralph nominated Deb MacKay, Patty 2nd. Vote was unanimous
Treasurer: Ralph nominated Patty Dodd, Jonathan 2nd. Vote was unanimous.

Melinda and Don will remain Directors.

REPORTS

Principal's Report – see attached for full report

- Highlights:
 - Enrollment at 62;
 - Contracts reviewed, approved by board
 - COVID protocols
 - Security system upgraded – work complete/grant used \$5,500
 - New Billboard in design with Lamar
 - School grades – and opt out; Board decided to Opt-In. Jonathan will sign w/David
 - Meet and Greet well attended (25 families/members)
 - Open House will be pushed due to increases in COVID

Regular Board Meeting Minutes

Aug 19, 2021 / 5pm

Virtual only due to COVID

[https:// meet.google.com/rch-dzsw-yyq](https://meet.google.com/rch-dzsw-yyq)

- Instructional Continuity Plan – discussed and reviewed. Advised families to be prepared, email contact, chromebooks with single sign on, assign work electronically with check ins with teachers/parents.
- New Handyman – to support continuing maintenance
- Raptor System coming soon (grant applied for earlier this year)

Board Discussion

Finances were reviewed; all on track – enrollment increase efforts and fundraising goals discussed.

Zoom from school account to be used to allow a full 2 hr meeting if required.

Zoom Meeting dropped link at 6pm and meeting was declared adjourned at 6:08pm

Minutes Approved



Principal's Board Report

- 1) Enrollment update
- 2) Staffing plan 2021-2022; teacher contracts
- 3) Grants: Esser II
- 4) Marketing: Lamar signage; community business banners along 441
- 5) Campus Safety & Security: additional security cameras; repaired fencing; Raptor system
- 6) FSA scores & reporting/ opt out
- 7) Building & Maintenance update: fencing; projector mounting; classroom floors and exteriors cleaned
- 8) Meet & Greet update & Open house update
- 9) Covid related updates: No- Visitor policy; mask resolution;
Purchased portable sprayer for disinfecting classrooms; established 3 lunches to promote social distancing
- 10) Instructional Continuity Plan: alternative plan for academic instruction; preparations for providing virtual learning for students who may quarantine

McIntosh Area School

Enrollment

2021-2022

Date: Thursday, August 19th, 2021

GRADE	2020-2021 2020-2021	2021-2022 2021-2022
K	10	11
1st	13	12
2nd	9	13
3rd	8	11
4th	10	7
5th	6	8
	56	62

AT-WILL EMPLOYMENT AGREEMENT

Between

And

McIntosh Area School

For the 2021-2022 School Year

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above named employee (“Employee”) and the Governing Board (“Board”) of the **McIntosh Area School** (“School”) a Florida public charter school approved by the **Marion County Public School District** (“District”). The Board desires to hire employees who will assist the School’s Principal in achieving the goals and meeting the requirements of the School’s charter. The Board desires to engage the services of the Employee for purposes of assisting the School in implementing its purposes, policies, and procedures.

WHEREAS the School and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. WHEREAS the School is desirous of securing a **Teacher** to serve in the capacity of **Classroom Teacher** to the School and the Principal under the general supervision of the Principal;

WHEREAS the School and Employee believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the school;

NOW THEREFORE, in consideration of the mutual promises contained herein, the School hereby employs the Employee and the parties hereby accept the following terms and conditions:

B. EMPLOYMENT TERMS AND CONDITIONS

1. **Duties**

Employee will perform such duties as the School may reasonably assign and Employee will abide by all School policies and procedures as adopted and amended from time to time. Employee understands that he/she must create and maintain accurate records of pupils’ progress, attendance, and academic performance. Employee further agrees to abide by the provisions of the School’s charter.

A copy of the job description for the above position is attached. These duties may be amended from time to time at the sole discretion of the School.

2. **Work Schedule**

The work schedule for this position shall be **7:00am to 2:45pm*** on regular instructional days. The work schedule for non-instructional days (Teacher Workdays/In-Service Days) shall be 8:00am to 2:00pm.

**Monthly faculty meetings will be held on the 4th Wednesday from 2:30-3:30. Teachers will be required to attend.*

Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is distributed to employees and incorporated by reference herein.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with the school.

Employee will participate in a minimum of two (2) after-school activities per semester. These include, but are not limited to, events of the following nature: Open House, school celebrations/ceremonies, Literacy Nights, and other parental involvement activities.

3. **Compensation**

Employee will receive compensation in the amount of **\$40,000** annually and be paid **twenty (20) equal monthly payments** from which the Board shall withhold all statutory and other authorized deductions. Paydays will fall on the 15th and last day of each month, beginning August 15, 2021 and ending May 31, 2022. A payroll calendar will be distributed to reference the paydays. Such compensation shall be dependent upon the Employee's Full-Time Equivalent ("FTE") status.

A signing bonus of up to \$1,000 may be offered by the Principal for new teachers. If accepted, the bonus is repayable in full to the School if the employee is terminated or resigns before the end of the 2021-2022 school year.

4. **Employee Benefits**

All full-time employees shall be entitled to participate in designated employee benefit programs and plans established by the Board of Directors.

Health Insurance:

The School provides a group health plan option. The School will pay 100% of the healthcare premium for single coverage under the plan. Employee may pay for additional premiums (Vision and Dental), if elected.

401K:

The School offers a 401K investment program. Employee's contributions will be matched by the School up to a maximum of 4% of the employee's eligible salary.

Leave and Holidays:

Ten (10) Days of leave shall be awarded per year to full time teachers as follows: three (3) days awarded on the first day of the school year and one (1) day per month for the months of September- March. Teachers shall follow appropriate procedures for requesting time off as specified by the school principal and all leave requests must be approved by the school principal in advance. In the event of emergencies or sudden illness, leave requests may be submitted upon return to work.

Unused days accumulate until **30** days are accrued. Days will not be paid out. In addition to the Ten (10) days, MAS follows the Marion County Public Schools holiday schedule. The MAS Board, in consultation with the principal, will publish any exceptions to the MCPS holiday schedule to our students, families, and employees.

5. **Performance Evaluation**

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate Employee shall not prevent the School from disciplining or dismissing Employee at-will in accordance with this Agreement.

In accordance with Florida Statutes, exemplary performance will be considered for reward or bonus incentive by the Principal. Performance evaluation is determined by the Principal who makes recommendations to the MAS Board of Directors to consider and review to ensure the Budget allows for such award.

6. **Employee Rights**

Employment rights and benefits for employment at the School shall only be as specified in this Employment Agreement, the School's charter, the Charter Schools Act and the School's Policies and Procedures, which from time to time may be amended and modified by the Board. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the Florida Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with the School.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure credentials.

8. **Fingerprinting and Drug Screening**

Fingerprinting and Drug Screening for all School employees and Board Members will be acquired through the Marion County Public Schools Process. The clearance must be received prior to the Employee's first day of service. McIntosh Area School reserves the right to randomly drug screen all employees and Board

Members to ensure compliance with Florida Statutes and to maintain a drug-free workplace.

9. **Child Abuse and Neglect Reporting**

Florida Statutes require any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of Florida Statutes pertaining to mandatory reporting of child abuse and neglect and will comply with these provisions.

10. **Conflicts of Interest**

Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with the School.

11. **Professionalism**

The School is an Equal Opportunity Employer and discrimination/harrassment of any kind will not be tolerated and could result in immediate termination. Employee shall maintain a professional, courteous, and respectful attitude towards all stakeholders, including but not limited to, colleagues, students, families, benefactors, administrators, and board members.

Employee shall follow the Dress Code for Staff as directed by the Principal to ensure a standard professional image is maintained within our school.

Employee shall refrain from making disparaging comments or negative insinuations in written, verbal, or social media communications in regard to the School, its employees, administration, Board of Directors, parents, and/or students. Any such behavior may result in termination of employment.

C. **EMPLOYMENT AT-WILL**

The School may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at the School's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the School's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of the School. No one other than the Board of the School has the authority to alter this arrangement, to enter into an

agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of the School and by the affected employee and must specifically state the intention to alter this “at-will” relationship.

Without impacting the at-will nature of the employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with the School’s policy on Evaluation/Reviews.

D. GENERAL PROVISIONS

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Florida.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with the School on the terms specified herein.
2. All information I have provided to the School related to my employment is true and accurate.
3. A copy of the job description, school policies and benefits is attached hereto.
4. This is the entire agreement between the School and myself regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

By: **Deb MacKay, Board Secretary, McIntosh Area School**
Date:

By: **David Friedlander, Principal of McIntosh Area School**
Date:

By: **Teacher at McIntosh Area School**
Date:

This Employment Agreement is subject to ratification and approval by the Governing Board of the School. Agreement is not enforced until signed by the Board Chairperson or his designee. Refusal of signature by Employee will be considered forfeiture of employment and treated as an employee resignation or withdrawal of interest.



COVID Protocol Checklist for Elementary

These are the parameters to follow within your school campus. Please use COVID-19 signage and post in various areas throughout the school. Reach out to your area superintendent to problem solve or if clarification is needed.

Classrooms

- Social distance by at least 3 feet or 6 feet when possible
- Wash hands thoroughly with soap and water /use hand sanitizer when not possible
- Cohort students and keep a seating chart
- Encourage outside learning activities to increase ventilation strategies
- Students are encouraged to bring in refillable water bottles to use at the water stations

Communal Spaces (Communal spaces defined as cafeterias, media centers, breezeways, courtyards, etc.)

- When possible, social distance by at least 3 feet or 6 feet when possible
- Wash hands thoroughly with soap and water /use hand sanitizer when not possible
- Use all available seating space in the cafeteria to provide students opportunities to spread out (outdoor seating, pavilions, courtyards, etc.)
- Cohort students and keep a seating chart

Student Traffic Patterns (Hallways)

- When possible, ensure students/staff are moving in one direction in all areas of campus

Cohorting (Student groups may be mixed as needed for scheduling, small group instruction, or MTSS)

- Social distance in small groups by at least 3 feet or 6 feet when possible
- Student groups are limited to four students and must be at least 3 feet or 6 feet when possible
- Wash hands thoroughly with soap and water /use hand sanitizer when not possible
- Keep a seating chart

Visitors, Volunteers, Events, and Field Trips

- Schools will not have volunteers or field trips for at least the first 30 days
- Schools will use the COVID questionnaire for all visitors (non-MCPS)
- Schools may plan for a “face to face” Open House, but be prepared to flip to a virtual format if necessary (TBD at School Board Work Session)

Face masks/coverings (Masks are optional for all. This means families will decide if their child will wear a mask during the school day.)



- Schools will have disposable masks on hand if a student requests a mask
- Ensure students and staff are using respect, leadership, and civility so there is no mask shaming

Custodial

- Hand soap and hand sanitizer dispensers have been installed in all locations. Coordinators will work with school administration on a site by site basis on employee schedules.
- Peroxy HDOX is used for cleaning and disinfecting. Peroxy HDOX is on the EPA List N to kill all strains of SARS-Cov-2. Genetic changes to the virus do not impact the efficacy of disinfectants.
- Custodial has supplied each teacher with a bottle of HDOX and paper towels for general cleaning and disinfecting.
- Schools have handheld and backpack electrostatic sprayers on site. Custodial Departments COVID-19 cleaning and disinfecting policies and procedures will remain in effect for the 2021 - 2022 school year.
- Schools have received new Peroxy HDOX red bottles that are in addition to their current bottles. Custodians have placed at least one bottle in each classroom, gym, cafeteria, and administrative areas. School/district administrators can request additional bottles from the Custodial Services Department as needed.
- Schools/Departments are reminded to place a warehouse order if they need gloves, masks, wipes, hand sanitizer, gowns and/or face shields.

Instructional Continuity Plan (ICP) If a student is placed on a stay-home quarantine, the student will engage in daily learning until they return to face-to-face instruction. Common tools include, but are not limited to:

- Pre-recorded videos of lessons/demonstrations using Canvas Studio or a third-party
- SAVVAS Online Learning
- STEMscopes Online
- Social Studies Weekly
- i-Ready Lessons (After diagnostic test completed)
- Teacher created lessons
- Make-up work

Principals can refer to the district ICP for further details or Rule 6AER21 -01. In the event the district is required to close an entire school and/or a grade level(s), the district will provide further guidance. The Home School Liaison will be the point of contact between the student/family and the school teacher(s).

COVID reporting

- COVID liaison (administrator) will complete the COVID reporting each day by 5 pm. This is located on the SharePoint portal under the COVID-19 tab.
- If a school has multiple teachers/staff out related to COVID, contact your area superintendent for district support.

Effective:8-16-2021

Subject to change based on the Health Department Updates



August 20, 2021

Bureau of Accountability Reporting
Florida Department of Education
325 West Gaines Street, Suite 544
Tallahassee, Florida 32399

To Whom It May Concern:

The McIntosh Area School Board is formally requesting to opt in for a school grade for McIntosh Area School 9680 for the 2020-2021 school year. All data has been reviewed. We are requesting, for review, to have the school grade officially recorded and reported for all statutory purposes.

Respectfully,

Jonathon Ward
Board President,
McIntosh Area School