



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

## School Board Meeting (Annual)

Sep 21, 2020 : Virtual only @ 6:45 PM

Google Meet: [meet.google.com/oqb-tvah-rdd](https://meet.google.com/oqb-tvah-rdd)

### Call to Order (5 min)

Roll Call of Board Members

Pledge of Allegiance

Sign in Sheet for those attending from the public

### Review of Public Notices

Confirm posted (circle all that apply):

MAS Website, Street Sign, Remind, Facebook or Billboard (near McIntosh Post Office)

### Public Comments (10 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*

### Board Action Items (~ 10 min)

- Approve Minutes from previous meetings
- Elect Board of Directors

### Reports

- **Principal's Report** (~25 min)
  - Update on Enrollment, Hiring & Staffing, Academic Goals, COVID reopening, Testing and ESE updates, any policy changes
- **Financial Report** (~25 min)
  - Budget Update / Financial Statement
  - Audit Review
  - Upcoming income/expenditures (next quarter)

### Board Discussion (~ 30 min)

- Hiring Panel / Interviews
- Carry Over Leave (2 staff members request)
- Technology Update – Grants / Teacher and Virtual needs / Firewall / WAPs, etc
- Review / Update Financial Corrective Action Plan
- Review adopting a Board Operations Calendar

### 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: 9-21-2020, VIRTUAL ONLY

DIRECTORS / SCHOOL REPS	INITIAL	CONTACT INFO
President, Tommy Turner	TT ✓	Tommyturnermas@gmail.com
Vice President, Deb MacKay	DBM ✓	ryt2deb@hotmail.com
Treasurer,		
Secretary, Deb MacKay	DBM ✓	rls1452@yahoo.com
Director, Ralph Smith	RS	jonward999@gmail.com
Director, Jonathan Ward	DBM ✓	melindasuedowning@gmail.com
Director, Melinda Downing	mel ✓	Felecia.moss1@marion.k12.fl.us
School Principal, Jennifer Roach	Felecia Moss ✓	Candace.Stephens@marion.k12.fl.us
Designated Parent Liaison, Candace Stephens	NOT PRESENT	
<b>Public Attendees</b>		
Name		Name
Jennifer Sabet		
Felecia		
Jessica Stout.		
Mayhew Kelly		

6:55 call to order.



## **CALL TO ORDER**

Thomas Turner called the meeting to order at 6:55 PM

Roll Call was completed, quorum is present

Present: Thomas Turner, President; Vice Pres/Secretary Deb MacKay;

Members at Large: Ralph Smith; Jonathan Ward, Melinda Downing

School Principal: Dr. Felecia Moss

School Parent Liaison: not present

Public: Jennifer Sackett, Jessica Stout, Mary Ann Kelly

## **REVIEW OF PUBLIC NOTICES**

The meeting notice was posted on School Website, School Facebook & sent via Remind

## **PUBLIC COMMENTS**

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

## **ACTION ITEMS**

### **Approval of Minutes of Previous Meeting**

Minutes from May Board Meeting (virtual), Feb Board Governance Training, Feb Board Meeting, Jan Board Meeting, Dec Board Financial Workshop, Sep Board Financial Workshop were reviewed. Mr. Smith motioned “for approval of minutes without edits” and it was seconded by Mr. Ward. Vote to approve was unanimous.

### **Elections of Board of Directors**

Nominations were made, moved and seconded and then voted on for each Officer position. Mr. Turner was elected President, Mr. Ward as Vice Chair, Ms. Downing as Treasurer, Ms. MacKay as Secretary. Mr. Smith remained as a Director at Large. Ms. Stephens was continued as the Parent Liaison.

- COVID protocols remain in effect minimizing meetings on campus, no volunteers, parent meetings in office only.
- Aftercare needs to be reviewed for profit/loss & use of Kinderlime; Principal agreed.
- Board received request of excess carry over leave to be approved. The balance was reduced this year in the new contracts. Jennifer was to bring this to the board in August before she left for a new position. Board approved the request as a 1 time/grandfathered extension but that it will not extend into the next contract. Excess leave must be used, we will not pay it out. (Belinda and Candace)
- Technology review being done by Jonathan with the staff to ensure Grant execution that we were approved for (firewalls, WAPs, projectors, computers, etc). Challenge is they are not available for purchase now due to the COVID backlog and we have to pay first with the grant

being reimbursed. In light of our current enrollment/financing – we will need to weigh executing the grant versus fiscal realities when the items become in stock for purchase.

## **REPORTS**

### **Principal's Report – see attached for full report**

- Highlights: Dr. Moss is the interim Principal until the end of October 2021. Her directed main focus is enrollment, budget adjustment based on lower than expected enrollment, hiring of a paraprofessional and the interviews of the new Principal with Vice Chair, Mr. Ward.
  - o Dr Moss has been working with MCPS – primarily Title 1, Employment and Finance to provide requisite reporting, assess options, ensure compliance, etc.
  - o ESE teacher and Title I invoicing is in process. Annual SAC/Title Meeting planned for October, it will be virtual.
  - o Charter Review will begin in earnest in Dec/Jan as well as the annual report to MCPS.

### **Treasurer's Report**

- Audit for the 2019-2020 Fiscal year was reviewed. It was clean audit – thanks to amazing work of Jennifer and our CPA. No findings or recommended actions were noted either.
- Low Enrollment due to COVID has put all of this at risk. Finances have been scrubbed for reduction of costs; This review will continue and to find efficiencies in operations to save funds. Enrollment at 48 – needs to grow to 60 to remain open. Call backs to non-returning families is continuing to assess the viability of their return – and if they know we do have virtual as an option w/laptop support.
- MCPS needs a full projection of our budget reflowed based on FTE of 50. Inventory to be taken/updated of all assets and a plan in case we do not meet enrollment goals. Current projection is March for deficit to kick in. All bills/payroll are and have been paid.

**Meeting was adjourned at 8:45pm**

**Minutes Approved**



McIntosh Area School  
Board of Directors Annual Meeting  
Report to the Board (Sep 2020).  
Felecia F. Moss, Interim Principal

**Student Enrollment**

Current Student enrollment: 49

10 Day count (9/4): 46

Mr. Turner and I met with Mr. Ayers from School Choice office and Ms. Posada at MCSB to discuss our budget, FTE numbers and Charter School Renewal Process.

Budget: With enrollment lower we had to rework the budget to reflect those numbers. Based on the 10 day count, they adjusted our FTE and funds based on 46 students. Our enrollment as of 09/18/2020 is 49. We calculated our FTE beginning November with 49 students.

There were 2 budgets that were left:

- 1) Labeled 20-21 budget
- 2) Board approved budget

The budget I worked up (#3) is with the balance in MAS bank account (rollover), new FTE amount, Title I funds.

\*During the conversation Ms. Posada and Mr. Ayers advised that we should develop an 'exit plan' due to deficits in the budget and our enrollment. We have reached out to parents of students who did not return and recognize the need for a fervent recruitment strategy and fundraiser/donor campaign.

The budget sent to Ms. Posada initially was Budget 1. I spoke with her on the phone last week and told her we had reworked the budget. I have not sent her a copy of it yet; pending board review.

**Staff:**

Dr. Felecia Moss came on as Interim Principal.

Four teachers: Jessica Stout K/1<sup>st</sup>

Belinda Hensley 2<sup>nd</sup>

Kalli Wardrop 3<sup>rd</sup>

Jennifer Sacket 4<sup>th</sup>/5<sup>th</sup>

Students by grade level and campus or online:

K (7) all on campus; 1<sup>st</sup> (13) 10 on campus, 3 online

2<sup>nd</sup> (8) 7 on campus, 1 online

3<sup>rd</sup> (9) all on campus

4<sup>th</sup> (6) 4 on campus, 2 online

5<sup>th</sup> (5) 4 on campus, 1 online

\*Budget has allocation for 4 teachers. We have advertised for a teacher to split the K/1 but have not hired anyone yet. We have placed a para (Mimi Valdez) in the class with Ms. Stout. We have advertised for the position. I have received and reviewed 10 applications. I have identified 3 viable candidates if we choose to move forward and hire an additional teacher.

Shane Wardrop resigned for personal/family reasons. We have advertised for his position. We have received 42 applications. I have reviewed the applications and interviews will begin next week.

**Principal Search**

We have posted the position and had 22 applications submitted. These applications have been reviewed I have done phone screening with top 5 candidates (1 candidate declined the request to interview). The top 4 candidates have been identified. Interviews begin on Monday, September 21. We will be doing ZOOM or in person interviews if feasible. I am sending a copy of the resumes of the 4 applicants.

## **Charter Renewal: Timeline**

Jan 8, 2021 School's renewal packet due to the Charter Schools Department

Jan. 11-15, 2021 District school site visit

Jan. 2021 District staff reviews

Feb. 4 Renewal application presented to the Board work session; staff recommendation sent to the Superintendent

Feb. 9 School board meeting to approve Superintendent's recommendation to renew or deny renewal by Board action

Feb-April Contract Development (initial, proposed, revised, final)

April 1 Statutory deadline for 90 day notification to charter school of nonrenewal based on June 30, 2020 end date of contract

May 11 New charter contract (renewal) submitted for School Board approval (if renewal is approve)

I can provide the Board with copies of the renewal packet.

## **Meetings with MCPS officials:**

Title I : (Ms. Gallagher)

Budget MAS will receive \$28,980. This money is used as part of a teacher salary. MAS has budgeted \$10,00 for this teacher. This teacher can also be compensated for 5 hours week to serve as the Title I liaison for the school. Initially Tami Mason was designated as the Title I teacher. Jessica Stout will replace her in this role.

Parent Involvement funds:\$399. This money was all earmarked for a parent/open house. The money is frozen now but a budget amendment can be done once FLDOE allows budget amendments.

The parent/student/school compact is one of the compliance components for Title I. Due to the pandemic, these may not have been done at the end of last year. If they were not done, we will need SAC/Board approval of the document. We will then send them to parents for them to sign and return.

ESE: (Ms. Arvay-Baird)

I met with Ms. Arvay-Baird discussed students who were receiving ESE services. We have that list. We developed protocol for sending out notice of meetings and printing relevant documents for scheduled meetings.



Psychological Services/Social Work( Yvette Del Nodal)

Ms. Del Nodal will be our contact person for all needs related to counseling, threat assessments.

Katie Burlile will be our social worker. Both of them have been designated as a part of our threat assessment team. Our threat assessment policy is current and a copy is in the principal's office.

**District Safety Officer: (Mr. McFadden)**

He met with us on campus and confirmed guardian; reviewed School Safety and Security Requirement Assurances

MAS has completed the checklist for the assurances, provided names of our threat assessment team, and submitted to Mr. Ayers.

I completed the SESIR (School Environmental Safety Incident Reporting) Online Training Course. This is a requirement from our assurances. At least one person on campus must have this training.

**Fire and Safety**

All faculty and staff were trained on ALICE protocol and MAS emergency action plan: fire alarm and bomb evacuation procedures, code yellow and code red procedures, severe weather and ALICE. A fire drill and safety drill will be conducted each month. The administrative assistant will maintain the file for drill reports.

**Technology**

We are in the process of ordering laptops and screens for teachers. The purchase of additional student computers from the COVID 19 grant is pending. We have been made aware that, due to high demand, it will be awhile before we receive them once they are ordered.

**Florida Teacher Classroom Supply Assistance Program (Teacher Lead Money)**

The Legislature in the General Appropriations Act provides funds to school districts and charter schools for Florida classroom teachers to purchase, on behalf of school districts or charter schools, classroom materials and supplies for the public school students assigned to them. The Department of Education is authorized to allocate these funds to school districts and charter schools based on the district's proportionate share of the state's total unweighted FTE student enrollment. In accordance with Florida Statute 1012.71, school districts and charter schools



may provide funds to classroom teachers in the form of direct deposit, check, debit or purchasing card.

\$1268 was deposited into MAS account by district. Each teacher will receive a check for \$317.00. Receipts for any purchase will be kept and turned in to the administrative assistant to be forwarded to the district by November 20, 2020.

### **COVID-19**

Students are consistently using their masks and teachers practice distancing if possible. We have had 2 teachers to be tested due to possible exposure (1) and symptoms (1) for COVID-19. Both teachers came back negative. We have had 3 students sent home due to symptoms and 2 students parents kept home because of symptoms. Of the 5, three(3) have tested negative; two(2) students have not been tested but has been quarantined and we will follow Health Department protocol to determine when that student can return.

### **FOR DISCUSSION**

**Salary increase information from FLDOE**

**Accreditation status**

PREVIOUS MONTH'S BALANCE ROLLOVER	\$ 45,568.91	\$ 73,408.46	\$ 75,991.80	\$ 65,628.86	\$ 62,543.73	\$ 59,458.60	\$ 56,373.47	\$ 53,209.34	\$ 50,088.21	\$ 47,227.08	\$ 44,865.95	\$ 42,204.87	\$ 39,093.79	\$ 36,732.66	\$ 75,991.80
CURRENT MONTH'S INCOME (FTE/FEFP)	\$ 39,000.00	\$ 39,000.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 38,536.00	\$ 462,432.00
TITLE 1 INCOME	\$ 20,943.00		\$ -	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 2,811.60	\$ 28,116.00
BEGINNING BALANCE	\$ 105,511.91	\$ 112,408.46	\$ 114,527.80	\$ 106,976.46	\$ 103,891.33	\$ 100,806.20	\$ 97,721.07	\$ 94,556.94	\$ 91,435.81	\$ 88,574.68	\$ 86,213.55	\$ 83,552.47	\$ 80,441.39	\$ 75,268.66	\$ 566,539.80
	May 2020	June 2020	July	August	September	October	November	December	January	February	March	April	May	June	2021-2022 Totals
INCOME (FTE/FEFP)	39000	39000	38536	38536	38536	38536	38536	38536	38536	38536	38536	38536	38536	38536	462432
A&G Alarm	150	150	150	150	150	150	150	150	150	150	150	150	150	150	1800
Audit (Kettell and Company)	0	6000	0	0	0	0	0	0	0	0	0	0	0	6000	6000
Brick City Pest Control	125	125	125	125	125	125	125	125	125	125	125	125	125	125	1500
Duke Energy	352.16	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	14400
FL Blue	3535.25	3535.25	3882	3882	3882	3882	3882	3882	3882	3882	3882	3882	3882	3882	46584
FL Dept of State (Sunbiz)	0	0	0	0	0	0	0	35	0	0	0	0	0	0	35
Go Daddy	0	0	200	0	0	0	0	0	0	0	0	0	0	0	200
Intuit QB Fees	16	16	16	16	16	16	16	16	16	16	315.95	765.95	16	16	1241.9
K. Schoenberg (Board Dues/Gov Training)	0	0	1000	0	0	0	0	0	0	0	0	0	0	0	1000
Lawn Service (Hensley)	200	200	200	200	200	200	200	200	200	200	200	200	200	200	2400
MCPS - Fingerprints (\$119 each)	0	0	600	0	0	0	0	0	0	0	0	0	0	0	600
MCPS - Supplies	0	0	2500	0	0	0	0	0	0	0	0	0	0	0	2500
Personnel Concepts	711.03	0	0	0	0	0	0	0	500	0	0	0	0	0	500
Philadelphia Insurance	0	0	5500	0	0	0	0	0	0	0	0	0	0	0	5500
Positive Promotions (Planners)	0	0	400	0	0	0	0	0	0	0	0	0	0	0	400
Rochester 100 (Nicky's Folders)	0	0	200	0	0	0	0	0	0	0	0	0	0	0	200
CPA	400	500	500	500	500	500	500	500	500	500	500	500	500	500	6000
Smore	0	0	0	0	0	79	0	0	0	0	0	0	0	0	79
Special Communications (Speech) ESE	400	0	0	800	800	800	800	800	800	800	800	800	800	800	8000
Special Market Ins (Gerber)	0	0	297	0	0	0	0	0	0	0	0	0	0	0	297
Town of McIntosh (Water)	20	20	20	20	20	20	20	20	20	20	20	20	20	20	240
Wells Fargo (Copier)	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	147.13	1765.56
Windstream	450	450	450	450	450	450	450	450	450	450	450	450	450	450	5400
Zenith (Insurance Workers Comp)	0	0	799	724	724	724	724	725	0	0	0	0	0	0	4420
Teacher Salary (4) : \$40k (20 paydays - st thru May) ~\$16000/month	13488.88	12088.88	0	16000	16000	16000	16000	16000	16000	16000	16000	16000	16000	16000	160000
Title I Teacher Salary (MASportion: \$10k @ 20 paydays Aug thru May = 1000/month)	1923.08	1923.08	0	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	3811.6	38116
.8 Parapro (6 hrs/day @ \$15/hr - 186 days) = \$16,740 ~\$1674/month	0	0	0	1674	1674	1674	1674	1674	1674	1674	1674	1674	1674	1674	16740
Custodial Salary: \$70/day (12 month - 24 paydays = \$1680/month)	1200	1200	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	1516.67	18200.04
Admin Salary: \$70k (24 paydays=\$8333/month)	4230.76	4230.76	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	5833.33	69999.96
Office Mgr Salary \$27k (24 paydays=\$2250/month)	2076.92	2076.92	2250	2250	2250	2250	2250	2250	2250	2250	2250	2250	2250	2250	27000
FRS	761.88	761.88	0	2650	2650	2650	2650	2650	2650	2650	2650	2650	2650	0	26500
Medicare/SS	1733.36	1753.36	734.41	2363	2363	2363	2363	2363	2363	2363	2363	2363	2363	734.41	25098.82
SUTA (Unemployment)	12	38.4	38.4	120	120	120	120	120	120	120	120	120	120	38.4	1276.8
Supplies - Custodial (Sam's)	150	0	1800	0	0	0	0	0	0	0	0	0	0	0	1800
Textbooks	0	0	7500	0	0	0	0	0	0	0	0	0	0	0	7500
Principal's Discretionary Fund	0	0	3000	0	0	0	0	0	0	0	0	0	0	0	3000
iReady	0	0	8040	0	0	0	0	0	0	0	0	0	0	0	8040
Total	32103.45	36416.66	48898.94	44432.73	44432.73	44432.73	44511.73	44458.73	44208.73	43708.73	44008.68	44458.68	43708.73	23062.94	514334.08
ENDING BALANCE	\$ 73,408.46	\$ 75,991.80	\$ 65,628.86	\$ 62,543.73	\$ 59,458.60	\$ 56,373.47	\$ 53,209.34	\$ 50,088.21	\$ 47,227.08	\$ 44,865.95	\$ 42,204.87	\$ 39,093.79	\$ 36,732.66	\$ 52,205.72	\$ 52,205.72