



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

Regular School Board Meeting

May 20, 2021

School Cafe, 5pm

Call to Order (3 min)

Roll Call of Board Members

Pledge of Allegiance

Sign in Sheet (Board and Public)

Review of Public Notices (2 min)

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's board of matters on this agenda*

Approve Minutes (2 min)

Reports

- **School Progress Report Report** (~20 min)
 - Topics determined by Principal, may include:
 - Teacher Appreciation Week & K & 5th grade Graduation (next week)
 - Attendance and Enrollment (this year and projected 21/22)
 - Wrap up Testing, Assessments; FL update on School Grades
 - Engagement and Partnering
 - Staffing Plan for 21/22
 - Budget Planning / Audit Prep
- **Financial Report** (~25 min)
 - Budget Update / Financial Statement Review
 - PPP loan forgiveness
 - Targeted EIDL Advance
 - Upcoming income/expenditures (next quarter)
 - Budget for 21/22 (June meeting focus)

Board Discussion / Action Items (~ 35 hr min)

- Approve new Charter
- Approve updated MAS Public Records Policy
- Approve MAS Conflict of Interest Policy
- Bus / Transportation Review
- Bylaws Review workshop
- Election of Officers discussion

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.*

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: 5-20-2021

DIRECTORS / SCHOOL REPS	INITIAL	CONTACT INFO
President,	—	
Vice President,	—	
Treasurer, Melinda Downing	MD	melindasuedowning@gmail.com
Secretary, Deb MacKay	DM	ryt2deb@hotmail.com
Director, Ralph Smith	RS	rls1452@yahoo.com
Director, Don Medeiros	DM	coachdon@windstream.net
Director, Patty Dodd	PD	Patty.dodd@gmail.com
School Principal, David Friedlander	DF	David.friedlander@marion.k12.fl.us
Designated Parent Liaison, Candace Stephens	not signed	Candace.Stephens@marion.k12.fl.us
Public Attendees		
Name	Name	
Don Medeiros	DM	
Jessica Stout		
Laura Smith		
Helena Don above, DM		

We are a Florida Charter School sponsored by the Marion County Public School Board. The McIntosh Area School does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, marital status, pregnancy, or genetic information in its educational programs, services or activities, or in its hiring or employment practices as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, and the Florida Educational Act of 1984. The School also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups as required by the Boys Scouts of America Equal Access Act.

McIntosh Area School

Projected Enrollment

2021-2022

Date: Monday, May 18th, 2021

GRADE	Current 2020-2021	NEW 2021-2022
K	10	9
1st	13	14
2nd	9	12
3rd	8	9
4th	10	7
5th	6	9
	56	60

CALL TO ORDER

Deb MacKay called the meeting to order at 5:05 PM

Melinda made a motion for Deb MacKay to serve as the acting for President Pro tempore for this meeting. Ralph 2nd. Vote was unanimous.

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

Present: Secretary Deb MacKay, Treasurer Melinda Downing; Members at Large: Ralph Smith, Patty Dodd, Don Medeiros

School Principal: David Friedlander

School Parent Liaison: not present

Public: Jessica Stout, Anna Smith

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.

REPORTS

Principal's Report – see attached for full report

- Highlights:
 - o Teacher Appreciation Week was well received.
 - o Graduation invites to Mayor, Council, Parents & Board have been sent
 - Kindergarten is Mon 24 May 6pm; 5th Grade Tues 25 May 1pm (luncheon)
 - o Current enrollment **56 (+3)**; Enrollment for 20/21 is **60 (+4)** commitments thus far
 - o Title 1 will cover some staff salary and some curriculum costs for next year
 - IReady will be covered above our Title 1 allocation
 - o New ESSR grant (66K) has been drafted/submitted to MCPS it will cover remediation aide/tutoring, salary, 2nd para, technology, etc. More to follow
 - Melinda asked David/Jessica to see if IXL will work with us to be one of our additional remediation, assessment and diagnostic tools.
 - o David reviewed more of the parent engagement/survey feedback with the Board – and continues to seek the parent input as they enroll for next year. Specifically, the survey feedback on “how did you hear about us, what extracurricular activities would you want to have for your child, how often would you want/need to use aftercare, transportation needs/interests, clubs, & parent volunteering.
 - o We'll adopt District's Curriculum and MCPS will include us in their purchase (16K)
 - o Forecast for staffing.
 - Mr. Shawley interviewed/highly recommended from current/former supervisors. Has been offered position for 4/5.

- Ms. Hensley has taken a position at Reddick Collier. David will recognize her many years of service to MAS with the staff next week. He'll begin the search for a new 2nd grade teacher.
- Projecting Ms. Shawley to cover K under Ms. Stout's leadership. Ms. Downing on the Board will review with David the certifications and FI requirements to ensure alignment and parent notifications are made, as necessary, this Fall.
- Based on Ms. Shawley being fulltime in K, David is projecting the need for a 2nd paraprofessional to help with PE, recess and lunch/classroom coverage.
- New Bookkeeper has been interviewed. She will assess books over the next few days and provide a contract agreement for David to consider. The intent is for full services (billing, invoicing, QB, payroll) working with the CPA and David to reduce workload, increase efficiency, increase internal controls maintain our financial stability and enable better forecasting of priorities. Treasurer will also continue to provide oversight and review with the bookkeeper ensuring reports continue to be filed on time and reviewed with the board.

Financial Report

- Current Balance (as of 20 May) is: \$255,696.72; Capital Outlay: \$20,036.
- Finances remain on track: 150K reserve reimbursement continues from grant expenditures (technology and security system among them). No major expenditures expected or unprogrammed for the next quarter.
- Capital Outlay projections for review and approval:
 - Sidewalk for front walkway
 - Speakers for Playground/Basketball court/Soccer Field tied into office voice
 - School Fenceline (chainlink) repaired and extended to protect safe egress on the back side of the school coordinated with our landlord in writing prior.
 - New sand and mulch to replenish playground fall areas for child safety
 - Solar light for school sign by Carline area
 - Water Fountain upgrades to Bottle filling fountains
 - Maintenance of the Plant HVAC contract
 - Repair of Billboard and new signage on billboard. New sign at the street.
- The work will be prioritized, obligated and executed over the summer for better access while school is out of session.
- Taxes were reviewed by Dave and Deb as prepared by the CPA. They were filed with the IRS on Monday 17 May 2021. We did receive an IRS reimbursement (7K) from quarterly taxes – but David/CPA have asked the CPA to confirm it was a surplus. With COVID there has been a long delay with filings and correspondence from the IRS.
- Funding for FTE remains at 60 due to FL Governor Executive Order and MCPS direction
- No change ref. PPP loan forgiveness (64K). We're approved, just waiting for SBA to pay the lender. Once SBA pays the loan is forgiven & removed from our liabilities.
- SBA Targeted EIDL Advance (\$10K) did arrive on 4/15/2021
- TSAI has been paid out to the Full time teachers. David received word TSAI is not anticipated to be paid next year by the State.

- Budget Scrub continues to close out the FY and draft the proposed 20/21 Budget. Board agreed to have a workshop before the next meeting to review the itemized budget and consolidated budget report due to MCPS.

ACTION ITEMS

- Deb made motion for the Board to focus on the Budget/Audit and delay to the Bylaws review until Jul/Aug. Melinda 1st, Ralph 2nd. Motion passed unanimously.
- Charter Review – Ralph made a motion to approve the Charter as amended which includes preserving the option to use the FRS as a public employer and ensuring the FL legislation for blended curriculum with virtual instruction option remained as options for our school in the Charter. Melinda made a 2nd. Motion was passed unanimously.
- Updated MAS Public Records Policy – Melinda made a motion to approve the Public Records Policy as amended by our attorney. Ralph 2nd, Motion passed unanimously.
- Updated Conflict of Interest Policy – Patty made a motion to approve the updated Conflict of Interest Policy and to remove the language from our ByLaws as recommended by our attorney. Ralph 2nd the motion. Motion passed unanimously.
- Ralph reviewed the Transportation research planning with the board. He is waiting on a few offices and companies to get back with him. It may be feasible to hire/lease vans for the next year or so until we see the demand signal and get all the tasks in order to have it done in house. More to follow. The distances to key pickup areas for our families is doable – would be better for two vehicles to minimize time on the bus.
 - o Board is to provide any questions they have for the research to Ralph so that he can bring a more fulsome look to the board for feasibility options this summer.
 - o David's survey feedback from families about this service has been positive. He continues to collect information with new families as they enroll with us.
- Board discussed annual meeting time and election of officers and what folks intentions may be looking forward to the next year. We have openings on the board that we would like to fill with talent to increase our capacity and expertise as a board – specifically in business and education. Board members agreed to pulse our networks for possible candidates willing to give their time and talent to our school. Elections will be held before the new school year starts and the bylaws amended.

Meeting was adjourned at 7:20 pm

Minutes Approved DRAFT ---- NOT APPROVED