



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

Regular School Board Meeting

Feb 16, 2021

Virtual, 6:30pm

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

<https://meet.google.com/bkm-fnjm-vmo>

code: bkm-fnjm-vmo

Call to Order (5 min)

Roll Call of Board Members

Pledge of Allegiance

Sign in Sheet (Board and Public)

Review of Public Notices

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*

Reports

- **Principal's Report** (~25 min)
 - Topics determined by Principal may include:
 - Enrollment
 - MAS afterschool clubs/ activities
 - Afterschool tutoring program
 - Annual Charter School Presentation to MCPS - feedback
- **Financial Report** (~15 min)
 - Budget Update / Financial Statement
 - Reimbursements (Title 1, Safe School, others?)
 - PPP loan forgiveness status
 - Upcoming income/expenditures (next quarter)

Board Discussion / Action Items (~ 30 hr min)

- Charter Renewal Process – 18 Feb and March MCPS workshops
- Bus / Transportation options

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.*

MAS Board Meeting Agenda
Tuesday February 16, 2021
Principal Report:

1. Charter Renewal Application
2. Enrollment update: Letter of Intent
3. Grants update
4. Financial ?
5. Afterschool Tutoring program
6. Afterschool clubs/hobbies

**Charter Presentation
McIntosh Area School
2021-2026 Focus Areas & Growth Plan**

*Draft for
MCPS 18 FEB 2021
Workshop*

Good Morning,

We appreciate the opportunity to present our application for Charter Renewal for McIntosh Area School. Upon renewal, we have identified 3 main areas that will be focused on over the course of the next five years. These areas are:

- 1) School Finances**
- 2) Academic**
- 3) Recruitment & Marketing**

Focus Area: School Finances

MAS finances are solvent and stable. We have made huge strides in financial stability over the last four years as shown in the recent financial audits, budgeting, cost overruns, internal controls and better utilization of program funding available to MAS. The MAS Board has been proactively working with our Principal and staff to streamline costs, improve processes, timeliness, and achieve better utilization of our funding. A more comprehensive format for fiscal management and better financial accountability has been implemented that establishes ongoing and steady communication between the school bookkeeper, Principal, board treasurer, and school accountant.

Combined attention to detail and a strong communication between the Board and Principal allowed us to finish the 2019-2020 in a stronger net position. The June 2020 audit was clean and denotes no deficiencies, material weakness, areas of noncompliance nor recommendations for improvement. This year, we have focused on enrollment, staffing, parent engagement, cutting costs and community engagement and have also aggressively pursued capital funding. We applied for the CARES act Paycheck Protection Loan and received \$64,000 in May 2020. This was used as intended and we have now applied for the loan forgiveness approval.

We have also taken advantage of several grant opportunities through MCPS such as the Esser Grant, CSP Remote Learning Grant, GEERS, Safe schools,

and school Hardening Funds. Each of these grants allowed us to enhance our academic and technology programs for our students and teachers along with enabling us to improve the security and safety of our buildings and grounds

Additionally, we recently received a generous promissory note from a committed community member (\$50K) denoting a no repayment deadline and zero interest for the life of the loan. Finally, we applied for the SBA Economic Injury Disaster Loan per the CARES Act for non-profits and it was awarded in December 2020 for \$150,000. This low interest, 30year fixed loan with no payment for a year will be paid in \$600 installments. With these loans, the school is in a strong financial position that will allow us the time to increase the enrollment, sustain and grow staffing as well as improve our parent outreach and community support.

Since our enrollment has increased and in December 2020, the district decided to pay FTE for 60 students, the school is no longer operating at a deficit and we project will end the year in the black. We are actively working to increase the enrollment above 60 students and striving to achieve the goal of 70 students no later than August 2022. Every student above 60 will allow us to again increase our reserves.

Focus Area: Academic Program

In addition to following the established academic curriculum of MCPS, our teachers also administered i-ready assessments to our students once at the beginning of this school year and again in January to identify our student's strength and weakness. Our school will continue to administer the QMSA's in grades 3-5, the Demand Writing assessment, and provide portfolio monitoring in 3rd grade along with administering the FSA's as mandated by the state. The data from the 2nd i-ready assessment administered in early January 2021 revealed steady growth with all students averaging at least 30% or higher in Math and Reading since the 1st i-ready assessment was completed in September 2020. Through our data analysis, we have also noticed a decline in students performing at Tier 3 from AP1 to AP2 along with steady overall transition from Tier 2 to Tier 1 throughout each grade level.

We currently have 90% of our students attending class in person while there are less than 10% who are attending class virtually. As you can see, our attendance for in class instruction is very good and we will continue to promote classroom instruction now and in the future in accordance with the Governor's Executive Order and the Department of Education's Spring

Education Plan mandate. Any student who attends class virtually is provided with the link using Google Meets to connect with their classes and participate in the daily lesson with their teachers. Teachers also closely monitor the attendance of students learning virtually to ensure the student is complying with all attendance and educational requirements. All students, including those who are participating virtually, have access to I-Ready assignments and assessments along with their hard cover textbooks as a resource. Our teachers and principal are readily accessible to our parents through in person conferences, phone or email to discuss their child's progress. It should also be noted that MAS faculty and staff have taken precautionary steps to ensure the safety and protection of all our students and adults who are physically present on site.

During our scheduled teacher workday in January 2021, a **Curriculum Associates** consultant worked with our teachers on using the i-Ready assessment tools to analyze our students' data from AP1 and AP2 assessments and assisted our teachers in formulating individualized strategies based on each student's data. The work accomplished during this session was helpful in identifying those students in kindergarten through 5th grade with significant learning deficits in Reading and Math and encouraging their participation in our afterschool tutoring program to provide individualized and intensive academic intervention. We have established an afterschool tutoring program for students in grades K-5 that provides supplemental academic intervention and support to students who are presently struggling in class and/or who have demonstrated below grade level achievement on I-Ready and other assessments. This afterschool tutoring program will initially be established as one day/week sessions consisting of one hour of intensive individual and small group academic support.

I have scheduled monthly teacher meetings where a portion of each meeting will be used to review information and data obtained through formal and informal assessments to develop instructional strategies that address areas of academic concern. Future professional development and teacher work sessions are being planned to continue to analyze assessment data and monitor student performance within each classroom. Since being hired in November 2020, I have been establishing collaborative partnerships with district departments to take advantage of the wide range of district offered programs and resources for our students, teachers, and families. I have also worked very closely with the Office of School Choice and Assignment and Stephen Ayers to acquire the necessary information needed to meet the expectations of the district and to reestablish a high quality of academic rigor for all our students and families. We have begun to collaborate with Kris Lyons and the MCPS assessment and curriculum team

so that our staff can become proficient with the Florida State BEST learning standards and curriculum that will be implemented over the next three years.

We have continued to implement services under our Title 1 grant and provide necessary support to our families through the Family Engagement component.

In addition to working with the office of Exceptional Student Education, I bring 25+ years of experience in the field of exceptional student education to MAS, which has enabled us to provide services to students who demonstrate diverse learning and behavioral needs along with providing an onsite resource and support for our staff.

We have also implemented the SIPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words) curriculum for remediation for grades kindergarten through third grade. This program will ensure that students who were advancing into those grades possess the readiness skills to become proficient readers and achieve success

Focus Area MARKETING & RECRUITMENT

We have begun to actively market and promote McIntosh Area School within the surrounding communities to aggressively recruit new students and establish positive and supportive relationships with local municipalities, area businesses, and civic groups. In partnership with Ocali Charter Middle School, we recently mailed a promotional postcard to approximately 3000 families as part of our marketing and recruitment campaign. We have improved our personal engagement and strengthened our relationship with our families to encourage parents to enroll their child into their neighborhood school. Included in our marketing plan are assurances that MAS faculty and staff have taken all necessary precautionary steps with regards to COVID to ensure the safety and protection of all our students and adults who are physically present on site.

Surveys have also been sent to our families to solicit their input on ways to improve MAS; such as technology resources and afterschool hobbies and clubs that the school could offer safely to our students. We have also reached out to our families for their ideas and suggestions on improving our existing programs. As a result of these surveys, we have started an afterschool Runners Club with approximately 50% of our current student enrollment signed up to participate. Other afterschool activities, such as Arts & Crafts, Gardening, Music, and Soccer are also being planned now based on the results of family surveys that have been returned. Throughout the remainder of this school year and through the summer of 2021, McIntosh Area School (MAS) will continue to aggressively recruit and enroll new

students: offering a hybrid model of learning that promotes safe face to face classroom instruction as well as providing quality virtual learning when in school attendance is not possible.

Our Marketing/Recruitment plan will concentrate on establishing strong collaborative relationships with existing families, area businesses, civic organizations, the McIntosh Town Council, and the Marion County Public School District. We have recently begun to contact area churches in our effort to disseminate information and establish stronger community ties within the county. Through these relationships, we plan on accessing untapped resources to support the school.

Future Plans to Increase Enrollment:

1) We recognize one of the barriers that pose a challenge to enrolling new families outside of the immediate location to attend McIntosh Area School is transportation. To address this issue, the board and the principal have begun collecting demographic data and identifying potential community resources that can assist us in this area. I have also discussed the topic with the Ocali Charter school administrator to gather information and input as they do currently provide transportation to their students.

2) Another course of action we are currently researching is the introduction of a summer program that offers week long educational workshops for students geared towards topics not traditionally offered during the school year; such as Theatre & Drama, computer science, Legos, music, and arts and crafts.

3) We would also like to regain our SACS accreditation which was held through 2014 and are presently looking into what we must do to achieve that accreditation.

Conclusion:

In Summary, as you can see from the details provided in our charter renewal application; every stakeholder of the McIntosh Area School, including the board, administration, staff, families, and community members, are 100% **committed and invested** into the future growth and success of McIntosh Area School. Over the next 10 years, we project the need for MAS to only increase and become a vital partner with MCPS, the secondary schools in Alachua and Marion counties our students attend upon graduation, the Town of McIntosh and our neighboring communities, to provide service to our families in the northern portion of Marion County. Therefore, we respectfully request that our charter be renewed for us to continue our mission and become the thriving educational institution it was previously.

CALL TO ORDER

Thomas Turner called the meeting to order at 6:32 PM

Roll Call & Pledge of Allegiance were completed – quorum met

Present: Thomas Turner, President; Vice Chair: Jonathan Ward; Secretary Deb MacKay (virtual); Treasurer Melinda Downing; Members at Large: Ralph Smith

School Principal: David Friedlander

School Parent Liaison: Candace Stephens

Public: Jessica Stout, Tiffany Hawkins, Anna Smith

REVIEW OF PUBLIC NOTICES

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

Virtual link provided: To join on Google Meet, <https://meet.google.com/bkm-fnjm-vmo>
code: bkm-fnjm-vmo

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.

REPORTS

Principal's Report – see attached for full report

- Highlights:
 - Charter School Board Annual Report/Presentation went well – wished us good luck and glad we are at the North end of the County serving Marion Families.
 - Draft Charter Renewal comments provided to the Board already; He asked for any further revisions; None made. MCPS workshop is Thu 18 Feb 2021. Board Members Ralph and Tommy planned to attend. Deb can if it is virtual.
 - Enrollment holding in mid-50s. FTE Funding holding at 60
 - Letter of Intent for next year enrollment has gone home, due in early March; any family not returning, David is engaging with those families to understand their choice and if there is anything we can improve on (or if they're moving, etc).
 - Working with the MCPS Federal Grants office and Safe Schools Office for several grants (ESSR, RAPTOR, Camera/Security System, Fence Repayment, new COVID relief and TSAI).
 - Runner's Club is well attended – averaging 35 students; Tutoring is also on track for about 10 students and going well. Teachers are donating their time.
 - Aftercare attendance was discussed – it remains low; Procure needs to be used fully for aftercare (attendance, billing and payment) as well as staff time in/out, volunteers for the school. Efficiency, internal controls – and a service we are paying for.

Financial Report

- Finances remain on track: 150K reserve, FTE funding and grants have stabilized accounts. No major expenditures expected or programmed for the next quarter.

- Funding for FTE remains at 60 due to FL Governor Executive Order and MCPS staffing
- PPP loan forgiveness (roughly 64K) paperwork has been submitted. No payments are required. Once lender approves they forward to the SBA. SBA pays lender then the loan is forgiven and can be removed from our liabilities.
- Capital Outlay has been used for building maintenance, insurance costs, etc.

ACTION ITEMS

- Charter Review – we will know after the MCPS workshop if our sponsor will offer us a new contract. If so, we will get the new document for consideration. Board agreed to hire Ms. Schoenberg to be our attorney for the review. Deb will coordinate.
- Bus/Transportation options reviewed. Fact finding on capacity, zipcode locations for pickup/drop off, timing of routes and costs for hiring a service or owning the transportation/driver will be weighed. Ralph to learn from the other Charters and District Office what is required and what options/insights they may have. Surveys of our families has also begun to assess interest.
- Jonathan nominated Mr. Don Medeiros to the Board. He is a Track Coach, member of the community and business savvy. Great demeanor and willing to donate his time and energies to our growth and betterment. Nomination motion was made by Jonathan, Deb 2nd the motion. Vote was unanimous to bring Don onto the Board. Deb will coordinate his training, School Key documents for his review and David will coordinate his drug/print checks with MCPS.

BOARD FINAL COMMENTS

- Next meeting will be in April 2021.

Meeting was adjourned at 7:35 pm