

## School Board Meeting Agenda

**\*Resked from Nov**

**Dec 2, 2021 5 – 7pm**



ZOOM, use:

<https://zoom.us/j/94604885692?pwd=YXEwRjNNNU92Tzk0bDFadXE1OXp4dz09>

Meeting ID: 946 0488 5692    Passcode: jsy1dG

### **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)**

Special Meeting 8 Jul 21, Regular Meetings: 19 Aug 21 and 16 Sep 21

### **Principal's Report (see attached reports) (30 Min)**

- Highlights: Title 1 Survey Results, Parent Engagement Night, School Choice Night

### **Treasurer's Report (20 min)**

- Finances Review (Bank Statements and Forecasting) ~ Both accounts

### **Board Discussion / New actions (~ 45 hr min)**

- New CPA to support bookkeeper
- Capital Outlay – Maintenance, Repairs & Projected needs
  - Mulch on Playground
  - Repairs of floors in admin building
  - Holes on grounds
- New Website demo
- Fundraising

### **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: 12-02-2021** REGULAR MEETING (18 NOV RESKED)

<b>DIRECTORS / SCHOOL REPS</b>	<b>INITIAL</b>	<b>CONTACT INFO</b>
President, Jonathan Ward	JW	jonward999@gmail.com
Vice President, Ralph Smith      absent @ parent engagement event for MAS with Tiffany Hawkins		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	DM	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
<b>Public Attendees</b>		
Name		Name
Jessi Gonzales (bookkeeper)		
Trevor Shawley		
Elisse Shawley		

## **CALL TO ORDER**

Jonathan Ward called the meeting to order at 5:00 PM

Roll Call completed with quorum met

Present: Jonathan Ward, President; Secretary Deb MacKay; Treasurer Patty Dodd; Members at Large: Melinda Downing, Don Medeiros     Note: Vice Chair Smith was at MAS family engagement event

School Principal: David Friedlander

School Parent Liaison: not present

Public: Jessica Stout, Trevor Shawley, Elisse Shawley, Jessi Gonzalez

## **REVIEW OF PUBLIC NOTICES**

The meeting notice was posted on School Website and sent via Remind as rescheduled from November 2021.

## **PUBLIC COMMENTS**

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

### **Approval of Minutes**

Special Meeting 8 Jul 21; Regular Meetings: 19 Aug 21 and 16 Sep 21 were reviewed  
Don motioned to accept as written; Melinda 2<sup>nd</sup> the motion. Passed unanimously.

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

- Highlights:
  - October and November reports were sent to the Board
  - Agreement with Auditor Tim Price to be renewed
  - School Choice Expo well attended; Thanks to Tiffany and Alison's time/advocacy
  - David/Ralph to send Playground rehab estimates to the Board
  - Flooding damage and issues were shown to Landlord; Landlord suggests a ditch/trench along back of school to help water runoff west of the back fence
  - Landlord asked for repair estimate to admin building from SERVPRO be sent to her that includes removing/replacing wood floors, painting of walls/water marks
  - Holes on grounds at end of French drain and one near café/sidewalks (removed tree stump from years ago). Landlord suggests filling both with dirt.
  - Phone service provider under review; contract ends April 2022

### **Financial Report**

- Jonathan asked that the Bank Statements and Financial Statement/Projections be given to the Board NLT 72 hrs prior to the Board Meetings.

**DRAFT ---- NOT APPROVED**

Regular School Board Meeting Minutes  
Dec 2, 2021 in person & Virtual, 5:00pm

- Jonathan directed the monthly MCPS financial reports done by Jessi/CPA Cara be given to David prior to MCPS deadline of the 10<sup>th</sup> for his review with the Treasurer. When sent to MCPS by CPA, the Principal must be copied on the same email for our oversight/internal controls.
- David and Treasurer Patty to establish a standing monthly financial review with Jessi.
- David and Jonathan will meet with the new CPA and Jessi before the next meeting to ensure clarity of tasks, acceptance/finalization of contracted agreement and expectations from the Board to Bookkeeper and CPA. This includes clarity on monthly, RT6/941s w/QB online, Taxes and audit support by the CPA.
- Reviewed December Bank statements and Bookkeeper financial Projection
- Outcome of tasks to be sent by Chair to David and Jessi to ensure tasks are clear/tracked.
- David to provide status of Title I and ESSR grants – total spent, total invoiced for reimbursement, how much has been reimbursed by MCPS thus far.
- David to ensure Tutoring payments to teachers occurs ASAP (part of ESSR grant)
- Tiffany and Candace working with Jessi to finalize transferring Aftercare to QB from Procure. Procure to be cancelled ASAP. Card payments for parents and invoicing to be done thru QB to minimize paperwork, automate payments and ensure timely tracking coincident to monthly costs/payments.
- Jessi/David will work with MCPS to have Capital Outlay sent to the CapOutlay account instead of to the GenFund account.

**ACTION ITEMS**

- Jonathan asked to consider schedules and school management tasks to shape the timing of our meetings (monthly, bimonthly, quarterly) to best meet our needs and use of our staff's time.
- Fundraising and Enrollment remain top priorities. Enrollhand has started its marketing and product research for video/ads, etc.
- Secretary will prep Bylaws for review by the Board for an upcoming meeting when ready
- Secretary to prep volunteer letters for Board of Directors for our parents. Looking for 2 to 3 new/additional members.
- Transportation and Playground rehab held til next meeting.

**BOARD FINAL COMMENTS**

- None

Admin note: Meeting was offered in person and virtually. Virtual info:  
<https://zoom.us/j/94604885692?pwd=YXEwRjNNNU92Tzk0bDFadXE1OXp4dz09>  
Meeting ID: 946 0488 5692 Passcode: jsyldG

**Meeting was adjourned at 7:15 pm**

**Minutes Approved DRAFT ---- NOT APPROVED**

## November Principals Report

### 1890 festival:

The 1890 festival was very successful as our initial fundraiser even though the weather wasn't the greatest. Approximately 20 volunteers turned out to support this event and helped park over 200 cars @ \$10/car. We also received some good publicity due to the article that was published in the McIntosh Gazette. This article included several photos as well as parent testimonial statements. A final report will be given at the next Board meeting.

**Marketing/Recruitment plan:** One of my focus areas for this year will be to develop a marketing and recruitment plan for MAS. I have been discussing this topic with the school choice office. Sarah Tierney, school choice coordinator, has offered to provide some assistance in this area. During our initial discussion last week, Sarah shared with me that MCPS needs McIntosh Area School to succeed and continue to serve families living in the northern portion of Marion County. In addition to working with our MAS staff, I am asking for board participation and will also be soliciting input and participation from our parents. Our official enrollment is currently at 53.

In addition, I have contracted with Enrollhand Marketing group to create and implement marketing strategies for our school. It is a month-by-month agreement @\$1100/month with no predetermined commitment and we can cancel the agreement with 30 days' notice. Prior to engaging them, I spoke with the Micanopy Academy principal regarding this company. Micanopy also contracted with them recently to assist them in their marketing and recruitment efforts which resulted in at least a half dozen new students being enrolled. As part of their service, they do demographic analysis of our area, including competing schools, which then guides their marketing and recruitment efforts.

Also, the Marion County School Choice Expo is being held Thursday November 18<sup>th</sup> at Westport High School from 5-7 pm. Tiffany Hawkins and several parent volunteers will be representing MAS at this event.

**Budget/bookkeeping:** Jessie Gonzales has been submitting several monthly financials to MCPS due to the absence of a CPA. We have been actively seeking to find a new CPA and fortunately have found another CPA, Cara Priess, who submitted a quote that was comparable for the services that our previous CPA had performed. In addition, Cara has previous experience with school finance and has dealt with MCPS. Jessie and I are working to catch Cara Priess up to speed so she can take over immediately. Over the past several months, Jessie and I have discussed the need to revise the present chart of accounts to more accurately align with the needs of both MCPS and MAS. After a significant amount of time, she has completed that task. This should result in a more accurate tracking of revenue and expenses.

**MAS Tutoring Program :** Our afterschool tutoring program has begun and meets Thursday afternoons for one hour. Each Teacher has identified a maximum of three students based on I-ready data, QSMA progress monitoring, and classroom performance who demonstrate below grade level skills and who can benefit from more individualized instruction than what can be provided within the classroom on a daily basis. This program was implemented during the second semester last year so results were not available; however we are very optimistic regarding the success of this program with our students since we have implemented this program at the beginning of this year.

**Runners club:** Our Runner's club has also begun and operates on Tuesday afternoons from 2:30 to 3:15. Coach Tiffany has approximately 25 students from all grades participating and have also recruited several parent volunteers to assist her with this activity. Coach Don has also been a great support to Tiffany and also has provided board visibility at this activity.

**District Audit results:** We were contacted by the auditors for MCPS regarding the 2019-2020 school year FTE audit. As part of their findings, MAS had 2 findings: the first concerned an ELL student who was enrolled at that time. The student's meeting documentation was missing information. The other finding identified an Attendance documentation error during a period where substitutes were recording attendance.

**ESSER III grant:** Florida has initiated another state grant to school districts (Elementary and Secondary School Emergency Relief) to facilitate a successful and safe return to "in class instruction" and to support the state's effort to reinforce students back into classrooms as well as to provide supplemental learning and social opportunities beyond the school day and school year. This grant will help meet a wide range of needs arising from the coronavirus pandemic, including reopening schools safely, sustaining their safe operation, and addressing students' social, emotional, mental health, and academic needs resulting from the pandemic. McIntosh Area School's allocation would be \$155,000 if the MCPS grant application is approved

# McIntosh Area School









Enrollment

2021-2022

Date: Thursday, November 18th, 2021

GRADE	CURRENT ENROLLMENT
K	11
1st	12
2nd	9
3rd	13
4th	3
5th	7
TOTAL	55



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 1890's Fest.
7	8 District Writing Assessment 3rd-5th Grade (Nov 8th-15th)	9 Runner's Club!	10	11 Veteran's Day 	12	13
14	15 Progress Reports	16 No Runner's Club! KONA ICE! 	17	18	19	20
21	22 THANKSGIVING BREAK! 	23 THANKSGIVING BREAK! 	24 THANKSGIVING BREAK! 	25 THANKSGIVING BREAK! 	26 THANKSGIVING BREAK! 	27
28	29	30 Runner's Club!				

**McIntosh Area School**

**November 2021**

(352) 591-9797

[www.mcintosh eagles.com](http://www.mcintosh eagles.com)



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*World's Finest*  
*Chocolate*

A Fundraiser For Our Afterschool Activities!  
Parents! We need YOUR help!

Each Box Has 60 Bars At \$1 Each

Please Contact The Front Office For  
Information On How To Help Your School!

(352) 591-9797



## October Principals Report

**1890 festival:** We will be having our parking area for this year's event but will not be having an actual booth due to limited volunteers available. We will either be charging \$10 or \$15 for parking but waiting to hear what our neighbor across the street is charging. We will be selling chocolate bars, ice cream, and bottled water at our parking area. We are asking for volunteers to sign up to volunteer their time at our parking area throughout the day November 6<sup>th</sup>. We have also submitted an article promoting MAS to the McIntosh Gazette. The article includes several photos as well as parent testimonial statements.





**Marketing/Recruitment plan:** One of my focus areas for this year will be to develop a marketing and recruitment plan for MAS. I have been discussing this topic with the school choice office. Sarah Tierney, school choice coordinator, has offered to provide some assistance in this area. During our initial discussion last week, Sarah shared with me that MCPS needs McIntosh Area School to succeed and continue to serve families living in the northern portion of Marion County. In addition to working with our MAS staff, I am asking for board participation and will also be soliciting input and participation from our parents. Our official enrollment is currently at 53.

**Budget/bookkeeping:** Jessie has been submitting the monthly financials to MCPS as we have not yet found a CPA to replace Sharon Fourackre. Jessie and I have discussed the need to revise the present chart of accounts that more accurately aligns with the needs of MCPS and MAS.

**MAS Tutoring Program :** Our afterschool tutoring program has begun and meets Thursday afternoons for one hour. Each Teacher has identified a maximum of three students based on I-ready data, QSMA progress monitoring, and classroom performance who demonstrate below grade level skills and who can benefit from more individualized instruction than what can be provided within the classroom on a daily basis. This program was implemented during the second semester last year so results were not available; however we are very optimistic regarding the success of this program with our students since we have implemented this program at the beginning of this year.

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			 <i>"Change Starts With Us"</i>		1	2
3	4 QSMA Testing 3rd-5th Grade	5 QSMA Testing 3rd-5th Grade	6 QSMA Testing 3rd-5th Grade	7 MAKE-UP DAY QSMA Testing 3rd-5th Grade	8 MAKE-UP DAY QSMA Testing 3rd-5th Grade	9
10	11 Teacher Work Day NO SCHOOL!	12	13 Progress Reports Go Home! 	14	15	16
17	18	19 KONA ICE 	20 PICTURE DAY!	21	22	23
24/31	25	26	27 Early Release 12:20	28	29 CHARACTER BOOK DAY! 	30

**McIntosh Area School**

**October 2021**

(352) 591-9797

[www.mcintoshnearies.com](http://www.mcintoshnearies.com)