

**Minutes of the
Sigsbee Charter School
Parent Teacher Organization**

Tuesday, November 12, 2013
959 Felton Road
Key West, FL

A regularly scheduled meeting of the Sigsbee Charter School Parent Teacher Organization convened at 5:30 p.m. at the Sigsbee Charter School Library. Present at the meeting was Heidi Davila, President; Josh Bassett, Vice-President; Pamela Hancock, Secretary; Patricia Dowling, Treasurer; and Eli Jannes, Sigsbee Charter School Principal. Also present at the meeting were parents, guardians and teachers (sign in sheet is attached hereto).

Item A Motion was made by Darlene Olden and seconded by Suzanne Biaza granting approval of the minutes from the October 8, 2013 PTO meeting. Motion carried unanimously.

Item B Heidi Davila, President advised the Board that the consideration to participate in the *Bone Island Tri Volunteer* scheduled for January 25, 2014, had been referred to Sigsbee Middle School for fundraising for their trip to Washington, DC. The Board took no official action.

Item C Tami McGrail addressed the Board concerning the Christmas Boat Parade at the Historic Bight. Ms. McGrail advised that the parade will take place on December 14, 2013, and starts between 8:00 p.m. – 9:00 p.m. Ms. McGrail will provide a boat to have a “dock party” between 7:00 p.m. – 9:00 p.m. Tickets will be sold for \$25.00 per family and \$10.00 per individual; she will have a 50/50 raffle; and will look into the Middle School being able to hold a bake sale fundraiser at the dock. After discussion, motion was made by Tara Everts and seconded by Lynn Eldridge granting approval of the item. Motion carried unanimously.

Item D Tami McGrail addressed the Board concerning the Island Affair Event. Ms. McGrail advised the Board that the event will be held at the Key West Yacht Club and that the \$500.00 fee was waived for the event since there is a sponsor. The event will have a *Sports Theme*. Board discussed available dates and times and selected April 12, 2014, 6:00 p.m. – 8:00 p.m. as the event date and time. After, further discussion, motion was made by Pamela Hancock and seconded by Diane Dederick granting approval of the item. Motion carried unanimously.

Item E. Mrs. Davila addressed the Board concerning the Winter Wonderland Gift Shop. Mrs. Davila advised the Board that it would take at least four (4) people to run the gift shop each day. Board discussed having the kick off to the gift shop on December 13, 2013, during family movie night, and to continue the shop the week of December 16, 2013. Enrichment students will be asked to decorate bags for the gifts. Mrs. Davila

requested \$3,500.00 to start up the gift shop. After further discussion, motion was made by Pamela Hancock and seconded by Tara Everts granting approval of the item and to include: that if the pre-sale order proceeds exceed \$2,000.00, that an additional \$1,000.00 be added to the requested amount (totaling \$4,500.00). Motion carried unanimously.

Item F1 Consideration of a Holiday Lights Tour, Jaime Cates, was deleted from the agenda.

Item F2 Josh Bassett addressed the Board concerning the purchase of school shirts and will be looking into the price and quality of the shirts, not to exceed \$8.00 per shirt from the vendor, and that the sales price remain at \$10.00. Mrs. Davila tallied the votes for the new sailfish logo for the shirts and style #2 won.

Added Item Mrs. Davila addressed the Board concerning the *Mixed Bags* fundraiser. After discussion, the item was tabled until the next school year.

Item F3 Patricia Dowling, Treasurer addressed the Board concerning the new form for handling money. After discussion, motion was made by Judi Martin and seconded by Diane Dederick granting approval of the form. Motion carried unanimously. (Said form is attached hereto).

Item F4 Consideration of the sub sale fundraiser, Amy Wingate, was continued to the next meeting.

Item G Ms. Dowling presented the *Financial Update*. Ms. Dowling advised the Board that there were two new funds requests:

Box Top Committee in the amount of \$12.35. Motion was made by Lynn Eldridge and seconded by Tiffany Pellicier granting approval of the request. Motion carried unanimously.

Middle School Dance Committee in the amount of \$27.00. Motion was made by Paula Mottice and seconded by Robin Allen granting approval of the item. Motion carried unanimously.

(Said report is attached hereto).

Item H Eli Jannes, Principal gave the Principal's Report on the following:

- Reminded parents that the 3rd and 4th grade students have a field trip planned to the Symphony on Thursday, November 14th, and that the permission slips were needed.
- Reminded parents that the 5th grade students have a field trip planned to NOAA Weather Station on Thursday, November 14th, and that the permission slips were needed.

- Advised the Board that Barbara Doherty, Math Coach, would be presenting the new standards in math to the school faculty and also making a presentation to the parents.
- Advised that on November 13th the students will be having mandatory health screenings.
- Advised that the Hemingway House has sponsored the next mural painting by Rick Worth.
- Advised that they are still looking for a sponsor for the mangrove mural painting by Rick Worth on Ms. Baugh's wall.
- Advised that the Middle School now has 3 basketball teams; 2 boys and 1 girl team.
- Advised that Samuel's House, Casa deMeredith is at full capacity. The Junior Rotarians will be looking into an Angel Tree for those staying there to provide Christmas gifts.
- Advised that they will be looking into a Holiday Veteran's Letter Campaign.
- Thanked all of those who participated in the November 11th Veteran's Day Parade.
- Thanked Judi Martin for all of her assistance in the Staff Appreciation Committee.
- Thanked everyone for the FKSPCA donations during *Red Ribbon Week*.
-

There being no further business to come before the PTO, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Pamela G. Hancock

SCS PTO EVENT FUNDS FOR DEPOSIT

Source of Funds: _____

Date of Event or Collection: _____

Cash: \$ _____ Member Initials: _____ & _____

Checks: \$ _____ Member Initials: _____ & _____

TOTAL COLLECTED: \$ _____

Supervising Members: _____

Please print _____ & _____

Total collected funds were handed to:

- Treasurer
- President
- Vice President
- Secretary
- Principal

Signature of receiving party

Date received

Signature of treasurer

Date received

| Pennies | Count | Amount | Ones | Count | Amount |
|-------------|-------|--------|-------------|-------|--------|
| Nickles | | | Fives | | |
| Dimes | | | Tens | | |
| Quarters | | | Twenties | | |
| ½ Dollars | | | Fifties | | |
| Dollar Coin | | | Hundreds | | |
| Total | | | Total | | |
| | | | Grand Total | | |

Item G

11:24 AM
11/12/13

Sigsbee Charter School
Reconciliation Summary
004 - PTO Account (FSB), Period Ending 10/31/2013

| | <u>Oct 31, 13</u> |
|--|-------------------|
| Beginning Balance | 15,234.73 |
| Cleared Transactions | |
| Checks and Payments - 8 items | -11,698.64 |
| Deposits and Credits - 8 items | 1,226.05 |
| Total Cleared Transactions | <u>-10,472.59</u> |
| Cleared Balance | <u>4,762.14</u> |
| Uncleared Transactions | |
| Checks and Payments - 2 items | -200.00 |
| Total Uncleared Transactions | <u>-200.00</u> |
| Register Balance as of 10/31/2013 | <u>4,562.14</u> |
| New Transactions | |
| Deposits and Credits - 2 items | 1,345.00 |
| Total New Transactions | <u>1,345.00</u> |
| Ending Balance | <u>5,907.14</u> |

Sigsbee Charter School Reconciliation Detail

004 · PTO Account (FSB), Period Ending 10/31/2013

| Type | Date | Num | Name | Clr | Amount | Balance |
|--|------------|-----|-----------------------|-----|------------|------------|
| Beginning Balance | | | | | | 15,234.73 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 8 Items | | | | | | |
| Check | 9/10/2013 | 425 | Judi Martin | X | -20.76 | -20.76 |
| Check | 9/23/2013 | 428 | Tiffany Pellicier | X | -92.57 | -113.33 |
| Check | 10/9/2013 | 429 | Sigsbee Charter Sc... | X | -11,086.62 | -11,199.95 |
| Check | 10/9/2013 | 430 | Tiffany Pellicier | X | -59.98 | -11,259.93 |
| Check | 10/22/2013 | 431 | Tiffany Pellicier | X | -105.96 | -11,365.89 |
| Check | 10/22/2013 | 432 | Big John's Pizza | X | -100.00 | -11,465.89 |
| Check | 10/25/2013 | 433 | Jamie T Cates | X | -100.00 | -11,565.89 |
| Check | 10/29/2013 | 434 | Pizza Hut | X | -132.75 | -11,698.64 |
| Total Checks and Payments | | | | | -11,698.64 | -11,698.64 |
| Deposits and Credits - 8 items | | | | | | |
| Deposit | 10/7/2013 | | | X | 7.00 | 7.00 |
| Deposit | 10/7/2013 | | | X | 40.00 | 47.00 |
| Deposit | 10/7/2013 | | | X | 111.00 | 158.00 |
| Deposit | 10/11/2013 | | | X | 82.20 | 240.20 |
| Deposit | 10/18/2013 | | | X | 2.00 | 242.20 |
| Deposit | 10/18/2013 | | | X | 71.00 | 313.20 |
| Deposit | 10/25/2013 | | | X | 59.10 | 372.30 |
| Deposit | 10/28/2013 | | | X | 853.75 | 1,226.05 |
| Total Deposits and Credits | | | | | 1,226.05 | 1,226.05 |
| Total Cleared Transactions | | | | | -10,472.59 | -10,472.59 |
| Cleared Balance | | | | | -10,472.59 | 4,762.14 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 2 items | | | | | | |
| Check | 10/29/2013 | 435 | Sound Wave | | -175.00 | -175.00 |
| Check | 10/29/2013 | 436 | Roshawna Wynd | | -25.00 | -200.00 |
| Total Checks and Payments | | | | | -200.00 | -200.00 |
| Total Uncleared Transactions | | | | | -200.00 | -200.00 |
| Register Balance as of 10/31/2013 | | | | | -10,672.59 | 4,562.14 |
| New Transactions | | | | | | |
| Deposits and Credits - 2 items | | | | | | |
| Deposit | 11/1/2013 | | | | 38.00 | 38.00 |
| Deposit | 11/8/2013 | | | | 1,307.00 | 1,345.00 |
| Total Deposits and Credits | | | | | 1,345.00 | 1,345.00 |
| Total New Transactions | | | | | 1,345.00 | 1,345.00 |
| Ending Balance | | | | | -9,327.59 | 5,907.14 |



P.O. Box 1579
Key West, FL
33041-1579

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Lower Keys 305.872.4778 Upper Keys 305.852.21

KEYS

Address Service Requested

Page 1

Checking
Period Ending 10-31-13
Acct. No. 4655

001685 0.4439 AV 0.360 TR00005

SIGSBEE CHARTER SCHOOL INC
939 FELTON RD
KEY WEST FL 33040-6798

| | |
|------------------------------|--------------|
| EZ BUSINESS CHECKING ACCOUNT | |
| Previous Balance | 9-30-13 4655 |
| +Deposits/Credits | 15,234.73 |
| -Checks/Debits | 8 1,226.05 ✓ |
| -Service Charge | 8 11,698.64 |
| Current Balance | .00 |
| | 4,762.14 |

| DEPOSITS AND OTHER ACTIVITY | | | |
|-----------------------------|-----------|-------------|----------|
| Date | Bank Code | Description | Amount |
| 10-09 | 1 | DEPOSIT | 40.00 - |
| 10-09 | 1 | DEPOSIT | 111.00 - |
| 10-09 | 1 | DEPOSIT | 7.00 - |
| 10-15 | 8 | DEPOSIT | 82.20 ✓ |
| 10-22 | 1 | DEPOSIT | 71.00 ✓ |
| 10-22 | 1 | DEPOSIT | 2.00 ✓ |
| 10-28 | 4 | DEPOSIT | 59.10 - |
| 10-29 | 1 | DEPOSIT | 853.75 - |

| CHECKS PAID | | | |
|-------------|-------|------------|---------------------|
| Ck. No. | Date | Amount | Ck. No. Date Amount |
| 425 | 10-08 | 20.76 - | 431 10-25 105.96 ✓ |
| 428* | 10-23 | 92.57 - | 432 10-28 100.00 ✓ |
| 429 | 10-23 | 11086.62 ✓ | 433 10-28 100.00 ✓ |
| 430 | 10-23 | 59.98 ✓ | 434 10-31 132.75 ✓ |

* Gap in check number sequence

| DAILY BALANCE SUMMARY | | | | | |
|-----------------------|----------|-------|----------|-------|----------|
| Date | Balance | Date | Balance | Date | Balance |
| 9-30 | 15234.73 | 10-08 | 15213.97 | 10-09 | 15371.97 |
| 10-15 | 15454.17 | 10-22 | 15527.17 | 10-23 | 4288.00 |
| 10-25 | 4182.04 | 10-28 | 4041.14 | 10-29 | 4894.89 |
| 10-31 | 4762.14 | | | | |

Ejannes
11-12-13 pdw/ling

001685

KUB

33040679839

UNCLEARED CHECKS AND DEPOSITS:

| Date | Number | Payee | Account | Amount | Total: |
|----------------------|--------------------|--------------------|-------------|------------|------------|
| 10/29/13 | 435 | Sound Wave | MS Social | \$175.00 | |
| 10/29/13 | 436 | Roshawna Wynd | Ms Social | \$25.00 | (\$200.00) |
| | | | | | |
| 11/01/13 | DEPOSIT | | Snack Shack | \$38.00 | |
| 11/12/13 | DEPOSIT | | Snack Shack | \$1,307.00 | \$1,345.00 |
| | | | | | |
| Monthly Re-occurring | Staff Appreciation | Staff Appreciation | \$100.00 | | |
| | | | | | |
| Total | | | \$100.00 | \$200.00 | \$1,145.00 |
| | | | | | |

NEW FUNDS REQUESTS:

| Name | Committee | Amount | Motion | Second |
|---------------|-----------|---------|----------------------|---------------------------|
| Kristin Moats | Box Tops | 12.35 | <i>Lynn Eldridge</i> | <i>Tiffany Pellicieri</i> |
| Ellen Gvili | MS Dance | 27.00 | <i>Paula Meltzer</i> | <i>Robin Allen</i> |
| | | | | |
| | | | | |
| | Total: | \$39.35 | | |

| Ending Register Balance: | Uncleared Transactions: | Current Register Balance: |
|--------------------------|-------------------------|---------------------------|
| \$4,762.14 | \$1,145.00 | \$5,907.14 |
| | | |

Heidi Davila \$3,500 -
 (presales over \$2,000 - add in another \$1,000-)

\$2,400

Sigsbee Charter School

11/12/2013 4:43 PM

Register: 004 · PTO Account (FSB)

From 10/01/2013 through 11/12/2013

Sorted by: Date, Type, Number/Ref

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Account</u> | <u>Memo</u> | <u>Payment</u> | <u>C</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|------------------------|--------------------------|-------------------|----------------|----------|----------------|----------------|
| 10/07/2013 | | | -split- | Deposit | | X | 111.00 | 15,232.40 |
| 10/07/2013 | | | 3440 · Donation:3443 ... | Deposit | | X | 7.00 | 15,239.40 |
| 10/07/2013 | | | -split- | Deposit | | X | 40.00 | 15,279.40 |
| 10/09/2013 | 429 | Sigsbee Charter School | -split- | | 11,086.62 | X | | 4,192.78 |
| 10/09/2013 | 430 | Tiffany Pellicier | 3440 · Donation:3443 ... | Snack Shack S... | 59.98 | X | | 4,132.80 |
| 10/11/2013 | | | -split- | Deposit | | X | 82.20 | 4,215.00 |
| 10/18/2013 | | | -split- | Deposit | | X | 71.00 | 4,286.00 |
| 10/18/2013 | | | 3440 · Donation:3443 ... | Deposit | | X | 2.00 | 4,288.00 |
| 10/22/2013 | 431 | Tiffany Pellicier | 3440 · Donation:3443 ... | Snack Shack P... | 105.96 | X | | 4,182.04 |
| 10/22/2013 | 432 | Big John's Pizza | 3440 · Donation:3443 ... | 10/23/2013 Sta... | 100.00 | X | | 4,082.04 |
| 10/25/2013 | | | 3440 · Donation:3443 ... | Deposit | | X | 59.10 | 4,141.14 |
| 10/25/2013 | 433 | Jamie T Cates | 3440 · Donation:3443 ... | | 100.00 | X | | 4,041.14 |
| 10/28/2013 | | | -split- | Deposit | | X | 853.75 | 4,894.89 |
| 10/29/2013 | 434 | Pizza Hut | 3440 · Donation:3443 ... | MS Social Dan... | 132.75 | X | | 4,762.14 |
| 10/29/2013 | 435 | Sound Wave | 3440 · Donation:3443 ... | MS Social Dan... | 175.00 | | | 4,587.14 |
| 10/29/2013 | 436 | Roshawna Wynd | 3440 · Donation:3443 ... | MS Social Dan... | 25.00 | | | 4,562.14 |
| 11/01/2013 | | | 3440 · Donation:3443 ... | Deposit | | | 38.00 | 4,600.14 |
| 11/08/2013 | | | -split- | Deposit | | | 1,307.00 | 5,907.14 |