

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

Tuesday, December 10, 2013
959 Felton Road
Key West, FL

A regularly scheduled meeting of the Sigsbee Charter School Parent Teacher Organization convened at 5:25 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 Pamela Hancock and seconded by Patricia Dowling granting approval of the minutes from the November 12, 2013 PTO meeting. Motion carried unanimously.

Item B Heidi Davila, President advised the Board that the Middle School was given permission to do a food-fundraiser at the Christmas Boat Parade at the Historic Bight on December 14, 2013. The Board took no official action.

Item C Mrs. Davila advised the Board that Tami McGrail will have additional information for the Board concerning the Island Affair at next month's meeting. The Board took no official action.

Item D Kristin Moats advised the Board that Box Tops for Education would be needed by mid-February for the next submittal. Eli Jannes will add this information to the *Scoop*.

Item E. The consideration of a sub sale fundraiser, Amy Wingate, was deleted from the agenda.

Item G Mrs. Jannes, Principal gave the Principal's Report on the following:

- The Middle School Basketball team has played Sugarloaf School and Horace O'Bryant. They will play St. Mary's next.
- Announced the production of Keys Kids "Little Mermaid" shows during the week
- Announced the "Food to Fork Program" by Heidi Golightly
- Announced the great volunteerism from the Coast Guard, as well as from the other branches of the military.
- Announced that Sigsbee would be hosting a Charter School Meeting on December 12, 2013.
- Announced the Social Skills Training. Each month will have a different topic and speaker.

- Announced the Teen Trend Setters. Middle School students will assist Elementary Students with reading.
- Announced that the school is raising money and accepting donations for Samuel's House and that the *Scoop* has a list of single women in need of new donated clothing.
- Announced that she has been presented with the *Charter School Champion Award*, awarded by the Florida Consortium of Public School Charter Schools.
- Announced that she will be making the rounds through all classrooms to observe each class.
- Discussed the logging of volunteer hours.

Item D Mrs. Davila announced that the Winter Wonderland Store was in need of volunteers.

Josh Bassett, Vice-President announced that the Sigsbee school shirts will have a wave added to the back and that the cost of each shirt will be \$6.50. The Board took no official action.

Item F Patricia Dowling, Treasurer presented the *Financial Update*. Ms. Dowling advised the Board that there is a request for reimbursement to Tiffany Pellicier, in the amount of \$204.93, for purchases made at GFS for the Snack Shack. Motion was made by Kristin Moats and seconded by Jessica Lariz granting approval of the reimbursement. Motion carried unanimously. (Said report is attached hereto).

Mrs. Davila announced that there will be no movie night on Friday, December 13, 2013, due to the cafeteria being used for babysitting while parents shop for the Holidays.

There being no further business to come before the PTO, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Pamela G. Hancock

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|------------------------------|----------------------------|
| Meeting Date: 12/ 10 /2013 | Statement Date: 11/30/2013 |
| Beginning Statement Balance: | Ending Statement Balance: |
| \$ 4,762.14 | \$6,318.33 |

DEPOSITS / INCOME:

| Source: | Amount: | Total Income: |
|--------------|------------|---------------|
| School Store | \$20.00 | |
| Snack Shack | \$1,789.01 | |
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| | | |
| Total | | \$1,809.01 |

CHECKS / EXPENSES:

| Date | Number | Payee | Staff App. | Snack Shack | MS Social | Misc. | Total: |
|----------|--------|------------------|------------|-------------|-----------|---------|----------|
| 10/29/13 | 435 | Sound Wave | | | \$175.00 | | |
| 10/29/13 | 436 | Roshawna Wynd | | | \$25.00 | | |
| 11/13/13 | 438 | Kristin Moats | | | | \$12.35 | Box Tops |
| 11/20/13 | 439 | Judi Martin | \$20.47 | | | | |
| 11/20/13 | SC | Return Check Fee | | | | \$10.00 | |
| 11/30/13 | SC | Service Fee | | | | \$10.00 | |
| 11/20/13 | SC | Returned Ck | | | | \$10.00 | |
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| | | | | | | | |
| Total | | | \$20.47 | | \$200.00 | \$12.35 | \$262.82 |

Item F

UNCLEARED CHECKS AND DEPOSITS:

| Date | Number | Payee | Account | Amount | Total: |
|----------------------|--------------------|--------------------|---------------|----------|-------------------|
| 11/13/13 | 437 | Ellen Gvili | MS Social | \$27.00 | |
| 11/22/13 | 440 | Heidi Davila | HolidayShop | \$982.89 | (\$1,009.89) |
| | | | | | |
| 12/02/13 | DEPOSIT | | Snack Shack | \$5.00 | |
| 12/06/13 | DEPOSIT | | Snack Shack | \$73.00 | |
| 12/06/13 | DEPOSIT | | Pampered Chef | \$140.00 | \$218.00 |
| Monthly Re-occurring | Staff Appreciation | Staff Appreciation | \$100.00 | | (\$100.00) |
| | | | | | |
| Total | | | | | (\$891.89) |
| | | | | | |

NEW FUNDS REQUESTS:

| Name | Committee | Amount | Motion | Second |
|------|---------------|--------|--------|--------|
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| | | | | |
| | Total: | | | |

| Ending Statement Balance: | Uncleared Transactions: | Current Register Balance: |
|---------------------------|-------------------------|---------------------------|
| \$6,318.33 | \$-891.89 | \$5,907.14 |
| | | |