

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

Tuesday, May 13, 2014
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; and Eli Jannes, Sigsbee Charter School Principal. Patricia Dowling, Treasurer was absent. Also present at the meeting were parents, guardians and teachers (sign in sheet is attached hereto).

Item A Motion was made by Heidi Davila and seconded by Kristin Moats granting approval of the minutes from the April 8, 2014 PTO meeting. Motion carried unanimously.

Item B Tiffany Pellicier addressed the Board concerning a concession stand at the Talent Show that is scheduled for May 29, 2014, to benefit the music program. The concession will have popcorn and water for sale. Mrs. Pellicier advised that she already has the popcorn and needs money to purchase the waters. After discussion, motion was made by Pamela Hancock and seconded by Heidi Davila granting approval of a \$50.00 expenditure to purchase the waters for the event. Motion carried unanimously.

Item C1 Presentation by Jacqueline Hancock regarding a possible bike-a-thon event next year was postponed until the next school year.

Item D Tiffany Pellicier gave an update on the 5K Sailfish Shuffle. Mrs. Pellicier advised the Board that there were approximately 150 registered runners at the event and that it raised approximately \$3,500.00 net. After discussion, motion was made by Tiffany Pellicier and seconded by Pamela Hancock to ratify the additional funds requested by Tiffany Pellicier, for the event, in the amount of \$1,000.00 (total funds request \$2,500.00). Motion carried unanimously.

Item E Josh Bassett addressed the Board concerning the Sigsbee Charter School vehicle stickers that are available for purchase in the amount of \$5.00 each. After discussion, motion was made by Heidi Davila and seconded by Kristin Moats to ratify the \$120.00 expenditure for the purchase of these stickers. Motion carried unanimously.

Item F The teachers presented Janie Morgan with a thank you card for her hard work in putting together teacher appreciation week. After discussion, motion was made by Heidi Davila and seconded by Pamela Hancock to ratify the \$104.52 expenditure for staff appreciation week. Motion carried unanimously.

Item G Jennifer Bassett addressed the Board concerning the Fall Festival to correspond with Red Ribbon Week. Board discussed having the event on October 31, 2014; however, the Fall Festival Committee will meet May 28, 2014 at 4:00 p.m. to discuss the event further and will bring back more detail to the Board.

Item H Josh Bassett addressed the Board concerning the purchase of a refrigerator in an amount not to exceed \$800.00 for the teacher's break room. Board polled the teachers that were present at the meeting to determine whether a refrigerator with a freezer or just a refrigerator with no freezer would work. The teachers present determined that they would prefer just a refrigerator. After discussion, motion was made by Heidi Davila and seconded by Pamela Hancock granting approval of an amount not to exceed \$800.00 to purchase the refrigerator. Motion carried unanimously.

Item I Kendi O'Neill addressed the Board concerning a proposal, to work with Eli Jannes, Principal and the SCS Board of Directors, to create permanent bylaws for future PTO Boards. During the discussion it was agreed that there needs to be a teacher representative included in the bylaws. After further discussion, motion was made by Kristin Moats and seconded by Megan Faust to have a committee to review the bylaws and mission statement of the PTO, with Kendi O'Neill serving as the chair. Motion carried unanimously. (Note: once the review is complete, and any amendments are made, Eli Jannes and the Sigsbee Charter School Director will have final review).

Item J Patricia Dowling, Treasurer gave a brief overview of the Financial Update. Ms. Hancock advised that there is a request for funding, as follows:

\$100.00 for the Middle School luau. Motion was made by Pamela Hancock and seconded by Heidi Davila. Motion carried unanimously.

Coach Joe Guisti gave the Board an update on the Keys Fitness Games that were held during the 5K Sailfish Run. The Board discussed whether all of the funds, \$3,500.00 net profit, would be given to the PE Department or not. After a lengthy discussion, the Board unanimously agreed that the PE Department would receive all of the net profits from the 5K Sailfish Run. (Note: after all checks have been received, this amount will increase slightly).

Item K Eli Jannes, gave the monthly Principals update, as follows:

- Advised everyone to keep their eyes on the Scoop for upcoming events.
- Announced that Dr. Lloyd would be at the school on May 15th for the coffee clatch, beginning at 8:00 a.m.
- The Young Readers Awards will be held on May 16th. The Elementary students will be in the morning, and the Middle School students will be in the afternoon.
- Advised that if anyone needed volunteer hours – that there is plenty of work to do.
- Announced that the 5th Graders who participated in the district track meet came home with the Sportsman trophy.

Item M Heidi Davila addressed the Board concerning a possible marquee board with a sailfish mascot for the front of the school. The Board was unreceptive to the board. After discussion, the Board decided to have a survey monkey sent to the teachers to determine what they feel the school needs. The survey will ask teachers about the following: playground equipment, shade structures, outdoor classroom, ongoing snacks, and a comment box for any other suggestions. The Board agreed unanimously to the survey.

After further discussion, it was decided that the PTO would keep a reserve balance of \$5,000.00 and would donate \$10,000.00 to the school to fund the needs of the school based on the survey. The Board agreed unanimously. A summer committee may be called to determine how the funds will be spent.

Item L Kendi O'Neill nominated Tara Everts, Mindy Brewster and Lacie Maninga to the Board, replacing Heidi Davila, President; Josh Bassett, Vice-President; and Pamela Hancock, Secretary. After discussion, Mindy Brewster was nominated President; Tara Everts was nominated Vice-President; and Lacie Maninga, was nominated Secretary. The Board unanimously agreed to the nominations for the 2014/15 school year.

There being no further business to come before the PTO, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Pamela G. Hancock