

Sigsbee Charter School Brainstorming Meeting

Tuesday September 29, 2009 7:00PM

Sigsbee Charter School Office Start Time: 7:05 pm

Attendance:

Board Members Present: Leslie Crabbs
Jim Olive
Eli Jannes
Sandra Higgs
Tom Walsh
Michelle Hager

Board Members Absent: David Ambos
Jeremy Thompson

Military School Liaison: Suzanne Bryant

Guests: Kevin Coats
Emily Yang
Tiffany DaSilva

Jim Olive moved to approve September 15th minutes. Sandra Higgs seconded all board members unanimously approved.

Eli Jannes moved to approve Sigsbee Charter School Bylaws. Sandra Higgs seconded all board members unanimously approved.

Leslie Crabbs informed all attachments to the contract need to be in and will be in tomorrow, September 30, 2009. She will work to get the Sigsbee Charter School Contract on the agenda for the MCSB meeting October 13, 2009.

Suzanne Bryant informed the board that old computers can be purchased from the Navy for 25% of their original manufacturer price. The board will research the best option for buying computers when needed.

Tiffany DaSilva commented that some of the current computers are not equipped with all that is needed. The board will look into what will be needed next year to fully equip the teacher's computers.

Brainstorming results are attached.

Dates to remember:

Governance Training all board members September (tentative)
Lunch Committee Meeting October 6th (time to be announced).
Sigsbee PTO/SAC Meeting October 13th 5:30pm.
Fall Festival November 6th
Charter School Conference Orlando, FL November 16-18

Meeting adjourned: 8:30 PM on a motion made by Jim Olive seconded by Sandra Higgs. The next meeting will be held October 13, 2009 7:00PM.

A thru E need to be done before January

Budget (A)

Select Software
Develop Chart of Accounts
Develop Policies and Procedures
Fund Development Strategy
Payroll System

Personnel

Organizational Chart
Job Description; ensure highly qualified **(B)**
Advertise Principal Job 12/09
Hire Principal 4/10
Establish a Procedure to Recruit Staff
Advertise/Recruit Staff 1/10
Interviews 4/10-7/10
Hiring 6/10-8/10
Insurance
Staff Contracts **(C)**
Benefit Package
 Retirement/Health/ Workman's Comp
Evaluation
TERMS Training
Hire a grant writer
Hire/Identify support Staff & Programs
SIG Outreach

Curriculum

Form Staff 1/10
Advisory Committee
Review Current Programs
Mentoring Program
3 year plan for curriculum 7/10
Continuous monitoring
Inventory Current Material 5/10 **(D)**
Order Materials 6/10
AR Renewal 5/10
Establish SST/RTI 8/10
GT/ESE procedures 7/10
Special Programs
 After School Programs/ After School Care/Field Trips

Board (E)

Recruitment
Training 11/16/09-11/18/09
Best Practices

Approved 10/26/2009

Policies 10/09
Curriculum 1/10
Discipline Policy/Student Handbook
Set and Establish Calendar 10-11/09
Liability Insurance
Visit other Charter Schools

Students

PR/Recruitment
Identify IEP's
Coordination of testing/assessment results
RTI

MCS D

Contract Negotiations 10/13-27/09
Training for District Systems
Identify Contacts w/District
Investigate existing vendor contracts

Facilities

Bathroom
Ceilings
Insurance
ID Summer Projects
Science Lab
Landscaping

Food October 6, 2009 meeting

Develop Plan
Publicize Plan 6/10
Bid Solicitation
Vendor Solicitation
Food Service Agreement
What are the roles?

Transportation

Develop plan
Bid Solicitation
Vendor Solicitation
Field Trip Transportation
Legal Advice
What are the roles?

Approved 10/26/2009

Forms

Handbook for parents
Medical
Enrollment Package
Election Forms

Supplies

Electronics
Office Supplies
Bathroom Supplies
Manipulatives

Partnerships

Marine Organizations
Navy/Coast Guard/ JIATF
Food
Navy League
MAC
Base access
FI Consortium of Public Charter Schools

Professional Development

6 Traits
Guided Reading
FAIR
Charter School Training
Portfolio Training
Words Their Way
RTI

Training

Charter School Conference 11/09
Governance 9/09
Grants
Food
Transportation
TERMS

Public Relations

Establish SFA parent enrollment
Reporting Student Progress
Parent/Student Handbook
Community Relations Plan
PR/ Newspapers