

Charter School Board Member Meeting

Tuesday March 31th 6:00 PM

Start Time: 6:11 pm in Sigsbee Charter School Office

Attendance:

Leslie Crabbs
Jeremy Thompson
Kim Lowman
Sandra Higgs
Eli Jannes
Jim Olive
Michelle Hager
Suzanne Bryant by phone

Miscellaneous Business

Board made a decision to post agenda for upcoming meetings 72 hours in advance. A telephone number and answering machine for the Charter School Office needed. Michelle Hager will talk to Mr. Ron.

Minutes

Approves Eli Jannes proposed Kim Lowman second all board members present unanimously approved.

Sandra Higgs enters meeting at 6:30

Michelle Hager requested a letterhead for the Charter School Board. Eli Jannes will develop.

Finance

Kim Lowman informed about the opening of the Bank Account and the balance as of 3/31/09 is \$615.37. All members present signed the Corporate Resolution to be sent to the bank.

Michelle Hager informed that the IRS has received the 501 3C and the board should have the documents needed by May 11th as long as the IRS does not need more information.

Past Events

March 19th meeting was productive and the style of the meeting a success. Board will request a regular meeting with Principal Henry Boza to keep him up to date and in the know on all things Charter School.

FCAT Finale a success with a wonderful turn out of both volunteers and attendees and a final profit of \$615.37.

Website is being put together. Board decided on having the minutes, mission statement, board member bios, meeting agendas, calendar, pictures, FAQ's, and contact info.

New Business

Sandra Higgs, Kim Lowman, Leslie Crabbs, and Michelle Hager turned in their signed Board Member Contracts.

Board Training was discussed by Leslie Crabbs. Kathleen Schoenberg can do the training in person for \$1500 or online for \$500. Kim Lowman moved for the training to be approved Sandra Higgs seconded all unanimously approved. Training will start in August 2009. For the meantime the board will read weekly information and articles that pertain to governance of a board. Eli Jannes will talk to Todd German to see if he can do a presentation on sunshine laws.

Kim Lowman researched bylaws. She has a lot of questions for the board to answer as a whole. She will have a list of those questions for next meeting.

Jeremy Thompson has questions for the board as a whole on the rough draft for the Administrator job description. For time sake board chose to have those questions for next meeting. The title of Principal was chosen for the administrator of Sigsbee Charter School.

Jim Olive negotiating points for the district:

Building/Grounds/Building Condition

Contents

Software/Programs such as AR

RIF Funding

Transportation

5% what will the Charter School get?

Administrator on Loan with an Assistant to walk along side Charter School Principal

Eli Jannes added:

Advertisement

Accommodation of Special Needs

Staff Development

Michelle Hager requests a meeting with Command on Fundraising with Command. Discussed and Then Suzanne Bryant called with more information on fundraising policy.

Leslie Crabbs leaves at 6:52

Suzanne Bryant on phone She informed the board that the policy states that to fundraise on post you must send in a written consent two weeks prior to event and then approved by the Commanding Officer. Suzanne Bryant "Navy wants to support Charter School". Suzanne Bryant wanted the board to send written requests into her. Suzanne Bryant informed the board she talked to Connie Reeder and she would like the Charter School to consider her for a position within the school.

MCSB Meeting at 10 am April 14th.

Board discussed and chose that all requests from the Fundraising Committee be sent to President Leslie Crabbs to review and sign then sent on to Captain Holmes, Tim Campbell, and Suzanne Bryant.

Project Planning Chart Tabled till next meeting

Board then discusses the issue of the Land. Discussed Lease and looking for calcification.

Michelle Hager will send electronic copy of deed to Jeremy Thompson.

Sandra Higgs will make a request for more documentation as soon as board finds a contact.

Board would like to get a legal opinion from the Navy and an outside real estate firm.

Inventory of school

There was miscommunication with Sigsbee Elementary and Mr. Boza on inventory. Inventory is on hold till resolution can be made.

Committee Reports

Brick and Mortar fundraising discussed board would like to get in touch with military retirees and organizations to promote.

Fundraising committee is researching for a Memorial Day Event to incorporate in the military retirees that frequent NAS Key West.

Pampered Chef Fundraiser and cooking classes. Leslie Crabbs, Michelle Hager, Karen Thurman working on it.

Sigsbee Recycles!!! TerraCycle Fundraiser. Michelle Hager is working on it.

Sigsbee Elementary 50th Anniversary/Silent Auction. Sandra Higgs, Karen Thurman, Michelle Hager are working on it. Sandra Higgs Michelle Hager will get list together to distribute donation requests.

MAC would like to help the Charter School with a run. Jim Olive and Michelle Hager are working on it.

Month of a Military Child April 18th Charter School will have a booth. Leslie Crabbs is working on it.

Sigsbee Elementary PTO meeting Thursday April 2nd at 5:30 pm.

Things that need to be done:

A Flyer needs to be made by the Charter School to put in housing incoming packet.

Eli Jannes – Letterhead, Website, Todd German Presentation, read and sign Board Member Contract

Leslie Crabbs – Set up meeting with Mr. Boza

Kim Lowman – Rough Draft and questions for the bylaws. Leftover funds from PTO request a check and deposit in Charter School bank account.

Jeremy Thompson – Rough draft and questions for Principal job description, read and sign Board Member Contract, continue Inventory when feasible

Michelle Hager – Mr. Ron for telephone # and answering machine. Continue working on fundraising efforts

Sandra Higgs – List for donation requests,

David Ambos - read and sign Board Member Contract, Newsletter/Charter Chat

Jim Olive - read and sign Board Member Contract

Adjourned 7:47 PM Jim Olive proposed Jeremy Thompson seconded all present unanimously agreed.

Next Meeting April 14th 7 pm Sigsbee Charter School Office