

## Sigsbee Charter School

Administrator's Report: April 6, 2011

Submitted by: Eli Jannes, Principal

### Registration

Based on Letters of Intent 4.1.11

Entering Grade	Current Enrollment	Returned Forms	Yes	No	Comments
K			15		<i>Siblings of current students</i>
1	54	54	47	7	All moving
2	51	50	42	8	All moving
3	53	53	44	9	All moving
4	38	38	33	5	4 moving; 1 going to Glyn Archer
5	39	39	34	5	All moving
6	42	42	36	6	4 moving; 1 St. Mary's , 1 HOB
<b>Totals:</b>	<b>277</b>	<b>276</b>	<b>251</b>	<b>40</b>	<b>37 moving; 3 going to other schools</b>

#### 6<sup>th</sup> grade registration numbers reported to Dr. Jara and Mr. Henriquez (HOB)

Several tours have been conducted for families interested in registration next year

Kindergarten Round-Up scheduled for May 23<sup>rd</sup> at 10:00 AM.

#### VPK Registration:

VPK Registration 2011-12 posted on Website and in Scoop. Information given to Wesley House:

#### Saturday, April 9, 10:00a - 1:00p

VPK Certificates Available; parents must go to Wesley House

**Monday, April 11 Conference Room** - Enrollment begins for siblings of currently enrolled Sigsbee Charter School students ONLY

**Monday, April 18 Conference Room**- Open enrollment begins. First come/first serve

#### Memorandum of Understanding (MOU) Between Commander, Navy Region Southeast and Sigsbee Charter School (SCS) Signed.

- MOU establishes partnership between NASKW and SCS to enhance the educational programs and quality of life of students at the school. Such opportunities include coordinated access to NASKW assets in return for admission of students on a priority placement for active duty members of the U.S. Armed Forces assigned to the units located in the local area.
- Need to revisit Admission and Lottery procedures based on MOU.
- MOU emailed to Board

### Budget and Finance

- Finance Committee met to adjust financial reporting procedures
- Reports will come from Quickbooks accounting including Profit & Loss Budget vs. Actual fiscal year at the function level—(approximately 4 pages), Balance Sheet and Cash Flow
- The treasurer will have a more detailed report, accessible through Quickbooks
- Proposal to move the Board meetings to third Thursday of the month so that reports can be reconciled and reported accurately
- To amend the budget, Board approval is needed to move money at the function level. Below the function level, money can be moved with administrator approval.

- Detailed committee financial reports specific to that area will be provided to chairperson prior to all sub-committee meetings
- Five year strategic plan and budget needs to be completed by June 30 of every year
- Timeline as follows:
  - Budget will go to the Board one week prior to each meeting
  - By the 28<sup>th</sup> of the month, treasurer will receive reports from school
  - By the last day of the month, treasurer returns budget report to school with any proposed amendments
  - By the first of the month, office manager will send the report to the Board
  - Office Manager will have put payroll in for the 31<sup>st</sup>; will show as liability

## **Student Growth and Achievement**

- Retention meetings completed with parents
- FCAT Testing Next Week (April 11- April 21)
- Stanford Tests Received. Will be administered next week, along with FCAT. Kindergarten will take full battery. First and Second Grades will take Abbreviated Battery.
- Second round of Developmental Reading Assessments-2 (DRA-2) will be completed by mid-May; data will show growth in reading for year
- Florida Assessment In Reading (FAIR) data from second window completed
- Third marking period ended April 1<sup>st</sup>. Parent conferences taking place on throughout April. Teachers will present reading and writing progress using the continuum developed.
- District IT worked to make SCS wireless in all parts of the buildings
- District calendar has been approved for next year; suggested calendar attached for discussion
- Middle School Committee Meeting attended by over 40 people; minutes to follow- fourth and fifth grade students were invited to give input on the program

## **Special Programs**

- Second grade Poetry Slam very well attended; all second grade students presented original poems in an open-mic format
- Spring Fling (March 11) included strong military and community volunteerism with presentations and entertainment from various groups.
- The Rotary Club of Key West trained fourth grade students in the 4-Way Test as they prepare to complete community service projects that will classify them as Junior Rotarians. The 4<sup>th</sup> grade Read-A-Thon will take place on April 15<sup>th</sup> to raise funds for the Rotary sponsored hospital in Haiti.
- Enrichment IV will begin on April 13 and run until June 8.
- Primary students investigating sea slugs. Fifth grade student dissecting squid. Many grades participating in wading trips to explore the Study of the Sea.
- SCS was present at the MWR YouthFest with a canoe-filled touch tank and information for families. Ms. Baugh and Ms. Loss volunteered at the event along with Mrs. Jannes and Mrs. Crabbs.
- The Navy League brought Masterchief Radel of the new ADM Spruance to SCS. Mr. Radel spoke to fourth and fifth grade students about the newest Naval vessel and answered many questions.
- April is the month of the Military Child. There is a display in the cafeteria with sentiments from the children about why they are thankful for the military.
- Several Sigsbee students performed in the Keys Kids production of The Nightingale this weekend
- April 27 7:00 PM Bravo Theater Show at SCS
- First grade students visited the Botanical Gardens
- Second grade students visit the Glass Bottom boat this week
- VPK visited the Butterfly Museum

## **Staffing**

- Placement discussions have started with current staff members.
- Resumes are being collected for instructional vacancies; some candidates are being called in for preliminary interviews.
- Need to establish any new policies/salary scales, etc.

## **Professional Development**

- Karen Coats was selected for a special program introducing teachers to diving in the Gulf of Mexico through a hands-on workshop taking place in Galveston, TX. Arnie Mirzaoff of JIATF offered to fund \$500 toward Mrs. Coats's expenses.
- Classroom teachers participated in a PD workshop on running successful parent/teacher conferences
- Two teachers completed the induction program under the guidance of Ms. Castonguay

## **Fundraising/Grants**

- Spectacular turnout for the 2<sup>nd</sup> annual Sigsbee Turtle Trot Run, organized by the Military Affairs Committee. Over 300 runners/walkers participated with almost full participation from the SCS staff and over 50% of students participating.
- We have over 100 items for the Silent Auction on April 21<sup>st</sup>. A parent volunteer has established an Ebay account for some items to expand our client base. The auction will take place at StayFit Studio on White Street from 6PM-9PM and will feature original artwork and projects by students and staff.
- Ms. Baugh and Mrs. Kirk organized grade-level original Earth Day shirts for purchase. The proceeds will be used to enhance our arts and sciences programs

## **Food/Nutrition and Health**

- Coast Guard Galley has agreed to cater lunch 1X/week.
- Health Inspection was successfully completed

## **Facilities**

*Update from Mrs. Higgs*

## **Safety and Security**

- Increase in school traffic at gate due to community interest in touring/registering for school
- Barriers place at edge of blacktop to reduce number of cars cutting through property or parking in areas where children play