

2011 Aug, 11th

Sigsbee Charter School Board Meeting

Thursday, August 11th, 2011 6:00 PM

Sigsbee Charter School, Library

Board Members Present: Tom Walsh, Eric Hancock, Bob Eadie, Jim Wallace, John O'Neil, Christine Geary.

Board Members Absent: Amanda Fry (excused), Sandy Higgs (excused), Izabella Budzynski (excused)

School Principal: Eli Jannes

Advisors: teacher representative (absent)
SFA (absent)
Military School Liaison (absent)

Guests:

I. Proceedings:

- Meeting called to order at 5:54 pm by Eadie.
- Minutes from the July 14th, 2011 Board Meeting were reviewed.
 - Hancock motioned to approve the minutes, O'Neil seconded. Discussion: None. Vote called. Motion passed, 6-0.

II. Treasurer's Report: [Attachments (1), (2), and (3)]

- Presented to the Board
- Eadie noted that another Treasurer will be needed due to Budzynski's resignation. Eadie noted that Mr. Stan Rząd is interested in filling the position. It was noted that Rząd has an extensive financial background and would be an ideal candidate to fill the position. Eadie also noted that the Treasurer's role should evolve into someone that is overseeing the financials and providing advice, instead of detailed administrative functions.
- Eadie noted that the ongoing audit is looking favorable, but that there are areas for improvement.
- Wallace motioned to accept Eadie's recommendation that Stan Rząd become a Board member and assume the Treasurer duties; Hancock seconded the motion. Discussion: Geary positively endorsed the motion. Vote called. Motion passed, 6-0.
- Eadie noted that the Auditor suggested that PayCheck has a lot of software and experience with payroll and they might be an ideal fit for outsourcing SCS payroll. It was also brought up that Pat Dowling has previous bookkeeping experience and additional experience with Quickbooks. Eadie furthered that Kim Messenger could provide increased assistance to the Board. It was also noted that the various

2011 Aug, 11th

- committees should be more active so that the Board does not burn out performing the work that could be completed by committees.
- Walsh moved to approve Budzynski's resignation letter [Attachment (4)]; Geary seconded the motion. Discussion: The Board expressed appreciation for Budzynski's work and dedication to SCS and wished her the best of luck with her upcoming move. Vote called. Motion passed, 6-0.
- Request for funds
 - None.

III. Public Comment:

- None.

IV. Recommendation for Consideration & Approval:

- None.

V. Administrator's Report: (Attachment (5)). Ms. Jannes presented Attachment 6 to the Board. The following specific items were noted:

- *Kindergarten & 1st grade size:* Support teachers have been hired enabling SCS to accommodate 12 additional students. It was noted that these support teachers offer a pool of qualified candidates for future teaching positions.
- *Class size:* All classes are at maximum capacity except 6th grade.
- *Student enrollment:* A long term plan is needed to guide student enrollment. It was noted that the younger grades provide the base to fill the upper grades.
- *Hiring:* Approximately 15 new personnel have been hired.
- Geary noted that class size is not necessarily the strongest predictor of student success, but rather the quality of the teachers is the most significant factor.
- *School district:* The occupants of several key District central administrative positions have changed. This has required active engagement by SCS to ensure that new District personnel understand SCS' unique requirements as a charter school.
- *Occupational Therapist (OT), Physical Therapist (PT), and Speech Pathologist hiring challenges:* Actively advertising for OTs and PTs, but have been unable to fill these positions. It was also noted that SCS needs to hire a speech pathologist. Jannes intended to contact the Consortium of Charter Schools for additional guidance and ideas on how to proceed. Jannes noted that she is willing to hire a full time speech pathologist, but no one is applying. It was noted that since SCS does not provide Florida retirement benefits, that may negatively affect the applicant pool. Geary will contact special education departments for Florida colleges and universities to determine if this might be an additional avenue to locate qualified candidates. O'Neil asked if online or distance media could be utilized to fulfill requirements. Eadie also brought up that internships might provide SCS with an opportunity to host qualified candidates.
- *Lunch program:* A new employee has been hired to provide four hours of support to the lunch program.

2011 Aug, 11th

- *Parent-Teacher communications:* Jupiter Grades has been purchased and each classroom has a license. This will facilitate communications between parents and teachers, including checking grades for students in the upper grades.
- *Tropic cinema:* Working to host the movie *Race to Nowhere* at SCS.
- *Construction:* The D-wing is almost complete. The SEABEES provided significant assistance. The overall project is coming in under budget.
- *Navy League:* Continues to provide support to SCS.

- School Family Alliance (SFA) representative:
 - Nothing to report.

- Military-School Liaison: (Suzanne Bryant)
 - Nothing to report.

VII. Old Business

- Nothing to report.

VII. New Business:

- *Navy League Hall of Flags.* Jannes was concerned about the insurance liability of taking responsibility for the flags presented by the Navy League Key West Council. The draft MOU between the Navy League Key West council and the SCS dated Aug 6th, 2011 was reviewed [Attachment (6)]. As part of the MOU review and discussions, the following items were noted:
 - What are the flags worth?
 - The flags currently reside within SCS. The Board wanted to know whether they would be covered as contents within SCS' current insurance. If so, and if the Navy League wants more coverage, then it might be more appropriate for the Navy League to incur that cost.
 - Eadie noted that perhaps the Navy League should hold harmless, SCS, for any damage to the flags. He further asked the Board if we want a Board policy on what SCS will accept and not accept from donor organizations and individuals. Wallace noted that perhaps the Navy League could reimburse SCS the cost of any additional insurance that the flags incur. Jannes noted that the flags are nice to have, but questioned whether the school should absorb the additional insurance costs. Wallace questioned who is liable if there is damage to the flags. Geary furthered, who is liable if pottery equipment hurts someone? Wallace suggested that the risk should be deferred to the owner/donor. Wallace furthered that dollar values need to be determined. Geary was concerned that SCS is losing control by continuing to accept items that do not fit within SCS's curriculum. Eadie suggested that perhaps the flags could be made a traveling exhibit and furthered that the Board just needs to think this topic through. Jannes noted that the Navy League provides significant support to SCS and would not want to do

anything that might damage that on-going relationship, which has had a positive effect on SCS.

- Geary motioned that she would rework the current draft of the MOU [Attachment (6)] to reflect the Board's concerns and discussion; O'Neil seconded the motion.

Discussion: None. Vote called. Motion passed, 6-0.

- *Sponsor a classroom*: Jannes noted 13 pledges received, but 12 more are needed.
- *Facilities*: Submitted to the Board as Attachment (7). No discussion.
- *Bank Accounts*: O'Neil voiced concern that SCS is placing cash in banks in excess of the FDIC limits. It was noted that SCS needs to establish a line of credit, but that cannot be completed until the 2011-2012 financials are finalized. Eadie concurred that SCS should diversify its deposits to reduce risk. Eadie noted that the audit will provide SCS with financial milestones and a way ahead. **O'Neil volunteered to investigate the line of credit.** However, Eadie recommended waiting until the new Treasurer is available.
- *Sunshine Laws*: Geary re-emphasized Sunshine law requirements that the Board should not offer thoughts or opinions outside of formal meetings which might be voting matters, including via voice, email, phone and personal discussions.
- *Responsibility*: Eadie re-emphasized the responsibility that Board members have to the school and the Board. Board members should continue to take into account their other personal and/or work commitments to determine whether they can continue to serve on the Board in an active capacity.
- *SCS Policies and Procedures Handbook [Attachment (8)]*: Geary briefed the Board that the current version of the *Policies and Procedures Handbook* incorporates the Board's previous efforts from December 2010 and that the Handbook has been slightly streamlined to reduce redundancy and reordered. Geary emphasized that this is not a contract and that it can be easily modified if necessary and that Jannes needs an approved handbook to provide to the staff for the 2011-2012 school year.
 - Motion: O'Neil recommended approval of the submitted SCS Policies and Procedures Handbook with the personal/sick days modified; Wallace seconded the motion. Discussion: None. Vote called. Motion passed, 6-0.
- *Monroe County School Policies*: Jannes noted that she needed to get back with the internal auditor for the District on whether SCS wanted to accept in whole or in part the school district's current policies and procedures. Eadie suggested that the Board should reject all policies and later revisit whether any of the existing policies might fit for SCS. Eadie thought it better to reject the policies outright vice accepting them and run the risk of violating them. It was noted that SCS policies have already been accepted by the State Board of Education when applying to establish the charter school. Geary motioned to reject the current Monroe County School policies; Wallace seconded the motion. Discussion: None. Vote called. Motion passed, 6-0

2011 Aug, 11th

O'Neil motioned to adjourn the meeting; Hancock seconded. No discussion. Unanimous approval; meeting adjourned at 7:20 pm.

**Next meeting is scheduled for September 15th, 2011 at 6:00 pm
Sigsbee Charter School Library**

Attachments:

- (1) SCS Statement of Cash Flows for July 2011
- (2) SCS Profit & Loss for July 2011
- (3) SCS Balance Sheet for July 2011
- (4) Izabela Budzynski resignation letter dated August 9th, 2011
- (5) Administrator's Report dated Aug 11th, 2011
- (6) MOU between Navy League Key West Council and SCS dated Aug 6th, 2011 (third draft)
- (7) Facilities Report dated Aug 8th, 2011
- (8) SCS Policies and Procedures Handbook

Submitted by SCS Board Secretary:



Date:

9/15/11

Approved by SCS Board President:



Date:

9/15/11