

Sigsbee Charter School Board Meeting  
Thursday, February 3rd, 2011 6:00 PM  
Sigsbee Charter School, Library

Board Members Present: Tom Walsh, Eric Hancock, Bob Eadie, Sandy Higgs, Amanda Fry, Jim Wallace, Izabela Budzynski, and Christine Geary

Board Members Absent: Leslie Crabbs (excused)

School Principal: Eli Jannes

Advisors: Emily Lo, teacher representative, Mercedes Stevenson, SFA treasurer (excused), Suzanne Bryant, Military School Liaison, (excused)

Guests: Laila Griffiths

I. Proceedings:

- Meeting called to order at 6:00 PM by Bob Eadie.
- Minutes from Jan 6th, 2011 Board Meetings were reviewed.
  - Eadie motioned to approve the minutes, Hancock seconded. No discussion. Vote called. Motion passed, 8-0.

II. Treasurer's Report: (Attachment 1)

- Budzynski reported that she finalized a Profit & Loss Statement for the period of July 1, 2010 – February 1, 2011 which was approved by Crabbs. This statement will be presented to the Monroe County School Board. It was noted that \$174,551.35 is not allocated to any funding line item. Budzynski recommended that the Board consider placing unallocated funds in a safe interest bearing account or investment. Higgs asked if SCS could utilize State financial instruments. Budzynski agreed to research and investigate various options. Eadie suggested this topic as an agenda item for the next regular Board meeting; the Board members concurred.
- Request for funds:
  - None.

III. Public Comment:

- None.

IV. Consent Agenda:

- "No preference given for entry into Sigsbee K program". Higgs motioned for approval; Hancock seconded. No discussion. Vote called. Motion passed, 8-0.

V. Administrator's Report: (Attachment 2) In addition to the written report, Jannes noted the following additional items:

- The District provided SCS with an additional \$30,000 of State funding to support specific job funding. This \$30,000 payment represents the first of two payments expected this school year and it is currently in the FTE account. Higgs noted concern that it should be a separate line item within the account; Budzinski, Wallace and Geary agreed; Budzinski agreed to create a separate line item account.
- Investigating adding a steel drum program, including discussions with an instructor; equipment estimated cost is \$25,000.
- Vice Chief of Naval Operations, Admiral Jonathan Greenert, completed a drive-by tour of SCS and Coast Guard District Seven Chief of Staff, Captain Scott Bushman, conducted a full facilities tour of SCS.
- Tornado drill completed.
- Progress reports which included descriptors and standards completed Jan 28<sup>th</sup>, 2011.
- Dr. Burke agreed to have the District grant writer, Nancy Romain, help with the writing of the DODEA grant.
- Completed initial middle school meeting. Details attached in Administrator's report. Anticipate surveying parents in April to get an early estimate of those current 5<sup>th</sup> grade students that would be interested in attending 6<sup>th</sup> grade at SCS.
- The District will reduce SCS's administrative fee to the District from 5% to 4.2% due to an overcharge.
- SCS has been asked to participate in Naval Air Station tenant command meetings.
- Geary asked Jannes to discuss 2011-2012 staffing and school calendar at the next meeting; Jannes agreed.

VI. Staff Reports:

- Teacher's representative: Lo noted that the teachers are enjoying SCUBA lessons and that there are reliability issues with the copier. It was noted that the copier is subject to atmospheric conditions and that perhaps it should be moved. Wallace suggested that a dehumidifier might be helpful. Higgs and Geary insisted that SCS should not purchase a copier but continue to contract out this service. Lo, Jannes and Budzinski agreed to research copier services. Jannes also noted that a second copier may need to be considered.
- School Family Alliance (SFA) representative: Not present.
- Military-School Liaison: Not present.

VII. Old Business:

- Insurance: Wallace noted that the insurance company is having difficulty rectifying the type of roof described in the written appraisal with pictures of the roof; the issue is whether the roof is wind resistant. Costs for insurance will vary depending on the type of roof. Wallace noted that he will brief the Board on this issue's resolution at

the next Board meeting. It was also noted that authority to purchase the insurance was delegated to Crabbs during a previous Board meeting.

- Facilities: Higgs noted a water issue with room #21. The Florida Keys Aqueduct Authority inspected the area and determined that there is no leak from any pipes. It appears that there is a water leaching issue vice leaking issue; an additional inspection will be completed by Niels Hubbell, with no specific timeframe provide for completion. Higgs will brief the Board on the status at the next Board meeting. If expenses to stop the leaching are estimated at no more than \$5,000, the Board agreed that the Board's Executive Committee will meet discuss repair options, but can obligate no more than \$5,000 for repairs.

VII. New Business:

- All School Meeting at 6:00 pm, Feb 10<sup>th</sup>, 2011: Geary suggested that Jannes provide an update on the middle school progress and address rumors, (that Geary noted were not true), that half the 5<sup>th</sup> grade was not allowed to attend the Everglades field trip; Jannes agreed. Jannes clarified that only four of 44 5<sup>th</sup> graders were not attending the Everglades trip due to behavior issues. The Board also asked Jannes to provide the All School Meeting with an additional explanation of the purpose and content of the Progress Reports, noting that some family members were confused by their contents. Wallace suggested that in the future, a parent-teacher conference following the release of the Progress Reports might be helpful; Jannes was concerned about having too many formal parent-teacher conferences.
- Tree Termite Infestation. Higgs suggested a fundraiser in conjunction with burning the trees that are infested with termites. It was noted that since treating the buildings for termites, the termites have sought refuge in nearby trees. Some Board members and Jannes raised concerns that a fundraiser focused on destroying the termites with a burn party might be contrary to the environmental values and stewardship of SCS. Jannes noted that with the upcoming FCATs, her staff would not have time to devote to developing a fundraising concept. Higgs noted that perhaps SCS could partner with the SFA, Chief's Mess or other organizations to organize. This subject was tabled until the next Board meeting.
- No one had any new items to add to the calendar.
- The Board agreed that future Board meetings will start at 5:30 pm (vice 6:00 pm).
- Higgs noted that the following items should be discussed, and the Board agreed to add them to the agenda for the next Board meeting:
  - Strategic plan needs to be developed, e.g. a way-ahead for building maintenance, repair and construction.
  - Development of a conflict of interest policy.
  - Board spokesman; speaking with one voice.
  - Development of a Code of Ethics.
  - Completion of the principal evaluation.
  - Designated individual to track Board decisions.
  - Board book(s)/records.

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Geary motioned to adjourn the meeting; Wallace seconded. No discussion. Unanimous approval; meeting adjourned at 7:02 pm.

**Next meeting is scheduled for March 3rd, 2011 at 5:30 pm  
Sigsbee Charter School Library**

Attachments:

- (1) SCS Profit & Loss Statement for the period July 1<sup>st</sup>, 2010 – Feb 1<sup>st</sup>, 2011
- (2) Administrator's Report dated ~~Jan 6<sup>th</sup>, 2010~~ Feb 3<sup>rd</sup>, 2011 *THW*

Submitted by SCS Board Secretary:

*Thomas F. Wallace*

Date: 3/3/11

Approved by SCS Board Vice-President:

*Robert Drake*

Date: 4/5/11

*Final*