

2011 March, 3rd

Sigsbee Charter School Board Meeting

Thursday, March 3rd, 2011 5:30 PM

Sigsbee Charter School, Library

Board Members Present: Leslie Crabbs, Tom Walsh, Eric Hancock, Bob Eadie, Sandy Higgs, Christine Geary, and Izabela Budzynski

Board Members Absent: Amanda Fry (excused) and Jim Wallace

School Principal: Eli Jannes

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

Guests: Mark Cortor (VPK parent)

I. Proceedings:

- Meeting called to order at 5:35 pm by Crabbs.
- Minutes from February 3rd, 2011 Board Meetings were reviewed.
 - Higgs motioned to approve the minutes, Hancock seconded. No discussion. Vote called. Motion passed, 7-0.

II. Treasurer's Report: (Attachments 1, 2 & 3)

- Budzynski noted that she was unable to finalize the Treasurer's Report prior to the Board meeting. Budzynski noted that she is working to reconcile payroll discrepancies between her documents and Messenger's records. Higgs noted that at a minimum, a draft report should be provided to the Board. It was further noted that the report is a draft document until it is signed.
- Budzynski presented her research of nine banks' interest bearing accounts. (Attachment 4). Higgs motioned to invest \$300K of FTE funds in a regular savings account, seconded by Geary. Discussion – It was noted that the transfer of FTE funds from the FTE account to a savings account is an appropriate transfer in accordance with State requirements. It was noted that the Board believed that FDIC insurance is a maximum of \$250K. Higgs furthered that \$250K should be invested with Centennial Bank since it has the highest quoted rate of .95%. Eadie amended the motion to invest the maximum that is insured by FDIC and that the Board Treasurer may invest an additional amount equal to the maximum FDIC insurance amount in a second interest bearing account if the Treasurer was able to find another financial institution that could match the .95% rate. Walsh seconded the amended motion. Hancock calls to question. Vote called. Motion passed, 7-0.
- Request for funds:

- None.

III. Public Comment:

- Cortor requested clarification on the SCS' policy that no preference is given to current SCS VPK children for guaranteed enrollment in the SCS. It was explained that the funding sources for SCS and the VPK program are different. It was further noted that in keeping with SCS's vision to support the military transient child, guaranteeing enrollment to SCS based upon VPK current enrollment would disadvantage military families that transfer into the Key West area.

IV. Consent Agenda:

- None.

V. Administrator's Report: (Attachment 5)

- Registration packets are online; currently accepting packets and letters of intent. 67% of currently enrolled SCS students completed their intent to enroll forms; 10% of the returning forms show that the students will not enroll next year, primarily due to parents military orders out of the area
- Jannes intends to revise the Contract of Commitment. The majority of the Board agreed that SCS was doing all that it could do to ensure that parents were aware of their financial or volunteer requirements. Geary expressed concern that the School should ensure that parents are fully aware of their commitments and are therefore not surprised at the end of the school year if they have not met the requirements.
- Jannes noted that a decision needed to be made regarding VPK registration for the 2011-2012 school year. The Wesley House VPK registration program was discussed. Higgs motioned that the SCS VPK registration should start on the same date as the District. Eadie seconded the motion. Vote called. Motion passed, 7-0. Higgs motioned that siblings of currently registered SCS students could register in the SCS VPK program two weeks prior to the District's registration date. Eadie seconded the motion. Vote called, passed 7-0.
- A parent organized KWHS culinary lunch program will not be continued.
- Middle school. 21 students will return for 6th grade, while three current 5th graders will not due to moving out of the area. These numbers will be incorporated into a \$400K grant that the District is submitting.
- Excellent teacher return rate for next school year; two teachers will not return due to a family military transfer out of the area. Principal Jannes noted plans to hire additional staffing for next school year.
- Geary recommended a future Board meeting to discuss the framework of the Middle School, e.g. block instruction. Eadie noted that a committee was formed to organize and design the conceptual framework for a SCS Middle School and that the Board needs to trust these committees to do the work and make responsible decisions. Eadie also noted that to meet Sunshine law requirements, members can send materials out to the Board, but they can't be discussed.

VI. Staff Reports:

- Teacher's representative: No report.
- School Family Alliance (SFA) representative:
 - Silent Action 21 April at Stay Fitness studios. Still looking for additional donations. Time of event is still to be determined.
 - Movie night was not a huge success.
 - Account balance: \$713.70 in box tops, \$4,648.50 total.
- Military-School Liaison: Bryant emphasized that if the Board needed anything from her to let her know. Bryant noted that she has had more increased involvement with Key West High School and HOB Middle School this year as each of those schools looks to increase their military friendliness.

VII. Old Business:

- Insurance: Nothing to report.
- Facilities:
 - Higgs noted that she had a facilities committee and is planning to proceed with facilities work using the committee. Higgs noted that she cannot commit as much time as she did last summer, (68 straight days) and won't be here during spring break. She noted that she needs someone on the committee that understands construction. Higgs noted that Room 21 continues to experience a water leak of unknown origin; a maximum of 4300 will be spent to identify the source of the leak. Mr. Hubbell has construction experience and he will run down the source of the water leak and ensure that the flooring temp is addressed, as well as deal with other issues. Higgs requested funding from the Board to make repairs during the upcoming spring break. Eadie motioned for funds not to exceed \$4,500 to repair the source of the water leak. Motion seconded by Walsh. Discussion. Jannes will work with Mr. Hubbell and the FKAA to provide a meter to locate the leak. Vote called. Motion passed, 7-0.
 - Higgs noted the long term need to replace or overhaul the roof on building D for the upcoming 6th grade expansion. Mr. Hubbell will prepare a Request for Proposals have companies bid on the project. The 2nd week of May would be the ideal time to start the project.
 - Higgs will also bring the Board a bid for increased bathroom facilities; initial estimate should not exceed \$500,000. Toilet facilities needed four stalls/ boys and four stalls/girls.
 - It was also noted that a 2,000 sq ft building, or modulars would be needed to completely expand SCS to accommodate grades 6th - 8th. Final plans will be brought before the Board. By mid March, the facilities committee will need a decision on the number of classrooms because that will determine the amount of restroom facilities required.

- Audit: Only one company responded on the SCS audit. It was sent to five companies. It was noted that a deadline was not included, further contact will be made with all firms to insure an adequate response.
- Appraisal reappraised; roofs are fine, they are concrete as originally indicated. Appraisal has been more specifically stated per building, per roof.
- Wall mural tile project on track, thanks to the work of Art Teacher Sugar Kirk.
- Military affairs committee working with SCS again on the Turtle Trot Run. It was noted that SCS made \$4,000 from last year's event.
- Printing services. Budzynski acquired two quotes, with one company being from Miami. Board members questioned why the services couldn't be acquired locally. Jannes noted that the teachers are also researching. No decision on printing services made. SCS pays \$560/month for current photocopier. Agreed by Board that teachers would be requested for further input prior to the Board making a decision.
- Board recruitment: Nothing to pass.

VII. New Business:

- Hancock noted that 16 April is the Centennial of Naval Aviation and that there may be fund raising opportunities for SCS to coincide with NAS Key West events to celebrate the milestone. Hancock to report back his findings to the Board and the next regular meeting.
- SCS Board retreat likely for March 26th. Date to be finally determined once Crabbs has received a response from a majority of the Board.
- Jannes noted that \$4,500 is needed for the Stanford 10 testing. Eadies motioned for approval of up to \$4,500 for standardized testing services; Walsh seconded. Vote called. Motion passed, 7-0.
- Leadership Academy graduation is April 7th at the Double Tree; Budzynski will graduate. Board encouraged to attend.
- Eadie motioned that the next Board meeting be held at 5:30 on April 6th; seconded by Higgs. Vote called. Motion passed, 7-0.

Geary motioned to adjourn the meeting; Eadie seconded. No discussion. Unanimous approval; meeting adjourned at 7:10 pm.

**Next meeting is scheduled for April 6th, 2011 at 5:30 pm
Sigsbee Charter School Library**

Attachments:

- (1) SCS Cash Flow July 1st, 2010 – March 3rd, 2011
- (2) SCS Profit & Loss July 1st, 2010 – March 3rd, 2011
- (3) Funding – Object expenditures March 3rd, 2011
- (4) Bank rate sheet dated March 2nd, 2011.
- (5) Administrator's Report dated March 4th, 2011

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Submitted by SCS Board Secretary: Thomas F. Wood Date: 4/6/11

Approved by SCS Board President: Isela Ann Gomez Date: 4/6/11

Final