

Sigsbee Charter School Board Meeting

Thursday, October, 20th, 2011 6:00 PM

Sigsbee Charter School, Library

Board Members Present: Tom Walsh, John O'Neill, Bob Eadie, Jim Wallace, Stan Rząd, Amanda Fry, Christine Geary, Eric Hancock and Sandy Higgs.

Board Members Absent: None

School Principal: Eli Jannes

Advisors: teacher representative: Erica Baugh
PTO representative (absent)
Military School Liaison (absent)

SCS staff: Kim Messenger

Guests: None.

I. Proceedings:

- Meeting called to order at 6:08 pm by Eadie.
- Minutes from the September 15th, 2011 Board Meeting made available for review and will be approved at the next board meeting. Wallace motioned to approve, Hancock seconded. Discussion: None. Vote called. Motion passed, 9-0.

II. Treasurer's Report:

- Eadie noted that current financials were sent out via email to all in the Quick Books report formats. Eadie stated that the current Finance Committee was finalizing the financials and would consult with the auditors to have them approved. Formal financials will be presented at the next Board meeting.
- Eadie noted that if anyone has questions about the current financials to please send an email to Kim Messenger and she will send out to the Finance Committee.
- O'Neill stated that the Finance Committee was close to completing the changes in how the budget is reflected so that it depicts a more accurate view of the expenditures as they occur on a monthly basis vs. taking the annual budget and dividing by twelve.
- Rząd stated that when this project was complete there was a need to look into setting up a three to five year strategic plan.
- Eadie stated that we should have the Auditor's findings soon. The hold up for this was the replacement value of the property and the actual value of our facilities. Eadie stated he had been in contact with Ben Wilson from Key West Appraisals to get this issue resolved. Higgs recommended that Bare Foot Appraisals be contacted as well. Eadie

stated that he had already spoken with them and they only do residential appraisals. Bare Foot Appraisals were the ones to refer us to Ben Wilson.

- Rzad stated that November 30th is the final date for audited financials to be reported to the district. Rzad noted that there would need to be a special Finance Committee meeting held to get all this information together. Jannes noted there was also one other report the district would need at the same time. Jannes stated she would need to provide both reports at the same time.
 - Request for funds: None

III. Public Comment: None

IV. Recommendation for Consideration & Approval: None

V. Administrator's Report: (Attachment (1)). Jannes presented Attachment (1) to the Board.

Eadie motioned to approve report. Fry seconded. Discussion: None. **Vote called. Motion passed, 9-0.**

V. Facilities Committee Report [(Attachment (2))]:

- Higgs motioned to be able to make a change to the Facilities Report on action item number nine. Eadie seconded. Discussion: Higgs is requesting the amount of funds requested be changed from \$2,500 to \$4,500. The increase will cover all landscaping equipment and safety equipment. This price is wholesale. Higgs stated that the Board had previously looked into hiring landscapers and it was going to be \$20,000 annually. Higgs restated that the board unanimously agreed to not go through with that decision. Higgs stated that we have a teacher, Joseph Giusti who will do the lawn work and Rickey Anderson, Maintenance, will keep the equipment in working order. O'Neill stated concern for potential injury to the staff members while operating/maintaining said equipment. Geary agreed with O'Neill. Geary questioned if there should be OSHA training for those performing any landscaping duties. Rzad stated that anyone using this equipment should be using any and all protective gear necessary. O'Neill questioned if there was a way to mitigate this issue. Geary stated she would look into it and give findings at the next board meeting. Wallace stated the need for a maintenance log on landscaping equipment. Eadie stated he would check with a Risk Manager about the above concerns and get back with the Board with his findings. Jannes asked that Joseph Giusti be able to perform these duties as a volunteer for now until decision on above are made. **Vote called. Motion passed, (9-0).**
- Higgs motioned to accept Attachment (2); Eadie seconded the motion. Discussion: Higgs noted that items one through five, seven and eight on the report have been completed. Item six was not complete. This was in reference to the painting of the cafeteria and the artwork strips being installed. **Vote Called. Motion Passed, (9-0)**
- Higgs gave an update on the roof leaks in the D Wing. Roofers are taking responsibility for leaks discovered in the roof after the severe bout of rainy weather. The roofers are

going to pool water on the roof to find the leaks. This process will ensure that all leaks will be located and repaired.

- Teacher's Representative: (Erica Baugh).

Ms. Baugh presented a slideshow presentation demonstrating what the students of SCS have been studying the first semester of school. Ms. Baugh explained how this lead up to Astronomy Night which was to be held Thursday, October 27th.

Ms. Baugh also presented the Board with three glass container that showed the growth stages of a tadpole to a frog.

- Parent Teacher Organization (PTO) representative: (Amanda Fry)

Fundraising Report [Attachment (3)]:

Fry motioned to accept. Wallace second. Discussion: Jannes asked for clarification on how to track how much is raised by sponsors. Jannes feels that for audit purposes it would be best to get donations vs. a percentage of sales. Jannes reminded the Board that they voted unanimously after the last race that there would be no alcohol sales associated with the school. Geary stated she would clarify policy and take the lead on this issue for now. **Vote Called. Motion passed, (9 -0).**

- Military-School Liaison: (Suzanne Bryant)

- Nothing to report.

VII. Old Business:

- *Principal Evaluation:* Eadie asked that the Board establish a committee to formally take this action item on and report back at the November meeting. Eadie volunteered to be the Chairman. Fry and Wallace also volunteered.
- *Aftercare:* Fry reported that after she emailed parents there was not enough interest for this school year. O'Neill stated there should be a committee set up to address this issue. Fry volunteered to Chair the committee. Geary stated this was a very important issue that should be addressed each year. O'Neill motioned for no after care this school year. However, the committee would continue to address the concern yearly as the population changes. Rząd seconded. **Vote Called. Motion passed. (9-0).**
- **Higgs motioned to add 403B Plan Concerns, Status of Principal/Staff Contracts and Status of Principal's Bonus to this section of the agenda. Eadie Seconded. Vote Called. Motion passed, (9-0).**
- *403B Plan:* Higgs stated that the Finance Committee should try and look into the 403B concerns brought up by the Auditors. Higgs requested a report back on this at the next Board meeting.
- *Status of Principal/Staff Contracts:* Eadie stated that he would take on ensuring the corrections to the Principal's Contract be taken care of in the next 10 business days. Eadie stated the status of the Staff Contracts should be owed by the Finance Committee. The Finance Committee would ensure that all current staff contracts were correct and will report back at the November Board Meeting.

2011 Oct, 20th

- *Principal's Bonus (2010-2011)*: Eadie stated that he would also ensure that this item was taken care of by the November Board Meeting.

VIII. New Business:

- *Proposed Loan Agreement for the Hall of Flags[Attachment (4)]* : Geary asked for clarification on who was responsible for the flags. Higgs stated she had real concerns with the MOU under section B, page two. Higgs does not feel the MOU is needed. Eadie stated that SCS was not a museum and that the Hall of Flags should be a traveling exhibit. Geary stated she would set up a meeting with Rząd to review the MOU and change the verbiage to something everyone on the Board could accept.
- *Criteria for Sponsors for School Events*: Item was addressed in discussion during the Fund Raising Report.
- *Methods for Getting Family Feedback*: Geary stated that she was getting feedback from parents personally. Geary asked if there could be a questionnaire/Form created that had open ended questions for parents in an effort to solicit feedback/Suggestion. Eadie asked the Board how this could be handled. Higgs motioned that a committee be started to gets this started. Wallace seconded. Discussion: Geary volunteered to Chair. Fry, Jannes and Walsh also agreed to sit this committee. This committee will have some suggestions for questions at the November Board Meeting. **Vote Called. Motion passed, (9-0).**

O'Neill motioned to adjourn the meeting; Higgs seconded. No discussion. Unanimous approval; meeting adjourned at 8:00 pm.

**Next meeting is scheduled for November 17th, 2011 at 6:00 pm
Sigsbee Charter School Library**

Attachments:

- (1) Administrator's Report dated Oct 20th, 2011
- (2) Facilities Report dated Oct 20th, 2011
- (3) Fundraising Report
- (4) Hall of Flags MOU

Submitted by SCS Board Secretary: Thomas L Walsh Date: 11/17/11

Approved by SCS Board President: Bob Eadie Date: 11/17/11