

## ***Sigsbee Charter School***

Administrator's Report: September 15, 2011

Submitted by: Eli Jannes, Principal

### **REGISTRATION**

Registration at 381 students + 29 VPK	3-60 (max) with waiting list
K- 66 (max) with waiting list	4-44 (max) with waiting list
1-66 (max) with waiting list	5-44 (max)
2-60 (max) with waiting list	6-41

### **STUDENT GROWTH AND ACHIEVEMENT**

New technology is being delivered to classrooms: projectors, digital cameras, laptops  
Several grant resources have arrived (Mondo books, Rigby readers, easels, RTI resources)  
6<sup>th</sup> graders who had their 9-11 speeches selected will be hearing a POW speak on 9/16 at JIATF

### **SPECIAL PROGRAMS**

*Back-To-School Night* very well attended by parents; each teacher also prepared literature for those not able to attend; thank you staff who provided daycare so parents could visit with teachers  
*Remembrance Assemblies and Pinwheels for Peace* took place on September 12th in honor of the tenth anniversary of September 11<sup>th</sup>.  
*Band Night* was held to introduce interested 6<sup>th</sup> graders to the Band program; over half of sixth grade participating  
*Everglades* dates were requested for mid-February (5<sup>th</sup> grade trip)

### **STAFFING**

Anne Stokes, an occupational therapist has been hired to offer services after-school to identified students; students are meeting Tuesdays and Thursdays after school  
Office positions have been redefined to handle escalating responsibilities of additional students, funding and grant possibilities (see end of report)  
Ms. Debbi Wagner was hired prior to the start of school to serve as a support teacher in the Jellyfish room (Mrs. Gove)  
Speech/Language Pathologists are being interviewed from out-of-state to try to secure services

### **PROFESSIONAL DEVELOPMENT**

Teachers have begun their Professional Learning Community (PLC) meetings focused on school-wide metacognition  
Curriculum mapping of the first month's instruction is underway  
PD trainings were offered in: formative assessments, Words Their Way, DRA reading assessments, Jupiter Grades tutorials  
Specialists have begun a study of *Schooling by Design* to create curriculum frameworks for their subjects  
Mrs. Bartley is enrolled in Harvard's online course for managing not-for-profit organizations  
Mrs. Messenger continues to meet with Jennie Wolf for assistance with Quickbooks

### **FOOD/NUTRITION and HEALTH**

All staff is reinforcing healthy snack procedures  
Lunch menu seems to be well received

## **FUNDRAISING**

Sponsor A Classroom Update below

VPK held a waterless carwash on September 4th

Five staff members (Mrs. Jannes, Ms. Baugh, Ms. Castonguay, Mrs. Grace and Ms. Machek) submitted a DODEa grant focusing on supporting military dependent students and their peers with science, technology, engineering and math instruction and service learning; award has been granted for \$540,000

## **PUBLIC RELATIONS**

Jupiter Grades is up and running in every classroom

September 12<sup>th</sup> assembly widely publicized for local papers

## **Middle School Update**

Advisory groups are in the midst of participating in their paddleboard field trip

Parents of eligible 6<sup>th</sup> graders attended meeting about 7<sup>th</sup> grade math Florida Virtual School participation (to begin in October, once students have completed 6<sup>th</sup> grade compacted class)

Classes running smoothly

Leadership Council being developed

## OFFICE POSITIONS RE-DEFINED

Bookkeeper: Mrs. Bartley		Office Manager: Mrs. Messenger
<p>Attendance</p> <p>Purchasing</p> <p>Receipts and deposits</p> <p>Student Registration</p> <p>Lunch Count</p> <p>Assisting with student supervision</p> <p>Attending to registration in TERMS</p> <p>Managing all grants</p> <p>Creating all survey reports for the District and State</p> <p>Managing student enrollment; communication about wait list and records</p>		<p>Updating and maintaining student and financial records in Quickbooks</p> <p>Assisting with student supervision</p> <p>Financial responsibilities: paying all bills in a timely fashion, verifying items ordered and keeping accurate records and files in preparation for audits.</p> <p>Responsible for payroll</p>
Grants Manager: Mrs. Bartley	Bookkeeper: Mrs. Dowling	Office Manager: Mrs. Messenger
<p>Purchasing</p> <p>Attending to registration in TERMS; setting up classes and updates to records</p> <p>Creating all survey reports for the District and State</p> <p>Managing student enrollment; communication about wait list and records</p> <p><i>Managing all grants</i></p> <p><i>Creating/modifying budget</i></p>	<p>Attendance</p> <p>Student Registration: Data Entry</p> <p>Lunch Counts</p> <p>Cash receipts</p> <p>Keeping inventory</p> <p>Serving as library/media manager</p> <p>Assisting with student supervision</p> <p>Student advisor</p>	<p>Updating and maintaining student and financial records in Quickbooks</p> <p>Assisting with student supervision</p> <p>Financial responsibilities: paying all bills in a timely fashion, verifying items ordered and keeping accurate records and files in preparation for audits.</p> <p>Human Resources: track staff attendance and files; monitor payroll</p> <p><i>Serve as Secretary To the Board: attend meetings; take minutes, prepare Board packet and financials</i></p>

## Sponsor-A-Classroom 2011-2012 Sponsors

<b>Class</b>	<b>Teacher</b>	<b>Sponsor Pledges</b>
Kindergarten	Abby Luman	Keys Federal
Kindergarten	Jennifer Falconer	VFW Post #3911
Kindergarten	Jayne Veltre	John O'Neill
First Grade	Angie Castonguay	UVA Wahoo Women
First Grade	Amanda Gove	
First Grade	Jessica Beutelspacher	Navy CPOA
Second Grade	Laila Griffin	Edward Toppino
Second Grade	Michelle Rodgers	Southermost CPOA USCG
Second Grade	Emily Lo	American Legion #28
Third Grade	Katie Trusz	The Sunrise Rotary of Key West
Third Grade	Jennifer Smith	JIATF Enlisted Association
Third Grade	Ben Sultan	Joe Walsh (Mangoes)
Fourth Grade	Karen Coats	Military Affairs Committee
Fourth Grade	Pauline Brann	The Rotary Club of Key West
Fifth Grade	Tracy Loss	Arnie Mirzaoff
Fifth Grade	Victoria Scudder	Miavez Family
Sixth Grade	Paula Wilson	Jim Ferris (H&R Block)
Sixth Grade	Heather-May Potter	Eaton Bikes
Sixth Grade	Michelle Grace	Stan Rzad
ESE	Judi Hudson	
Science	Erica Baugh	Arnie Mirzaoff
Music	Ken Silverman	
Art	Sugar Kirk	Joy Gallery
PE	Joe Giusti	Crystal Clear Pool and Spa
Library	Pat Dowling	