

**Minutes of the
Sigsbee Charter School
Parent Teacher Organization**

Tuesday, January 14, 2014
959 Felton Road
Key West, FL

A regularly scheduled meeting of the Sigsbee Charter School Parent Teacher Organization convened at 5:30 p.m. at the Sigsbee Charter School Library. Present at the meeting was Heidi Davila, President; Pamela Hancock, Secretary; and Eli Jannes, Sigsbee Charter School Principal. Absent was Josh Bassett, Vice-President; and Patricia Dowling, Treasurer. Also present at the meeting were parents, guardians and teachers (sign in sheet is attached hereto).

Item A Motion was made by Heidi Davila and seconded by April Fariss granting approval of the minutes from the December 10, 2013 PTO meeting. Motion carried unanimously.

Item B Tami McGrail addressed the Board concerning *An Island Affair "Carnival"* scheduled for Saturday, April 12, 2014, 6:00 p.m. to 9:00 p.m. and handed out a flyer. Ms. McGrail advised the Board that she will hold a planning meeting on January 15, 2014, at 1:30 p.m.

Heidi Davila, President advised the Board that the Boat Parade made \$250.00.

Mrs. Davila, on behalf of Jen Bassett, addressed the Board concerning the Spring Festival. Tentative dates discussed were May 16 or 17 or to hold it the same day as the Sailfish Shuffle. The Board took no official action on the date of the event. Mrs. Davila advised the Board that the planning committee for the event will meet on January 27, 2014 at 5:30 p.m.

Item C Mrs. Davila gave the financial updates to the Board. The Board had two funds requests, as follows:

Snack Shack Committee, new popcorn machine and case of popcorn, in the total amount of \$201.30. Motion was made by Pamela Hancock and seconded by Hilary Lee granting approval of the request. Motion carried unanimously.

Heidi Davila, No Name Calling Week Exercise, for a school wide compliment gram event, in the amount of \$130.00. Motion was made by Tara Everts and seconded by Pamela Hancock granting approval of the request. Motion carried unanimously.

Item D Eli Jannes, Principal gave the Principal's Report on the following:

- Announced that this Thursday, January 16, 2014, is the halfway point in the school year.
- Announced that the next Coffee Clatch is scheduled for Wednesday, January 22, 2014, with Dr. Barbara Dougherty, math coach, to discuss the changes in mathematics.
- Announced that Trevor Romaine will be at the school the week of January 21st to talk to schools with high military populations and helping with the transition. The USO will be filming his presentation.
- Announced that 1st through 5th grade will be having there field trip at Ft. Zachary Taylor this Friday, January 17th.
- Advised that the new Enrichment Sign-up List will be ready to begin registration on Thursday, January 16th through Tuesday, January 21st.
- Announced that the Library mural is done and that they are looking for sponsor to paint more scenes of Key West around the school. The murals costs around \$1,800.00.
- Advised that those who paid for the 5th Grade Everglades trip should be able to attend.

Mrs. Davila addressed the Board concerning the first 8th Grade graduation. She advised that she will ask Dawn Nolan to photograph the 40 graduates, and that she would like the PTO to pay for dinner for the graduates. The Board will look into having the dinner at either the Double Grand Tree or the Fly Navy at Trumbo Point. Motion was made by Heidi Davila and seconded by April Fariss to set aside \$1,000.00 for the 8th Grade graduates meal tickets. Motion carried unanimously. Board discussed finding an inspirational speaker to address the class and also possible raffle prizes.

Janie Morgan advised that there will be Staff Appreciation on Thursday, January 23, 2014 from 7:30 a.m. – 8:00 a.m. Ms. Morgan will put a Bring It List out.

Mrs. Jannes announced that the teacher's lounge is in need of a refrigerator and asked that the word be put out.

There being no further business to come before the PTO, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Pamela G. Hancock