

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

Tuesday, October 8, 2013
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; Josh Bassett, Vice-President; Pamela Hancock, Secretary; Patricia Dowling, Treasurer; and Eli Jannes, Sigsbee Charter School Principal. Also present at the meeting were parents, guardians and teachers (sign in sheet is attached hereto).

Item A Motion was made by Jennifer Bassett and seconded by Paula Mottice granting approval of the minutes from the September 10, 2013 PTO meeting. Motion carried unanimously.

Item B Heidi Davila, President gave a brief overview of the changes made to the *Sigsbee Charter School Parent Teacher Organization Bylaws (SCSPTO Bylaws)*. After discussion, motion was made by April Farriss and seconded by Kelli Nicholson granting approval of the revised *SCSPTO Bylaws*. Motion carried unanimously.

Item B1 Mrs. Davila addressed the Board concerning the new *Sigsbee Charter School Parent Teacher Organization Mission Statement* and passed around the statement for the members review. Pamela Hancock, Secretary read the *Mission Statement* into the record. Mrs. Davila advised the Board that she planned on putting this statement on the 1st page of the SCSPTO website if approved. After discussion, motion was made by Tiffany Pellicier and seconded by Judy Martin granting approval of the *SCSPTO Mission Statement*. Motion carried unanimously.

Item C Mrs. Davila addressed the Board concerning the approval of the *Parent Teacher Organizational Agenda Item Request Form* (this is not a mandatory form, but a tool in getting an item on the agenda). After discussion, motion was made by April Farris and seconded by Tiffany Pellicier granting approval of the form. Motion carried unanimously.

Item D Mrs. Davila addressed the Board, on behalf of Jaime Cates, regarding the consideration of a Holiday Lights Tour. After discussion, the item was continued to the November meeting to gather more information. The Board took no official action.

Item E Mrs. Davila and Josh Bassett, Vice-President addressed the Board concerning the purchase of school shirts. Mr. Bassett will look into obtaining a new local vendor for the purchase of the school shirts and bring an item back to the Board at the November meeting. After discussion, motion was made by Rebekah Hill and seconded

by Tami McGrail to rescind previous Board action approving \$2,000.00 for the purchase of school shirts for the Spirit Store. Motion carried unanimously.

Mrs. Davila announced that a sidewalk sale would be held to sell the left over shirts, water bottles, pens, etc. that were found in the PTO room.

Item F Mrs. Davila addressed the Board concerning the consideration of providing previously approved funds to SCS Middle School in the amount of \$648.50 for Social Committees. After discussion, motion was made by Jennifer Bassett and seconded by Robin Allen granting approval of the item. Motion carried unanimously.

Item G Mrs. Davila and Mr. Bassett addressed the Board concerning a Policy on obtaining three (if possible) quotes, with local preference preferred (with assurance that the local preference is included in the *Bylaws*). After discussion, motion was made by Kelli Nicholson and seconded by Barry Gibson granting approval of the item. Motion carried unanimously.

Item K Committee updates:

Rebecca Hill addressed the Board concerning *Mixed Bags*. After discussion, Ms. Hill will conduct more research with the online company and bring the item back to the Board.

Tami McGrail addressed the Board concerning *An Island Affair* which will take place in April 2014; and discussed a *Live Auction*.

Hillary Lee addressed the Board concerning the *Bulletin Boards*.

Josh Bassett addressed the Board concerning *Family Fun*. Mr. Bassett announced that there would be a Family Fun event at Sigsbee Charter School on Sunday, October 13, 2013 from 11:00 a.m. to 1:00 p.m. Mr. Bassett also announced a “tentative” movie night at Sigsbee Charter School on October 25, 2013, beginning at 5:30 p.m.

Heidi Davila gave a brief update on the *Green Team*. Paula Mottice addressed the Board concerning the collection of used toners that can be recycled and earn the school money. The toners can be dropped off at the PTO Room 14.

Ann Ho addressed the Board concerning *Language Smarts* and the possibility of participating in an upcoming Spellathon.

Paula Mottice addressed the Board concerning the *Middle School Socials*. Ms. Mottice announced the upcoming Halloween Dance scheduled for October 29, 2013; and that there would be an end of the year dance as well.

Tiffany Pellicier addressed the Board concerning the *Parades*. Ms. Pellicier will be filing paperwork for the upcoming *Veteran’s Day Parade*. Ms. Pellicier will also look

into whether the school will participate in the *Holiday "Christmas" Parade* as this may be a Junior Rotarian event.

Heidi Davila addressed the Board concerning *Sailfish Pride*. Mrs. Davila announced that the theme for this month is Resilience and that there is a newsletter on the website.

Tiffany Pellicier addressed the Board concerning the *Sailfish Shuffle*, which is a 5K fundraiser. Ms. Pellicier announced that the shuffle would take place in March instead of May as a celebration of completing the FCATs.

Eli Jannes announced that the students will be able to begin their before school runs beginning in October.

Amy Wingate suggested a *Color Run* around the campus track. The Board took no official action.

Heidi Davila addressed the Board, on behalf of Jamie Cates, concerning *Sponsor a Classroom*. Mrs. Davila announced that Mrs. Cates needs volunteers to help with the committee.

Judi Martin addressed the Board concerning *Staff Appreciation*. Ms. Martin advised the Board that there are conferences scheduled for October 23rd and that she will be requesting \$100.00 to order pizza for staff lunch and that she will also be adding a bring-it-list to complete the meals.

Heidi Davila and Tiffany Pellicier addressed the Board concerning the *Snack Shack*. Ms. Pellicier announced that they now offer the option to pre-pay for the Snack Shack for each grading period. The next period will be November 8th through January 31st for \$10.00.

The new form for handling money is available on the Yola website; however, it will be brought back before the Board at next month's meeting with additional information added. The Board took no official action.

Item J Motion was made by Paula Mottice and seconded by Tara Everts granting approval of the committees. Motion carried unanimously.

Item L The consideration of a sub sale fundraiser, by Amy Wingate, was continued to the November meeting.

Item M Tara Everts addressed the Board concerning a Pampered Chef fundraiser. Mrs. Everts advised the Board that she would give the PTO 100% of the profits from the fundraiser. After discussion, the Board granted approval for Mrs. Everts to begin the fundraiser immediately.

Item N Mrs. Davila, on behalf of Jaime Cates, addressed the Board concerning a booth at Children's Day on October 27th. After discussion, Mrs. Davila requested \$100.00 for the purchase of products for the booth. The Board took action on the request during the financial update.

Item O Tami Lynch McGrail addressed the Board concerning a Sunset Social for parents as a fundraiser through Sebago. Ms. McGrail advised that they would donate the boat and that tickets could be sold for \$25 each or 2 for \$40, all inclusive.

Item H Patricia Dowling, Treasurer gave the financial update. After discussion, motion was made by Pamela Hancock and seconded by Kelli Nicholson granting approval to clear the outstanding expenses (noted with a star on the report). Motion carried unanimously. Said financial statement is attached hereto.

Motion was made by Mrs. Hancock and seconded by Barry Gibson for the new funds request by the Snack Shack in the amount of \$59.98. Motion carried unanimously.

Motion was made by Tami McGrail and seconded by Hillary Lee for the new funds request by Mrs. Davila for the Children's Day booth in the amount not to exceed \$100.00. Motion carried unanimously.

Item 7 Eli Jannes, Principal gave the Principal's Report on the following:

- Advised the Board that the Superintendent had visited the school.
- Astronomy Night is scheduled to take place on October 24, 2013 and that a bake sale may take place with the event.
- She advised the Board of the press coverage on Rick Worth's mural at the school and that Mr. Worth will continue to paint murals, possibly with the Cultural Arts funds.
- Advised the Board that five teachers will be attending the International Literacy Conference in Colorado, and that they will be applying for grant money for the trip.

There being no further business to come before the PTO, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Pamela J. Hancock

OUTSTANDING OBLIGATIONS:

Date	Payee	Account	Amount
		Middle School Social	\$648.50
	Sigsbee Charter	Cultural Arts	\$8,779.42 *
	Sigsbee Charter	Snack Shack Field Trips	\$1,853.24 *
	Sigsbee Charter	Colorado Conference Ornament Sales	\$453.96 *
Total			\$11,735.12

We need a motion and a second to pay these outstanding obligations, they were brought up at the last meeting but not voted on.

NEW FUNDS REQUESTS:

Name	Committee	Amount	Motion	Second
Tiffany Pellicier	Snack Shack	\$59.98	Pamela Hancock	Barry Gibson @
Heidi Davila	Children's Day	NOT TO EXCEED \$100.00	Tami McGrail	Hillary Lee @