

**Sigsbee Charter School  
Parent Teacher Organization Agenda  
939 Felton Road, Key West FL 33040  
October 8, 2013**

- Item A Approval of the minutes from the September 10, 2013 PTO meeting.
- Item B Discussion and approval of the revised *Sigsbee Charter School Parent Teacher Organization Bylaws*.
- Item C Consideration and approval of the Parent Teacher Organization Agenda Item Request Form.
- Item D Consideration of a Holiday Lights Tour, presented by Jaime Cates (Heidi covering for Jamie).
- Item E Consideration of previously approved Board action for the Spirit Store.  
  
Discussion of the use of a local vendor for T-Shirt orders presented by Josh Bassett.
- Item F Consideration of providing previously approved funds to SCS Middle School.
- Item G Consideration of a Policy on obtaining quotes.
- Item H Financial update by Patricia Gladding, Treasure, PTO.
- Item I Principals monthly update.
- Item J Approval of Committees.
- Item K Committee updates:
  - An Island Affair: Tami McGrail
  - Bulletin Boards: Hillary Lee or Kelli Nicholson
  - Family Fun: Jennifer Bassett
  - Green Team: MeganAnn Cappuccino
  - Language Smarts: Anna Ho
  - Middle School Socials: Paula Mottice
  - Parades: Hillary Lee, Darlene Olden or Tiffany Pellicier
  - Sailfish Pride: Heidi Davila
  - Sailfish Shuffle: Tiffany Pellicier
  - Sponsor A Classroom: Jamie Cates (H. Davila to cover for Jamie)

Staff Appreciation: Judi Martin  
Snack Shack: Tiffany Pellicier

- Item L      Consideration of a sub sale fundraiser, presented by Amy Wingate.
- Item M      Consideration of a Pampered Chef fundraiser, presented by Tara Everts.
- Item N      Discussion of a booth at Children's Day, October 27th presented by Jamie Cates (Heidi Davila covering for Jamie).
- Item O      Discussion of a Sunset Social for parents as a fundraiser through Sebago & Tami Lynch McGrail .

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

Tuesday, September 10, 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 Kendi O'Neill, outgoing President of the PTO; Tiffany Pellecier, outgoing Vice President of the PTO; Jessica Lariz, outgoing Secretary of the PTO; Patricia Dowling, Treasurer of the PTO; and Mrs. Eli Jannes, Sigsbee Charter School Principal. Also present at the meeting were parents, guardians and teachers (sign in sheet is attached hereto).

Item 1 Patricia Dowling, Treasurer called the meeting to order.

Item 2 Motion was made by Jenn Bassett and seconded by Kristin Moats granting approval of the minutes from the August 13, 2013 PTO meeting. Motion carried unanimously. (Said minutes are attached hereto).

Item 3 Motion was made by Jessica Lariz and seconded by Lynn Eldridge to appoint the following individuals to the Executive Board of the PTO: Heidi Davila, President; Josh Bassett, Vice-President; and Pamela Hancock, Secretary.

The newly appointed Executive Board members introduced themselves to the PTO.

Item 4 Heidi Davila discussed Brainstorming Ideas. She advised that the lists were available tonight in the library to sign up and that she would make them available on the PTO's website with a tab for each committee. After further discussion, the item was continued to the next PTO meeting, with direction to e-mail all committee members for their input on these committees.

Item 5 Kendi O'Neill advised the committee that the PTO raised \$990.00 from selling t-shirts; and that Target is sponsoring a "red card" that donates a small portion of sales to the school, that totaled \$171.14.

Item 6 Kendi O'Neill announced that the Fall Festival will be held on Friday, October 25, 2013, and that she will request funds at the next PTO meeting. Mrs. O'Neill advised that she will chair this committee.

Heidi Davila inquired whether the PTO meeting room was ready to be set up. Eli Jannes advised that it was and that volunteers would be needed to help (further information will be forthcoming on this item).

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

- Thanked the outgoing PTO Executive Board.
- The students will be making Pinwheels for Peace in recognition of 9/11.
- Rick Worth has been painting a mural on the cafegymatorium wall.
- The students are focusing on responsibility in the *Sigsbee Pride Program* this month and working on community development.
- Assessments are still taking place in every subject area; and that Dr. Susan Lloyd is coming to assist with language arts assessments (ELA).
- Security procedures are in place, when bringing an item to the school for a student or a staff member, bring it to the office and it will be delivered by staff.
- The modulars are done with the exception of phones and fire alarms.
- Asked that students continue to bring bottled water each day to school with them.

Heidi Davila advised that the *Sigsbee Pride Program Newsletter* will be posted on the PTO website.

Item 8 Patricia Dowling handed out the PTO Account, First State Bank, ending balance dated August 31, 2013. Mrs. Dowling went over the account summary with the committee. (Said summary is attached hereto).

Item 9 Kendi O'Neill requested an amount not to exceed \$2,000.00 to purchase t-shirts for the Spirit Store. Motion was made by Kristin Moats and seconded by Ruby Manchester granting approval of the request. Motion carried unanimously.

Eli Jannes, Principal requested an amount not to exceed \$325.00, Square 1 Art, for a "self-portrait" project by the first graduating 8<sup>th</sup> grade class to be installed on the back wall of the school. Motion was made by Amy Wingate and seconded by Jessica Lariz granting approval of the request. Motion carried unanimously.

Heidi Davila requested \$25.00 per month to fund the bulletin board. Motion was made by Jaime Cates and seconded by Trish Gibson granting approval of the request. Motion carried unanimously.

Item 10 Heidi Davila proposed a Winter Wonderland Gift Shop committee at an amount not to exceed \$4,000.00. After discussion, the item was tabled to next months meeting.

After further discussion, motion was made by Kristin Moats and seconded by Jaime Cates that 100% of the profits go to the PTO for the 2013/14 school year. Motion carried unanimously.

Heidi Davila will begin working on a Mission Statement for the PTO and will accept input from the PTO committee and make it available on the PTO's website.

The committee discussed babysitting during the PTO meetings, possibly by the Middle School Students. A questionnaire will be put out on Survey Monkey on this item.

Item 11        Hillary Lee and Molly Ross won the raffle.

There being no further business to come before the PTO, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Pamela G. Hancock

DRAFT

**Sigsbee Charter School  
Parent Teacher Organization**

**Bylaws**

**Article I – Name**

The name of the organization shall be the “Sigsbee Charter School Parent Teacher Organization”. (SCS PTO)

**Article II – Purpose**

SCS PTO is organized for the purpose of supporting and enhancing the educational experience of all students attending Sigsbee Charter School.

**Article III – Membership**

Section 1. Eligibility. All teachers and staff of Sigsbee Charter School and all parents or guardians of a student enrolled at Sigsbee Charter School are eligible to be a member and shall have voting rights. The Principal of Sigsbee Charter School is a non-voting member of SCS PTO.

Section 2. Application. Membership applications must be submitted to the Secretary in order to be placed on the Roll of Members.

Section 3. Dues. There are no required membership fees or dues.

**ARTICLE IV- Meetings**

Section 1. Meeting Times. All membership meetings will be held on the second Tuesday of each month during the school year term with the first meeting of the year beginning in August. The meeting time shall be 5:30 P.M. and the meeting location will be at Sigsbee Charter School.

Section 2. Quorum. In order to take any action or conduct any business at a membership meeting, a quorum must be present. A quorum shall consist of no less than 5 members of the SCS PTO.

## **Article V – Executive Board**

Section 1. Executive Board. The officers of SCS PTO shall consist of a President, Vice President, Secretary and Treasurer. *Officers must attend all membership meetings.*

Section 2. Executive Board Duties.

- a. President. The President shall preside over membership meetings of SCS PTO, serve as the primary contact for the Principal, represent SCS PTO at school and community events, serve as an ex-officio member of all committees, and coordinate the work of all the officers and committees.
- b. Vice President. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President serves as the Chair of the Finance Committee. The Vice President may represent the PTO at school and community events, and may serve as an ex-officio member of all committees.
- c. Secretary. The Secretary records the minutes at every membership meeting, prepares the agendas for all membership meetings, maintains the Roll of Members and Committee Membership Roll, and serves as the officer for communications to the membership.
- d. Treasurer. The Treasurer receives all funds, keeps an accurate record of receipts and expenditures, disburses all approved expenditures, reports the financial condition of SCS PTO to the membership at each and every membership meeting, reports the financial condition of SCS PTO to the Finance Committee, and reports the financial condition of SCS PTO to the Executive Board when requested by any other Executive Board member.

Section 3. Elections. Elections for all officers will be held at the membership meeting in May. Voting shall be by voice vote if a slate is presented. If more than one person is running for one particular office, the election shall be by a secret ballot.

Section 4. Eligibility. All SCS PTO members (except the Principal) are eligible for all offices. Any SCS PTO member may nominate any other member for an office. All nominees for any office must accept their nomination, and their acceptance must be recorded in the minutes in order to be elected.

Section 5. Term of Office. The term of office shall be for one school year term. Each person elected shall hold only one office at a time. Each officer is limited to holding a particular office to no more that two consecutive terms.

Section 6. Vacancies in Office. If there is a vacancy in the office of President, the Vice President will immediately assume the office of President. At the next scheduled membership meeting following the vacancy, a new Vice President will be elected by secret ballot. Any other office vacancy shall be filled at the next scheduled membership meeting following the vacancy.

Section 7. Removal from Office. Any officer can be removed from their office by a three-fourths vote of the membership present at a membership meeting.

## **Article VI - Committees**

Section 1. Standing Committees. The standing committees of SCS PTO shall consist of the following committees: Executive Board, Finance, Fall Festival, An Island Affair, Garden, Green Team, Literacy, Middle School Social, Parade, Sailfish Pride, Sailfish Shuffle, Snack Shack, Spirit Store, Staff Appreciation.

Section 2. Ad Hoc Committees. *Ad hoc* committees may be formed to assist with events or special programs or with any area that serves the purpose of the SCS PTO. All *ad hoc* committees must be approved by the membership at a membership meeting.

Section 3. Committee Membership. All general members are eligible to participate in any committee(s) he or she desires and must apply to the Secretary and the particular committee chair to become a member of that committee.

Section 4. Committee Chair. Each committee chair must be chosen by a majority of the members of that committee. All committee chairs must attend the membership meetings to report on the activity of their committee to the membership. If a committee chair is unable to attend a membership meeting, he or she must designate another committee member to report at the membership meeting.

## **Article VII - Finances**

Section 1. The Treasurer will keep detailed financial records of **all** financial transactions. Any member may request access to the records by written request to the Treasurer and Secretary.

Section 2. All members who are requesting funds from the SCS PTO must present that request at a membership meeting for pre-approval by the membership. All members are cautioned that personal expenditures in the expectation of reimbursement by the SCS PTO, may not be approved.

Section 3. Any SCS PTO funds expended by any member must be documented with written receipts that **must** be provided to the Treasurer.

Section 4. On any occasion where funds are handled during an event, there must be at least two members who will attest that the funds collected were accurately reported and transferred to the Treasurer as soon after the event as possible. The Treasurer will provide the members with a receipt of funds.

Section 5. Any expenditure that cannot be pre-approved at a membership meeting due to time constraints, may be approved by a majority of the Executive Board. Such expenses cannot exceed \$100.00 in total for the month and must be presented at the next general membership meeting.

Section 6. The Finance Committee and the Treasurer shall prepare a written, joint financial statement, detailing the finances for the preceding school year, to be presented to the membership for approval at the May membership meeting.

Section 7. Two authorized signatures shall be required on all checks over the amount of \$2,500.00. Authorized signers shall be the Treasurer and Principal.

#### **Article VII - Conflict of Interest**

Any member that has a personal, professional, or business relationship with any vendor or proposed vendor, must disclose the relationship at the membership meeting where any action is to be taken with respect to that vendor.

#### **Article IX - Parliamentary Authority**

*Robert's Rules of Order* shall govern membership meetings when they are not in conflict with the bylaws.

#### **Article X - Bylaw Amendments**

The bylaws of SCS PTO may be amended by a two-thirds vote of the members present at a membership meeting.

Approved 10/1/13

## **Sigsbee Charter School Parent Teacher Organization Mission Statement**

The Sigsbee Charter School Parent Teacher Organization is a nonprofit organization whose membership includes parents, teachers, and school staff. The PTO's mission is to enhance and enrich the students learning experience at Sigsbee Charter School. The PTO values commitment, collaboration, accountability, inclusivity, and integrity. The PTO sponsors assistance to teachers, holds fundraisers for educational materials and experiences, promotes school and family social interaction, provides a non-biased forum for sharing information on issues that impact our children. It is our goal to promote Sigsbee Charter Schools main values of Respect, Responsibility, and Resilience.

**Parent Teacher Organization  
Agenda Item Request Form**

<b>Name</b>	
<b>Type of Request</b>	
<b>Description</b>	
<b>Funds Requested</b>	
<b>Date of Event</b>	

NOTE: Your request should be submitted no later than one week prior to the meeting date. If your item is not received within this time frame and you would like it to be consider, you may request that it be added on at the meeting. If the committee chooses to add the item, it will be added to the agenda. If the committee chooses not to add the item on, it will be added to the next month's agenda.

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**Parent Teacher Organization  
Agenda Item Request Form**

<b>Name</b>	Executive Board
<b>Type of Request</b>	Financial.
<b>Description</b>	Provide SCS Middle School Students with previously promised funds.
<b>Funds Requested</b>	\$648.50 – prior obligation.
<b>Date of Event</b>	

NOTE: Your request must be submitted no later than one week prior to the meeting date. If your item is not received within this time frame and you would like it to be consider, you may request that it be added on at the meeting. If the committee chooses to add the item, it will be added to the agenda. If the committee chooses not to add the item on, it will be added to the next month's agenda.

**Parent Teacher Organization  
Agenda Item Request Form**

<b>Name</b>	Executive Board
<b>Type of Request</b>	Financial.
<b>Description</b>	Any committee member who needs services for a function, must provide the Board with three quotes.  In the event that three quotes are not possible or that the request went unfilled by a vendor – proper documentation must be provided.  Local preference is preferred (to stay community based).
<b>Funds Requested</b>	N/A
<b>Date of Event</b>	

NOTE: Your request must be submitted no later than one week prior to the meeting date. If your item is not received within this time frame and you would like it to be consider, you may request that it be added on at the meeting. If the committee chooses to add the item, it will be added to the agenda. If the committee chooses not to add the item on, it will be added to the next month's agenda.



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.