

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

Tuesday, February 11, 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; 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 Kristin Moats and seconded by Pamela Hancock granting approval of the minutes from the January 14, 2014 PTO meeting. Motion carried unanimously.

Item B1 Jennifer Bassett addressed the Board concerning the date for "Beach Day" and requested to \$300.00 to cover the costs. After discussion, the Board selected May 4, 2014, from 1:00 p.m. to 4:00 p.m. as the date and time. Motion was made by Ms. Hancock and seconded by Gale Killian granting approval of the request for \$300.00. Motion carried unanimously.

Item B2 Board was advised that the Staff Appreciation will be held on February 14, 2014 at noon in the teacher's lounge.

Item B3 Kristin Moats advised the Board that the Box Top for Education were due by March 1<sup>st</sup>. Ms. Moats will send them in the last week of February.

Eli Jannes announced that the Compliment Grams received a great response from the teachers.

Mrs. Jannes advised that the 8<sup>th</sup> Grade Graduation will be held at the Double Tree. There will be a DJ and they will have a room for dinner. Mrs. Jannes advised that they are still looking for a guest speaker.

Mrs. Jannes advised that the 8<sup>th</sup> Graders will be going to Pigeon Key March 5<sup>th</sup> – March 7<sup>th</sup>.

Board discussed the upcoming 5K and Island Affair that will be held towards the end of April. After these events are held there will be funding for other improvements to the school, such as playground equipment and murals.

Item C Pat Dowling, gave the financial update. Ms. Dowling advised that there were three requests for funding, as follows:

\$107.96 for the Snack Shack. Motion was made by Heidi Davila and seconded by Kristin Moats granting approval of the request. Motion carried unanimously.

\$300.00 for the Island Affair. Motion was made by Pamela Hancock and seconded by Josh Bassett granting approval of the request. Motion carried unanimously.

\$1,500.00 for the Island Affair. Motion was made by Gale Killian and seconded by Pamela Hancock granting approval of the request. Motion carried unanimously.

Item D Eli Jannes, gave the monthly Principals update, as follows:

- The faculty had a basketball game during the school day, teachers v. middle school students.
- Announced that 5 teachers had attended a literacy conference in Colorado.
- Advised that the 5<sup>th</sup> Grade Everglades trip was a success.
- Announced that February 14<sup>th</sup> was going to be celebrated as “Friendship Day”.
- Announced that the Book Fair would be going on all week.
- Announced that there will be a schedule for the 8<sup>th</sup> grade students to visit Key West High School and the Collegiate School.
- Announced that the FCAT testing will be in April.
- Announced that the 8<sup>th</sup> Grade students will be going to Higg’s Beach to operate remote vehicles.
- Announced that the 8<sup>th</sup> Grade girls will be taking a tour of the hospital on Friday for a career tour, the boys will take the tour next month.
- Announced that there will be no 5<sup>th</sup> Grade graduation.

Josh Bassett advised the Board that he is working on getting four entities to donate funds for another mural for the school.

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

Respectfully submitted,

*Pamela G. Hancock*

PTO MEETING 2/11/14

Heidi Davila

Scott Wilcox

CHRISTIN MOATS

Pamela Hancock

Gale Killion

Anna Ho

Josh Bassett

Jennifer Bassett

February 11, 2013  
5:30 pm

A. K Moats / P. Hancock @

B.1 Jennifer Bassett - Beach Day (2/4) or 2/18  
\$300.00 to cover costs 1-4 pm  
P. Hancock / P. Kellan @

B.2 Staff Appreciation 2/14 @ noon

B.3 Box Tops due by 3/1 - K. Moats will send in  
last week of February.

Eli. 8th Grade Graduation

Compliment Grams - update - (last month)  
received great response from teachers

held at DoubleTree - DJ room for dinner  
still looking for speaker

3/5 - 3/7 - 8th Graders to Virgin Key 6/4

5K 2: Island Affairs - end of April \$15 - \$16,000

6.2  
- Mascot X  
- Playground equipment  
- mural

C. Pat Dowling gave Financial Update

\$107.96 Snack Shack Davila/Moats@  
\$300.00 Island Affair - 1 Advertising, etc. Hancock/Josh@  
\$1,500.00 Venue KW Yacht - Catering, etc. Killian/Hancock@

[E. \$1,200 appetizers - \$300.00 staff]

D. Eli

- finished staff basketball - teachers v. middle school
- 5 teachers CO literacy
  - Everglades -
- 2114 Friendship Day =
- Book Fair - all week
- Upcoming dates - middle school - KW4S or Collegiate School
- April FCAT testing
  - Remote vehicles - Higgs Beach
  - Tour of hospital - on Friday - career tour - girls - boys next month
- 5th Grade - promotion - no graduation - settle in - transition to middle school

E. Josh - 4 entities - USCG mural - \$1,800.00  
Rick North - does draft

Discuss of additional murals

6:10 pm



Pamela Hancock < heimispam@gmail.com >

Item B (1)

**Proposal for Beach Day in May - Family Fun Committee (motion for approval and funds)**

1 message

Jennifer Bassett < jenn.bassett@yahoo.com >

Tue, Feb 11, 2014 at 1:28 PM

Reply-To: Jennifer Bassett <jenn.bassett@yahoo.com>

To: Heidi Davila <heidi@keywestlawoffice.com>, Josh Bassett <forbostonsports@rocketmail.com>, Pam Hancock <heimispam@gmail.com>, Pat Dowling <patricia.dowling@keysschools.com>

Heidi,

I know I shared this with you before, but I wanted to reiterate this for the meeting tonight. I will not be there unfortunately. Perhaps someone can make a motion for me?

We would like to make a motion to approve a Beach Day on May 4th or May 18th and motion to approve funds (to be fronted for the event if possible).

We are going to opt for Higgs Beach if we can get the approval, I would like PTO approval first before speaking to the city. We will need to submit a Use of County Property form. We may also have to get our own event insurance or at least complete a Hold Harmless Agreement for the county.

Essentially, the plan is this:

We will order pizzas (people will prepay or have meal tickets) so we can get a good headcount for how much we need. Bottled water too. There will be tables set up.

Sunday May 4th 1-4pm or Mary 18th same time

Volleyball

Sandcastle Contest

Fun with beach balls, hula hoops, and swimming.

Parents will have to stay with children, they are responsible. We will need volunteers to help with the pizza set up, games/contest and cleanup. It will be much less involved than a Festival. We will likely ask the PTO to provide us with some money, I estimate about \$300 up front maybe which should include county cost and insurance if need be. That is a guesstimate right now though. I haven't looked into the costs completely. We will make money

off the pizza, so that will come back to the PTO.

We propose that since we haven't had many (if any) people step up to help with a Festival that we push it back to the Fall of 2014 and we start planning in April for that. There is just no way we can do it otherwise with a small handful of us. People said they would help, but here we are three months out and I couldn't even tell who said they would do what because people keep bowing out. This was our third meeting and only 3 people showed up other than Josh and me.

~Jenn

Heidi Davila <Heidi@KeyWestLawOffice.com>  
To: Janie Morgan  
Re: Update on staff appreciation...

February 11, 2014 12:59 PM

Item B. (2)

Sounds great ; ) I will let everyone know. Thanks for all you do!

*Heidi E. Davila,*  
Florida Registered Paralegal  
Law Office of Gregory D. Davila, P.A.  
Key West Professional Plaza  
1111 12th Street, Suite 310  
Key West, Florida 33040  
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On Feb 11, 2014, at 12:28 PM, Janie <[janie.morgan@hotmail.com](mailto:janie.morgan@hotmail.com)> wrote:

Hi Heidi,

I won't be able to make it to the meeting tonight but I wanted to let you know that we don't have anything specific (ie. a luncheon or breakfast) planned for the staff this month. Instead, Sally Zerfass and I thought it would be nice to drop off some sweet treats (eg. cookies & cupcakes) in the staff lounge this Friday around lunch-time in honor of Friendship/Valentine's Day.

Janie

8:57 AM

02/11/14

**Sigsbee Charter School**  
**Reconciliation Summary**  
**004 · PTO Account (FSB), Period Ending 01/31/2014**

	<u>Jan 31, 14</u>
<b>Beginning Balance</b>	10,892.16
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-1,629.14
Deposits and Credits - 6 items	1,970.88
<b>Total Cleared Transactions</b>	<u>341.74</u>
<b>Cleared Balance</b>	<u>11,233.90</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-421.40
<b>Total Uncleared Transactions</b>	<u>-421.40</u>
<b>Register Balance as of 01/31/2014</b>	<u>10,812.50</u>
<b>New Transactions</b>	
Checks and Payments - 1 item	-732.00
Deposits and Credits - 2 items	101.00
<b>Total New Transactions</b>	<u>-631.00</u>
<b>Ending Balance</b>	<u>10,181.50</u>

## Sigsbee Charter School Reconciliation Detail

004 · PTO Account (FSB), Period Ending 01/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						10,892.16
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	12/20/2013	444	Heidi Davila ✓	X	-1,501.74 ✓	-1,501.74
Bill Pmt -Check	1/6/2014	446	Quill Corporation ✓	X	-127.40 ✓	-1,629.14
<b>Total Checks and Payments</b>					-1,629.14	-1,629.14
<b>Deposits and Credits - 6 items</b>						
Deposit	1/6/2014			X	887.23 ✓	887.23
Deposit	1/10/2014			X	34.00 ✓	921.23
Deposit	1/14/2014			X	265.65 ✓	1,186.88
Deposit	1/17/2014			X	15.00 ✓	1,201.88
Deposit	1/24/2014			X	37.00 ✓	1,238.88
Check	1/31/2014	EFT	Sigsbee Charter Sc...	X	732.00 ✓	1,970.88
<b>Total Deposits and Credits</b>					1,970.88	1,970.88
<b>Total Cleared Transactions</b>					341.74	341.74
<b>Cleared Balance</b>					341.74	11,233.90
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	11/13/2013	437	Ellen Gvili		-27.00 ✓	-27.00
Check	1/24/2014	447	Tiffany M Pellicier		-201.30 ✓	-228.30
Check	1/24/2014	448	Janie Morgan		-100.76 ✓	-329.06
Check	1/29/2014	449	Heidi Davila		-92.34 ✓	-421.40
<b>Total Checks and Payments</b>					-421.40	-421.40
<b>Total Uncleared Transactions</b>					-421.40	-421.40
<b>Register Balance as of 01/31/2014</b>					-79.66	10,812.50
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	2/10/2014	450	Sigsbee Charter Sc...		-732.00 ✓	-732.00
<b>Total Checks and Payments</b>					-732.00	-732.00
<b>Deposits and Credits - 2 items</b>						
Deposit	2/4/2014				49.00 ✓	49.00
Deposit	2/10/2014				52.00 ✓	101.00
<b>Total Deposits and Credits</b>					101.00	101.00
<b>Total New Transactions</b>					-631.00	-631.00
<b>Ending Balance</b>					-710.66	10,181.50 ✓

less  
 Staff  
 Apprec. - 100 -  
 obligation 10,081.50



P.O. Box 1579  
Key West, FL  
33041-1579

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Lower Keys 305.872.4778 Upper Keys 305.852.2071

KEYS

Address Service Requested

Page 1

Checking  
Period Ending 1-31-14  
Acct. No. 4655

001899 0.4439 AV 0.381 TR00006

SIGSBEE CHARTER SCHOOL INC  
939 FELTON RD  
KEY WEST FL 33040-6798

*Ojames*  
2/7/14

EZ BUSINESS CHECKING ACCOUNT 4655  
Previous Balance 12-31-13 10,892.16  
+Deposits/Credits 6 1,970.88  
-Checks/Debits 2 1,629.14  
-Service Charge .00  
Current Balance 11,233.90

-----DEPOSITS AND OTHER ACTIVITY-----			
Date	Bank Code	Description	Amount
1-06	8	DEPOSIT	887.23
1-14	2	DEPOSIT	34.00
1-21	4	DEPOSIT	732.00
1-21	4	DEPOSIT	15.00
1-21	4	DEPOSIT	265.65
1-28	2	DEPOSIT	37.00

-----CHECKS PAID-----					
Ck. No.	Date	Amount	Ck. No.	Date	Amount
444	1-07	1501.74	446*	1-14	127.40

\* Gap in check number sequence

-----DAILY BALANCE SUMMARY-----					
Date	Balance	Date	Balance	Date	Balance
12-31	10892.16	1-06	11779.39	1-07	10277.65
1-14	10184.25	1-21	11196.90	1-28	11233.90



33040679839

Meeting Date: 02/ 11 /2014	Statement Date: 01/31/2014
Beginning Statement Balance: \$10,892.16	Ending Statement Balance: \$11,233.90

CLEARED DEPOSITS / INCOME:

Source:	Amount:	Total Income:
School Store	\$0.00	
Snack Shack	\$86.00	
Boat Parade	\$120.75	
Winter Wonderland	\$144.90	
Donations	\$	
Box Tops	\$887.23	
Deposited in error	\$732.00	
Returned to General Acct		
Cleared on next statement		
<b>Total</b>	<b>\$1,238.88</b>	<b>\$1,970.88</b>

CLEARED CHECKS / EXPENSES:

Date	Number	Payee	Staff App.	Snack Shack	MS Social	Misc.	Total:
01/07/14	444	Heidi Davila				\$1501.74	
		Winter Wonderland					
01/14/14	446	Quill				\$127.40	
		Office Supplies					
<b>Total</b>						<b>\$1,629.14</b>	

UNCLEARED CHECKS AND DEPOSITS:

Date	Number	Payee	Account	Amount	Total:
<b>CHECKS</b>					
11/13/13	437	Ellen Gvili	MS Social	\$27.00	\$27.00
	442	VOIDED			
12/20/13	445	VOIDED			
1/24/14	447	Tiffany Pellicier	Snack Shack	\$201.30	\$201.30
01/24/14	448	Janie Morgan	Staff Appreciation	\$100.76	\$100.76
01/29/14	449	Heidi Davila	No Name Calling	\$92.34	\$92.34
02/10/14	450	Sigsbee Charter	Misc	732.00	\$732.00
<b>DEPOSITS</b>					
02/04/14			Snack Shack	\$49.00	\$49.00
02/10/14			Snack Shack	\$52.00	\$52.00
Monthly Re-occurring	Staff Appreciation	Staff Appreciation	\$100.00		(\$100.00)
<b>Total</b>					\$1,152.40

NEW FUNDS REQUESTS:

Name	Committee	Amount	Motion	Second
Tiffany Pellicier	Snack Shack	\$107.96		
Tami McGrail	Island Affair	\$300.00		
Tami McGrail	Island Affair	\$1,500		
	<b>Total:</b>	\$1,907.96		

Ending Statement Balance:	Uncleared Transactions:	Current Register Balance:
\$11,233.90	-\$1,152.40	\$10,081.50

## Sigsbee Charter School

2/11/2014 5:00 PM

Register: 004 · PTO Account (FSB)

From 01/01/2014 through 02/11/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
01/06/2014			3440 · Donation:3443 ...	Deposit		X	887.23	10,250.65
01/06/2014	446	Quill Corporation	20000 · Accounts Paya...	PTO Invoice 8...	127.40	X		10,123.25
01/10/2014			3440 · Donation:3443 ...	Deposit		X	34.00	10,157.25
01/14/2014			-split-	Deposit		X	265.65	10,422.90
01/17/2014			3440 · Donation:3443 ...	Deposit		X	15.00	10,437.90
01/24/2014			3440 · Donation:3443 ...	Deposit		X	37.00	10,474.90
01/24/2014	447	Tiffany M Pellicier	3440 · Donation:3443 ...	Snack Shack P...	201.30			10,273.60
01/24/2014	448	Janie Morgan	3440 · Donation:3443 ...		100.76			10,172.84
01/29/2014	449	Heidi Davila	3440 · Donation:3443 ...		92.34			10,080.50
01/31/2014	EFT	Sigsbee Charter School	001 · School Account (...)			X	732.00	10,812.50
02/04/2014			3440 · Donation:3443 ...	Deposit			49.00	10,861.50
02/10/2014			3440 · Donation:3443 ...	Deposit			52.00	10,913.50
02/10/2014	450	Sigsbee Charter School	001 · School Account (...)		732.00			10,181.50