

Minutes of the Sigsbee Charter School
Parent Teacher Organization

Tuesday, September 09, 2014
959 Felton Road
Key West, FL 33040

The regularly scheduled meeting of the Sigsbee Charter School PTO convened on September 9, 2014, at 6:05 PM at the Sigsbee Charter School Library. Present at the meeting were: Mindy Brewster (President), Tara Everts (Vice President), Lacie Maninga (Secretary), Patricia Dowling (Treasurer), and Eli Jannes (Principal). Also present at this meeting were parents, guardians, and teachers. To start the meeting off, all officers stood up and introduced themselves as well as Ms. Jannes.

Item A: Motion was made by Lacie Maninga to amend the minutes of the May 13, 2014 minutes of the PTO meeting. In the minutes it stated that Patricia Dowling was absent, when she was in fact present. Motion was seconded by Trish Gipson and carried unanimously.

Item B: Patricia Dowling addressed the board and passed out statements of accounts for all members present to review, (see attached). Ms. Dowling thoroughly explained the account and explained monies that needed to be divvied out to bring the account to an accurate balance of what is available for PTO Funds. This led directly into the motion to approve the \$409.50 music funds that were added in to the PTO account from the SCS School Talent show held at the end of the 2013-2014 School year. Motion to approve \$409.50 in music funds was made by Jaime Strunk and seconded by Chelsea Fallion, motion carried unanimously. Ms. Dowling also explained that Ms. Everts had purchased the refrigerator for the staff lounge with the money approved by the 2013-2014 SCS PTO Board and that Ms. Everts was able to remain under the budgeted amount when making the purchase and only spent \$706.87 of the \$800 allotted. Ms. Dowling also announced that a check was received from Target in the amount of \$93.88, Ms. Dowling thanked Ms. O'Neil who set this up for the school and explained how this worked.

Item C: Old business left on the table from the May 2014 meeting was addressed by Lacie Maninga. Ms. Maninga explained that her and Ms. Jannes had put together a Survey Monkey for the Staff of SCS to decide where the \$10,000 donation from the 2013-2014 PTO would best be used. Ms. Maninga read off the results of the survey to those at the meeting. The two highest grossing results were shade and new playground equipment with shade taking precedence. Ms. Maninga passed around quotes that Coach Guisti had received from shade companies. Ms. Maninga called for a motion to approve \$1,247.96 in funds for the shade of the blue court; motion was seconded by Tara Everts and carried unanimously. Ms. Maninga requested to let the remaining balance of the donation to stay in the account until proper playground equipment could be found.

Item D: Kristen Moats gave a committee report explaining box tops for education. In May 2014, a check from Box Tops was issued to SCS in the amount of \$658.77. There was much discussion on how to reward the children for collecting the most box tops. Ms. Moats explained that the Box Tops were to be turned in two times per year, November and March. The discussion was tabled to a further time to discuss the student's rewards. A motion was made by Mindy Brewster to reimburse Ms. Moats for the \$30 she spent on boxes from Dollar Tree to put the box tops in, motion was seconded by Tara Everts, motion carried unanimously.

Item E: Kendi O'Neill addressed the group and proposed the idea of bringing back the SCS Fall Festival as it had proven to be a successful fundraiser in the past. Ms. O'Neill brought with her a breakdown of all the items, staff, equipment, and money needed to make this event a success. Ms. O'Neill proposed the date of November 7th, 2014, after some discussion it was determined that it would be best to table the date to a later meeting so that everyone could review their calendars. It was determined at this time not to correlate the Fall Festival with Red Ribbon week as there were many things going on in the community at this time. It was agreed that after Halloween and before Thanksgiving was the ideal time to host the Fall Festival. Ms. O'Neill requested \$1,800 from the PTO fund in startup money. Motion to approve funds was made by Kristen Moats, Seconded by Ernie Hedge, motion carried unanimously.

Item F: Mindy Brewster addressed the group regarding merchandise to be available for purchase. Many logos were brought to the meeting for guests to review and to later decide on a logo for a new shirt. It was stated per the bylaws a minimal of three bids must be obtained before a company to make the merchandise could be selected. Mindy Brewster appointed Candace Reeves to collect these bids. The motion to approve a funds request was tabled until the three bids could be obtained.

Item G: Lacie Maninga addressed the group and informed them that as per the last meeting of the 2013-2014 school year the Board had decided to review and update the bylaws. Tara Everts stated this was still a work in process as any and all changes must be approved by the principal, legal team, and board of directors of SCS.

Item H: Tara Everts addressed the group and informed everyone that we could no longer have a “Snack Shack” on Friday afternoons. Per new Florida School regulations food can only be distributed in that manner, (during school hours) a maximum amount of five times per calendar school year.

Item I: Mindy Brewster addressed the group in regards to the water service for the teacher lounge. Ms. O’Neill was able to provide receipts showing how many bottles were delivered the previous year and how much it would cost. Ms. Strunk offered to have her business install a water filter on the faucet if the teachers were concerned about the quality of the drinking water. Coach Coleman spoke up and stated it was the “idea of bottled water” that so many loved. It was agreed that bids would be obtained to maximize the amount of water that could be provided to the teachers lounge. A motion was made by Trish Gipson to allocate \$1000 for the 2014-2015 school year to purchase Bottle water for the teaches lounge, the motion was seconded by Kendi O’Neill, motion carried unanimously.

Item J: Ms. Jannes addressed the group with a Principal Update. Items that were addressed were as follows:

1. Welcome to all new families
2. Hopes for the PTO Board and members during this school year
3. Everyone was asked to keep an eye on the Scoop for upcoming events and to contact her if anyone had anything they would like to add to the Scoop
4. It was announced that the next SCS Board of Directors meeting would be Wednesday, September 17th at 4:00 pm. It was also announced that all BOD meetings are held on the third Wednesday of every month.
5. Advised if anyone wanted to get a jump-start on their 2014-2015 volunteer hours to please contact the office as there were plenty of opportunities.
6. Ms. Jannes thanked the incoming PTO Board for their continued work over the summer in preparing for the 2014-2015 school year.

Item K: The teachers presented the 2014-2015 PTO Board with a “Thank You” card for their involvement of the teachers in planning how to move forward and the cohesiveness of the PTO Board and the Teachers so far this year.

Item L: Mindy Brewster thanked everyone for attending the meeting and announced that the next PTO meeting would be held on October 14, 2014 at 6:00 PM in the SCS Library. It was also mentioned that due to Veteran’s Day in November, the PTO meeting would not be held on the second Tuesday of November. A new date will be announced at the October meeting of the PTO.

No further business was brought before the PTO at this time. The motion to adjourn was made by Kendi O’Neil, seconded by Latoya Blaine. Motion carried unanimously. Meeting adjourned at 6:55 PM.

Respectfully Submitted,

Lacie Maninga

SIGSBEE CHARTER SCHOOL

PTO MEETING September 9, 2014

6:00 PM IN THE MEDIA CENTER

Current Balance of the Sigsbee PTO Bank Account with First State Bank: \$17,777.53 (Non-reconciled)

Last date of reconciliation: 07/31/2014 – Register Balance of: \$07/31/2014 \$17,574.13

PETTY CASH ON HAND: \$100.00

OUTSTANDING OBLIGATIONS CARRIED OVER FROM PREVIOUS YEAR

- A.) Maintain minimum register balance of \$5,000.
- B.) Commit funds raised to school improvements as indicated by survey monkey.
- C.) Music program – fundraiser at Talent Show Concession \$409.50

A new refrigerator was purchased for the Teachers Lounge; \$800 was set aside, only \$706.87 was spent the teachers are VERY appreciative!

Box Tops check was received in the amount of \$658.77 in May, thank you Kristin Moats for all your hard work.

A check was received from Target for \$93.88, thank you Kendi for this setting this account up as it continues to support us.

Would the PTO like to establish beginning funds or budgets for any of the committees or events at this time?