



# Marco Island Charter Middle School

1401 Trinidad Avenue • Marco Island, Florida 34145

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*Where Children Learn to Succeed*

## **MINUTES FOR SCHOOL BOARD MEETING**

*January 25, 2010; 6:00PM; 1401 Trinidad Avenue, Marco Island, FL.*

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- I. Call to Order – Jennifer
  - II. Roll, Pledge of Allegiance
  - III. Approval of Agenda – Jennifer
  - IV. Approval of Minutes – Cathy
  - V. Volunteer Report – Vee Young (added to agenda during approval)
  - VI. Budget – Jim
  - VII. Fundraisers
    - a. New Proposals – Norka, Lisa, Cathy, Jim
    - b. Queen for a Day – Bill M.
    - c. Live Silent Auction – Elizabeth
    - d. Cash Raffle – Jennifer
    - e. Festival – Bill H.
    - f. Project Together – George
  - VIII. Friends of MICMS (added to agenda during approval)
  - IX. Public Comment
  - X. Adjournment
- 

### **CALL TO ORDER: Jennifer - 6:03 PM**

**ROLL, PLEDGE OF ALLEGIANCE:** All BOD members in attendance.

- Jim Young (JY)
- Cathy Cleary (CC)
- Norka Malberg (NM)
- Jennifer Tenney (JT)
- Bill Hollowsky (Bill H)
- Bill Morris (Bill M)
- Lisa Meurgue (LM)
- Elizabeth Summers (ES)
- George Abounader (GA)

**APPROVAL OF AGENDA: JT** – Jim Young added Volunteer Report (item V) and Friends of MICMS (item VIII).

**APPROVAL OF MINUTES: CC** – November and December minutes approved with corrections. CC will send revised copy to Maria Hayden.

### **BUDGET: JY**

GA – State budget down. Expenses under budget. Fundraising budget -\$75K to go for the remainder of the year. Will manage expenses. Projected deficit of \$12K.

JY – Is Capital Fund restricted?

GA - Yes. Another fund for capital purchases, structural, facilities, non instructional.

JY – Written definitions available?

GA- Will get the definitions.

Salaries cannot come out, except for manager of facility. There may come a time when we shift this item. If we were to make a school bus purchase, that would qualify, some of the money is tied to CD's

JT - We will try our best to meet the operational budget.

JY - Purpose?

Bill H - Fundraising itemized where in the budget?  
GA- Miscellaneous section. (line item 1-3490: \$226,660.46). Usually Fundraising comes to approx \$100K-\$140K/year

Bill H – Remaining collections?  
GA- Refer to fundraising worksheet.

Bill H – Future cuts from state?  
GA- May come in February after second head count.  
JT-Enrollment at 361.  
GA- Second snapshot in two weeks. Average between first and second count.  
Maria Hayden - Projections based on 360 students.

Bill H – Flexibility on expenditure side?  
GH- Cutting expenses. Purchase of insurance for volunteers and corporal punishment were unexpected expenses resulting from audit. Other surprises: Converted soccer field took a lot of water. 12 hours/day as recommended by installation company Watering cut to 6 hours/day. It's almost ready for play. Next step is to have it lined.

CC - Who manages sprinkler system?  
GA - We do. Grass on the soccer field doesn't get cut like the other areas. Needs different care. Will bid it out.

JY - Bermuda?  
GA - I think so. Floritam doesn't work for running. It is an investment.  
JY - Brian Milk had offered to take care of it; manage scheduling; line it. Consider having the city care for it. Check into insurance issues. The city manages the baseball field, which is county property. Will explore – may be an easy solution.  
BH - If the city cannot meet our needs. Price out two ways: New piece of property separate; and everything.

**JY to meet with Brian Milk prior to next meeting.**

**GA to look into insurance issues.**

JT - Get details, see if he can prioritize Charter activities. See if there are strings attached.

**VOLUNTEER REPORT – Vee Young**

Started with great communication.

Set up spreadsheet with approximately 45 contacts -- pitiful considering our technologies. (All call and email). PTO not communicating needs. There has been staff resistance to letting anyone new in. Concessions, chorus, travel club. Others are shooed away. Roger Raymond indicated the opportunity would be there, which has not been the case. Need cooperation of staff. Printed list of volunteers provided - please include these people.

Sometimes there are snack servers / sometimes there is no one. Needs on the website haven't been updated since the beginning of school. We should use our communication skills better.

JY -Unaware there were only 45 contacts provided. We've gone through the FERPA (disclosure). If we appoint a volunteer coordinator, they should have access to contact information, or eliminate option 5 if we aren't meeting the need for people.

Bill H - Why delineation? What is the policy?

JT - We've never had a volunteer coordinator before Vee. I am sure it is not an intentional resistance.

There is a need for controlling.

JY - Option 5 people should be subject to contact.

**JT - Add to enrollment packet.**

GA - We can do that now. Check our list.

Is there an email blast we can do from the school?

LM - There is an email blast program called Constant Contact.

JY – We should turn over the phone contacts, so volunteers can be contacted.

Bill M - Part of the problem is we've never had another layer of volunteer bureaucracy. We see where it has gone awry. We need to find a comfort level, so they can utilize a volunteer coordinator. Right now you are viewed as another layer of work.

Now we'll have email...

Comfort level is with certain parents, and they are utilized over and over again. We don't understand we're imposing on some people. We should make it equal and make every parent feel they have a right to be involved.

NM - For the field day you did the email. We got 3 parents that weren't the usual parents. Some may work; some have small children...

ES - You've done a great job. There is a learning curve...

**GA to ask Cathy Vergo to do All-Call for Friday's Wellness Fair meeting.**

Q: Explain the volunteer hours. What do they do for the school?

GA- We get a certificate, rating. Not money.

By having requirements - we depend upon it.

We were trying to effect the budget by having some things done by volunteers.

Q: Is there a volunteer packet with a policy? What constitutes volunteer hour credit? (PTO, Ambassadors, Travel Club).

GA - There is no written policy.

JT - We want to remain liberal.

CC - Needs should be established first, with input from teachers/staff.

There was a volunteer coordinator last year, who ran into similar frustrations. Parents and volunteers try their best to come up with what they think will be useful, but there really should be some coordination by the school as well, so time spent is productive.

LM - In the beginning, parents who stepped up were the ones involved.

JY - Get a draft volunteer policy.

GA - They can do copying, chaperoning, fundraising events.

**MOTION by Lisa Meurgue: Let Vee Young have the list of option 3, 4, and 5 parent contacts.  
Second by Bill Hollowsky. All approved.**

**MOTION by Bill Hollowsky: Have George Abounader draft volunteer policy to include separation of role responsibility and list of needs generated.**

Vee Young continued - Media center is not where we want it to be.

ES - Concessions for Travel Club volunteers put in time for their travel expenses, not school hours.

Parent Comment - Not necessarily. Car wash is considered.

ES - Parent lunches for travel club don't count for school.

LM - No motion needed to direct George to draft a policy...

**JT - George to draft a policy in the near future.**

#### **FUNDRAISERS**

**ES -Silent Auction:** March 20<sup>th</sup>

LM - make sure venue is going to be ready. (Health Fair March 13)

Shane Totten will perform. Students will serve food. Karen Nettles is heading it up, plus some other people who have done silent auctions before. Flier not ready yet.

Seafood Festival is scheduled on the same date, but earlier in the day. Working in food. Will start calling. Maria has spreadsheet to provide.

**LM - Donated all food for Christmas party. Another idea: Reverse Raffle**

Pilot club used to do one, the Rotary did it jointly with a silent auction. There will be cash bar, and heavy hors d'oeuvres. Maybe do it with cash raffle, or combine with silent auction.

Bill M - I think it's a bad idea to put it together. You won't double your money with one event..

JT - Spread them out. March. Hard to sell cash raffle 50/50 tickets and reverse auction.

I thought we were trying to combine efforts, and ask for smaller amounts throughout the year.

There are professional fundraisers, and there is one on Marco Island, Sally Williams. She's worked on NCH Healthcare Foundation, she has fundraising experience. They have helpers who do all the work. We will get together.

**Bill M – Queen for a Day.**

It would be ready to go, but volunteers weren't coming through. Don't want to kill the concept. Run next year. I think we can raise \$25 – 50K. For now, I'm available.

Vee Young - Deb Dye did collect prizes.

**Bill H – Carnival**

Met with Cindy Love (YMCA) and event providers. Plan conference call w/ Brian Milk & event provider to address issues and move forward with a date, look for alternatives. We'll come up with something else if needed.

ES - Can we have it somewhere else? There was a carnival out on 41 at Eagle Lakes.

**Cash Raffle** - Tickets getting printed for \$50.00 each. We'll each try to sell 20. Packets will be handed out at next meeting .

Limit set at 500 tickets. \$700.00 have been sold already Prize 10K.

Farmers market on Wednesdays – have a table to work a shift a couple Wednesdays.

LM - They only allow a certain number of nonprofits, so make arrangements pretty soon.

**NM – Boogie and Blues** Variety Show will be held at the Hilton as a nice dressy fundraiser. Have local band. Hilton has offered a pretty good deal. Lori Havemeier is helping. Our cost is \$20/plate and we will charge \$50 per person or \$90 per couple. Prizes: Four 2 night stays at the Hilton for silent auction baskets; Reverse raffle would work there. We will target the community. We are going to some community meetings promoting the event. The Chamber of Commerce calendar is open. There is a committee of 5. We need people who are creative with decorations. Good push for music dept. Price includes gratuities, room, etc.

Mac (Chaudry) is doing a fundraiser on Wednesday for earthquake victims in Haiti. Price is \$10/person 5:30 – 7:30. Hors d' oeuvres, prizes, silent auction. Forty four employees lost family members in the earthquake – one lost 20+ family members, and still showed up to work the next day.

Maria Hayden - Chamber may mail flier with newsletter online.

Would like to get talent from Rotary.

ES - Next year we should work on Marco's got talent.

That's a big job, we would have to start early. "Music Marco Big Band": Does anyone know who they are?

LM – Ask Tony or Mindy at Mackle Park.

Vee Young – Mary Jo O'Regan and Mike sing. They may participate.

**JY – BARBEQUE COOK-OFF.** Entice restaurants to compete: Ribs, pulled pork, seafood, music. Venue: Veterans Park. Sell beer. Control by selling tickets. Concession could be run yourself. Mary Jo, Duncan, there are many parents who could perform. Ideally we could do it now, maybe late April on a Saturday. It's a big job, requiring a lot of volunteers.

LM – Restaurants are too busy

CC – We could have a panel of judges. Those entering contest don't necessarily have to plan for feeding (the masses).

During season vs. summer...

Bill H – Chili Cook-off might work. Have commercial and amateur categories. Get a lot of groups involved, Police vs. Firemen etc.

Have it on a Sunday. Jim Young and Bill Morris will work on ideas for next meeting. Look for April, or first of May.

**CC - Several fundraising ideas come to mind:** A while back, the idea of starting a school newspaper came up. It would be completely run by students. They would handle all aspects, from financial/budgeting, writing, publishing/distribution. There is an educational value, and can be a revenue producer through ad sales.

We could take something already in place, like the website, and make improvements and sell sponsors and advertising links. We would be offering something with value to sponsors for their support. It's hard for businesses to reach young families.

Another idea is to have a fishing tournament. I coordinated one a few years ago at TBE. It was not a fundraiser, but has potential. It was very popular with the kids. Charter captains suggested having it in the fall, because business slow, and the fishing is still good. Maybe try for holding one in the beginning of the school year.

GA – The yearbook class will do a newspaper second semester, not sure of where the teacher is with it...

LM – We were working on selling advertising on the gymnasium clock, with naming rights. Raising money for the foundation, help split endowment.

Bill H to research.

LM – Can we do anything in the gym to make some money? Check price schedule at Seacrest for reference.

Boogie & Blues – Highlight golden era of Jazz.

GA – We received best overall band in the Christmas Parade.

NM – Once meeting is posted, we are ok with the Sunshine Law.

**GA – Project Together:** Start after FCAT. It hits a different crowd. Christmas Island Style donated \$1000. Art class had the winning ornament.

Donations from parents and anonymous donors \$5,000.00.

Booked Rotary Golf Tournament, Sons & Daughters of Erin, with proceeds coming to MICMS. St. Patrick's Day Parade.

#### **FRIENDS OF MICMS**

JY – Vince Maggee was going to donate land to trust "Friends of MICMS." I spoke with him, and at the next meeting Tarik Ayasun said he would.

JT to followup and find out status.

The corporation is appointed by MICMS board. Tarik, Vince, Patrick Lane, Joe Hausauer are listed.

Oversight: Stated purpose it to further operations of MICMS.

GA – This is our endowment, interest, other donors.

CC – Does this still exist? I have never heard anything about this...

JT – **Put on the agenda for next meeting.** Find out details.

Bill H – Financial reports?

Maria Hayden – 940 non profit filing. It is part of our audit.

#### **JY - Additional Comments:**

Concern about privacy/liability issues– There is a complete video of almost every varsity boys basketball games on You-Tube, filmed from our bleachers, most likely by a parent. If there are children in protective custody of the state, this could be a big problem. We have to consider those in our school as well as the opposing team's school. We probably are not following policy.

Bill H – Usually you can request the material be removed. Ask Roger Raymond (athletic director) athletic conference.

Bill H – All major sites have procedures for requesting removal, with proof it's in violation.

Are we meeting certification criteria with coaches or volunteer coaches?

**GA – to check into it.**

**PUBLIC COMMENT: None**

**Meeting schedule: dates set for 2/22/10; 3/22/10; 4/26/10; 5/24/10**

CC – For next meeting, please add to the agenda for discussion:

**MOTION by Cathy Cleary: To have a teacher representative elected by the faculty, as a non-voting board member to our board.**

**ADJOURNMENT 8:30 PM**

**MOTION by Bill Hollowsky: To adjourn. Second by Bill Morris. All members in favor.**