

**Heritage Charter School
Parent Advisory Board**

**September 9, 2008
Held at Digital Academy**

MINUTES

The Parent Advisory Board meeting was called to order at 1:05 p.m. by Tammy Cummings.

Those members in attendance were Jami Baar, Stephanie Boren, Tammy Cummings, Andrea Egli, Marc Lindsey, Jacqueline Thompson, and Kathryn Turner-Arsenault. Also present at the meeting were Jennifer Cooper, Director of Digital Academy, and Palma Holland, Director of Heritage K-8 Charter School. Parent Cynthia Diaz was present to discuss the 2008-2009 yearbook. A quorum was present at all times.

Motion: Tammy moved to approve the agenda. Andrea seconded the motion. The motion was approved unanimously.

Motion: Tammy moved to approve the Minutes for the August 26, 2008, meeting. Marc seconded the motion. The motion was approved unanimously.

Approval of Correspondence Prepared on Behalf of PAB:

There was no correspondence prepared on behalf of the PAB.

Communication from Committee Chairs or Committee Members:

Cynthia Diaz was present at the meeting to discuss the 2008-2009 yearbook. Adam Robertson, a parent who worked on the yearbook last year, did the graphics for that yearbook and is preparing a manual regarding creating a yearbook. He and Cynthia are putting together a list of who will be responsible for what areas this year. They are working out with the printer company web access for storage and will be starting to contact advertisers and also get PDAs started by Christmas. The e-mail address for all communication regarding the yearbook is heritageyearbook@cox.net. Cynthia needs photos from the 2008 Family Fun Night for this year's book. April 27 is the drop-dead date for submissions. There will be an afterschool yearbook club for middle schoolers. Jennifer said she would check with the Digital parents to see if anyone wants to work on the yearbook.

Communication from school staff, parents, or the public via Board members:

Elizabeth Lock, kindergarten parent, has an idea for a school cookbook. She was not able to attend this meeting, so this item was tabled until the September 30, 2008, meeting.

Three people have responded via e-mail to Tammy's request in the Heritage PAB Newsletter for input regarding on what the PAB should spend its money. The responses included a play structure, turf, playground items, and more field trips.

Palma talked with the PAB about technology needs / wishes of the school teachers and staff. Palma requested networked computers for 17 teachers at a cost of \$350 each; multimedia projector and screen at a cost of \$585.57; two CD cassette players; on-line services at a cost of \$50 - \$60 for a subscription for the primary grades for programs such as “Enchanted Learning” and “Reading A to Z”; a listening center for the second grade teachers at a cost of \$57.95; one set of Dr. Seuss Read-Alongs and three Toad Read Alongs; multiple sets of leveled reading books for the library.

Jennifer asked for 2 multimedia projectors and an overhead, as well as five desktop computers that will cost \$350 each.

Tammy will prepare a summary of Heritage’s and Digital’s requests and submit them via e-mail to the PAB members for a vote.

There is approximately \$3,890 at American Heritage Education Foundation being held for the library from the original (2004) Family Fun Night. Jami stated that the library needs two student computers, a librarian’s computer, and reader sets.

Tammy stated that she has received e-mails from a parent who is concerned that there has been a lack of communication from either the administration or the PAB—the e-mails were not clear about that. The Board members discussed the ways in which they are communicating with the parents, including doughnuts and coffee on the first day of school; Back-to-School Picnic on the first Saturday of school; notices in the Heritage Notes; Heritage PAB newsletter; speeches by each of the members at several meetings; Tammy’s speech at the August 4, 2008, meeting; posting of the PAB meeting dates at the office; posting of the PAB Minutes on the school website; repeatedly encouraging the parents to obtain a copy of the By-Laws; repeatedly encouraging the parents to seek a position on the Board, and repeatedly distributing to the parents all PAB members’ contact information. The members also discussed the fact that it has always been their expressed intention to be completely transparent to the parents and to encourage and invite parent participation on all levels. Those intentions were reiterated by the members at this meeting. As one more opportunity to encourage parents to come to the PAB meetings, Palma said we could put the dates of the Board meetings in the Heritage Notes.

Tammy then stated that the same parent is concerned that there has been a reduction in the number of field trips. However, as Palma has approved all field trip requests that have been submitted so far this year, she did not know why there might be a perception that there are fewer of them.

Recording of E-mail Votes Taken Since the Last Meeting in Minutes for this Meeting:

Tammy moved to purchase a cart for PAB use (primarily for lunch programs and otter pops) in an amount not to exceed \$150. Marc seconded the motion. Tammy, Marc, Kathryn, Andrea, Stephanie, and Jacqueline voted in favor. Jami did not vote. The motion passed.

Financial Report

The PAB is sticking with Dippers for Pizza Fridays. The kids seem to like those pizzas best. Also, Otter Pops are only being sold on Thursdays and Fridays so far.

Old and New Business

Purchase of a thermometer/hygrometer: For reasons discussed in the last meeting, Stephanie has purchased a thermometer/hygrometer for Mr. Robertson.

By-Law change: A proposed change to the By-Laws regarding requiring a majority of a quorum of the Board to vote in favor of an e-mailed motion as opposed to a majority of the total membership of the Board was tabled until the next meeting because there was no time to discuss it.

Lowe's Grant: There is a grant of up to \$5,000 available from Lowe's. Kathryn suggested that we pursue some money for the makeover of the teachers' and maintenance workers' lounges. She and Stephanie will be working on this together.

Buying a coin counter / sorter: This has been done and the coin counter is now in use.

Digital Liaison Report

No new liaison for the 2008-2009 fiscal year has stepped forward as of yet.

Member Reports on Current Activities

Due to time constraints, there were no member reports at this meeting.

Adjournment

The meeting adjourned at 2:43 p.m. The next meeting will be held on September 30, 2008, at 1:00 p.m. at Digital Academy. The meeting after that will be held on October 2, 2008, at 6:00 p.m. (pre-meeting to prepare for All Parents Meeting). Other planned meetings include October 2, 2008, at 7:00 p.m. (All Parents Meeting); October 14, 2008, at 1:00 p.m.; October 28, 2008, at 1:00 p.m. Kathryn has posted at the admin office a flyer announcing these dates.

Tabled Business:

The following items for discussion have been tabled by the members but are listed here in the event that a member wants to revisit an item at a later meeting.

- Reverse 911 system and emergency notification procedures
- T-shirt sale
- Uniforms
- Hats/Visors

Respectfully submitted,

Kathryn Turner-Arsenault