



## Heritage Charter School Parent Advisory Board

October 14, 2008  
Held at Digital Academy

### MINUTES

The Parent Advisory Board meeting was called to order at 1:07 p.m. by Tammy Cummings.

Those members in attendance were Jami Baar, Stephanie Boren, Tammy Cummings, Andrea Egli, Jacqueline Thompson, and Kathryn Turner-Arsenault. A quorum was present at all times. Also present at the meeting were Jennifer Cooper, Director of Digital Academy, and Palma Holland, Director of Heritage K-8 Charter School. Also present was Marna Farwell, a potential Digital liaison.

*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 September 30, 2008, meeting. Jami seconded the motion. The motion was approved unanimously.

The October 2, 2008, 6:00 p.m. pre-All-Parent Meeting preparation meeting did not have a quorum so no Minutes were prepared.

*Motion:* Tammy moved to approve the Minutes for the October 2, 2008, All-Parent Meeting. Jami 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 that needed to be approved, but Kathryn advised she had spoken to parent Debbie Arsenault instead of writing her a letter. Dr. Arsenault generously told the PAB to keep the money she paid at the 2008 Family Fun Auction for mandatory volunteer hours, even though there are no longer mandatory volunteer hours.

#### Communication from Committee Chairs or Committee Members:

There were no communications from committee chairs or committee members.

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

The Board discussed the recent letter to all parents at Heritage, Digital, and ECHS that requested donations to a pledge drive. A copy of the letter and its enclosed "Pledge / Donation Form" are attached to these Minutes. The letter specifically states that part of the money raised will go to "Heritage K-8 playground equipment." It was the general consensus of the Board that it is wrong to tell the parents that there will be a Heritage K-8 playground in the near future when we have been told by Coach, in no uncertain terms, that there will not be; it is wrong to tell them we have to raise more money to get a playground when Coach has stated he does not want a playground because of the insurance issues. Palma explained that the office building toward the front of the property will most likely be vacated this summer after the last tenant moves out and the entire area (Heritage proper, Digital, and the office building) will be joined inside a fence. That will leave a lot more area for a playground in the area between the office building and the row of trees parallel

and to the south of it. Palma stated that Coach's plan is to have a playground space (field of some sort) there by the end of the summer. Palma suggested a meeting with Coach because he has lots of ideas for the office space once it is empty. Some people have heard that we will have more classrooms; others have heard that we will have a gym.

The Board generally agreed that, since it looks like there is going to be a playground space at Heritage within the year, it is not necessary at this time to tell the parents that there will not be a Heritage K-8 playground in the near future. No motion was made. Kathryn stated that she would put it in the Minutes that, if there is a playground at the school on the first day of classes for the 2009-2010 school year, she will write her \$200 pledge check that same day. The Board agreed to table the issue of the playground until February 2009 and to address the issue at the April 2009 All-Parents Meeting.

Palma stated that 75 more students will be added to the school next year, 25 each in fourth, fifth, and sixth grades. The PAB wondered aloud about the negative impact that will have on traffic especially since many current parking spaces will be inside the fence once the new fence is installed. Evidently, that issue has not yet been worked out. Tammy suggested that the PAB get involved in facilitating carpooling among the school's families.

There was also an extensive discussion about the traffic jam at the driveway by the office at 7:45 a.m. after the "Stop" sign is posted and the gate is closed. Late families are blocking the driveway, annoying the apartment residents, backing without looking, turning around in the middle of the driveway, and letting their children run through traffic. This needs to stop. It was suggested that the gate at the east side of the school, where the cars enter the main playground, be closed to latecomers but the other gates be left open so that there is plenty of space for all cars to get around and off the property. Latecomers would end up parking on the east side of the campus and walking their kids to the office.

Parent Christy Bartlett, who had requested to discuss the Core Virtues project at this meeting, was not present. Her request will be added to the agenda for the October 28, 2008, meeting.

Tammy told the PAB that, in response to a parent's request for tricycles for the younger kids, she has determined that we could get industrial strength tricycles for 4- to 8-year-olds for \$170 each. The amount of track we would need would depend on the number of tricycles in use. We would need to determine where to store them and also have some money set aside for traffic items such as "stop signs." Palma agreed to talk to the teachers of the younger grades regarding this possible purchase.

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

There were no e-mail votes taken since the last meeting.

#### Financial Report

Otter pops are done for the season. We should receive a \$154.54 check from Rubio's for our last lunch fundraiser. That's the most we have raised with Rubio's lunches so far. The bean bags for Mr. Robertson's p.e. classes cost \$65.82 and have been ordered. The "Heritage K-8 Budget 2008 2009 10/14/08" version is attached to these Minutes. It shows the budgeted income and expenses for each line item as well as budgeted net proceeds and actual income or expense through 10/14/08. Tammy wanted to know whether we should purchase our tech items using money we have in the bank from last year or wait until the money designated for tech purchases actually comes into our bank account. It is probably a moot point since the items will be delivered to us and we will not have to pay for thirty days, or so, by which time the designated money will be in the bank. No motion was made as the tech purchases have already been approved.

## Old and New Business

Heritage K-8 PAB Newsletter: The deadline to submit items is October 18, 2008. The newsletter will be going out on October 31, 2008. If we give out one paper copy per family, that would be 271 copies. Digital families would receive their copies via e-mail, as they receive all other communications. The PAB discussed sending the newsletters out with four of the yearly Progress Reports; that would ensure that each family would get at least one paper copy. A copy of the newsletter can also be posted on the school's website.

Family Movie Night debriefing: Everyone in the meeting who attended the Family Movie Night agreed it was a blast. There were suggestions that, in the future, a little more time be allowed for parents to set up their meals and visit with other families, since this is a social occasion. About 50 people or two dozen families came. The next movie is going to be 20,000 Leagues Under the Sea and will be shown probably some time in January. It may be indoors, depending on the weather. One family notified Stephanie that they have a screen that's even bigger than the one we used for Journey to the Center of the Earth, and they are willing to let us borrow it. Some families have volunteered popcorn machines, but Stephanie wanted to keep clean up as simple as possible for the maintenance staff. We need to make sure that everyone knows this is a family event; as there is no supervision for them, children are not to be dropped off and picked up later. In addition, there was some issue with older kids gathering at the back of the playground and talking too loudly. Because of the acoustics of the "L" shaped buildings, the noise was very disturbing. They quieted down when asked, and we just have to make sure that parents know they need to watch their kids to ensure they are not disruptive. The request for donations to Interfaith Crisis Center went over very well.

PAB Meeting Dates for Balance of 2008: The last PAB meetings of 2008 will be held on October 28, November 12, November 25, and December 9—all at 1:00 p.m. at Digital.

School Cookbook: Elizabeth Lock's idea for a school cookbook has been tabled for now. Coach promised the parents at the beginning of the year that there would be no significant fundraisers, and we have to abide by that promise. Tammy believes that this idea might be more appropriate for next year when we can get started earlier (in time for gift-giving for Christmas) and we will know whether and how to get photographs in the book. Marna's concern was that, at her previous school, there were lots of cookbooks left over so we would have to address that issue in the ordering process.

Fundraising: If we are not doing a lot of fundraising this year, should we have a 50/50 raffle at the January 2009 All-Parent PAB Meeting? We did not have one at the October 2, 2008, All-Parent PAB Meeting.

Zumba: Anna Barton is teaching Zumba classes by the KFC on East Valley Parkway. They will start November 3, 2008, at 8:30 a.m. We are still determining what to do about possibly having a Zumba afterschool club for parents and kids.

T-shirt Design Contest and T-shirt Sales: Palma like this idea, but says we should take the fundraising aspect out of it. She does think that the idea will build a sense of community. We can sell the shirts as "spirit wear" with just a small mark-up. We might be able to have different colors for field trips, *et cetera*. We can have a t-shirt design contest for the seventh and eighth graders to get them to buy into the concept of school t-shirts. January 23, 2009, is the awards assembly for fall semester and we can give t-shirt rewards to honor roll students.

Insurance for Outside Vendors: We are still looking at the insurance issue regarding vendors supplying afterschool enrichment clubs/classes.

Pending Motions to Amend By-Laws: We could not vote on the two pending motions to amend the by-laws because we did not have seven members present.

### Digital Liaison Report

It looks like Marna Farwell may be our new Digital Liaison, but we need to get the final word from Director Jennifer Cooper on that issue.

### Member Reports on Current Activities

Jami: Scholastic is dropping the Book Fair kits off on November 10, 2008, and picking them up on November 21, 2008. The first "Fish Wish" purchases have been made and Lauren Baar has covered them. The books are being chosen by a different grade each month. They were purchased with PAB money (Library Incentives).

Stephanie: Some people are contributing microwave(s) to the staff lounge revamp project. Stephanie has started organizing and has gotten a couple of tables and baskets for the bathroom. She has bought teas and other kitchen items. She will be setting a work day to get everything ready.

Tammy: She has received NO feedback from anybody regarding Fun Academy. NO forms with suggestions were returned from the parents after the October 2, 2008, meeting. The time line is close for Original Artworks; Christy Barlett and Mrs. Leming are working together on the project. With regard to afterschool clubs, Palma would like to have two ½-hour musical theater performances during the school day for other students, possibly on December 18, 2008. Tammy will check with Tiffini Lopez about producing something like that.

Andrea: A bunch of box tops have been sent in. There has been no real push so far to collect these. The next deadline for submission is October 31, 2008. Cartridges 4 Kids is continuing although there are no current contests to collect cartridge items. Campbell's Labels do not give us cash, but we get to order items from a catalog. Campbell's will also give us points for families donating to Interfaith Crisis Center. Our next Rubio's lunch is during parent-teacher conference week (10/20 – 10/24).

Marc: Andrea reported that 51 people have signed up for e-scrip and we are getting \$30 to \$40 per month. Kathryn said she has had some problems getting full credit for her purchases at Vons (less than \$5 on three purchases totaling \$160). Also, the contact person listed is from a very long time ago. Andrea and Marc are checking into issues like these.

Kathryn: She and Palma met today to discuss various grants. Palma has approved the Lowe's grant application and the Sprouts grant application. The next grant that is due is the mini-grant from Escondido Arts. Palma and Kathryn decided to propose a mural with an American theme. The mural would be on the back wall between us and the apartments and could be added to each year. The elementary kids could have a contest for the design and we could then have a contest for the high school kids to render that design in a way in which we could actually apply it to the wall. The Best technology grant deadline has passed. Kathryn did not apply for it because it mandates that the school already have an interactive technology program; she now realizes that Digital fits that description. She and Jennifer will work on the Best grant together next year.

Jacqueline: There is going to be an assembly on October 29 to kick-off the recycling program. Jacqueline is trying to get compost bins started, as well. Lots of the stuff being thrown away by the kids is compostable.

### Adjournment

The meeting adjourned at 2:47 p.m. The next meeting will be held on October 28, 2008, at 1:00 p.m. Kathryn will post at the admin office, and give Jennifer a copy of, a flyer announcing the PAB meeting dates for the remainder of 2008.

### 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
- Playground

Respectfully submitted,

Kathryn Turner-Arsenault