

**Heritage Charter School
Parent Advisory Board**

**October 28, 2008
Held at Digital Academy**

MINUTES

The Parent Advisory Board meeting was called to order at 1:06 p.m. by Tammy Cummings.

Those members in attendance were Jami Baar, Stephanie Boren, Tammy Cummings, Andrea Egli, Marc Lindsey, and Kathryn Turner-Arsenault. A quorum was present at all times. Also present at the meeting were Veronica Farran, Assistant Director of Heritage K-8 Charter School, Marna Farwell, a potential Digital liaison, Kristen Bueller, a potential Digital liaison, and parent Anna Barton.

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 October 14, 2008, meeting. Stephanie 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.

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:

Parent Christy Bartlett was on the agenda to discuss the Core Virtues program of past years but, via Tammy, requested postponing her appearance until Palma is available to attend the PAB meeting at the same time.

Tammy conveyed to the PAB, in Palma's stead, that the primary school teachers were negative to the idea of tricycles for the playground. They were concerned about safety and about helmets and, if tricycles were purchased at all, wanted them to be available only to kindergarteners.

Tammy conveyed that Tiffini Lopez is completely booked for the next couple months and she requested that, instead of having a Christmas musical theater program in December, that we have one in the spring. The PAB generally agreed that was a good idea. No motion was made.

Andrea conveyed that staff member Vicky Keyser has requested money to purchase items for the "boxtops reward store." Vicky believes that, with Christmas coming up, it would be a good idea to take advantage of various sales that will be going on. Apparently, the items now in the store are getting "stale," and no one wants to choose a bear!! *Motion:* Tammy made a motion that we change the budget to put a \$100 expense at the boxtops line item and that the money will be used to purchase prizes for the store. Marc seconded the motion. The motion passed unanimously.

Veronica told the PAB that, as of the spring semester, middle school will no longer have access to the book lockers. There is just too much vandalism going on. Therefore, the school is planning on purchasing a second set of each of the books used by the students so they can keep one set at home and use the other set at school. Heritage is requesting monetary assistance to purchase class sets of the books. Veronica estimates that the cost will be \$6,000 and there is \$1,500 available now in the school budget and the high school budget office has agreed to kick in \$1,500. At least another \$2,500 is needed. Tammy suggested that the school might want to use the money from Corporate America (\$5,000+) that actually belongs to the school and is being held in PAB's bank account. Veronica did not know this money was available but said she would think about that possibility and discuss it with the administration.

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

Andrea provided everyone with an updated copy of the Budget ("Heritage K-8 Budget 2008-2009 10/28/2008"). She pointed out some of the changes that have been made since the last meeting. The net proceeds for Pizza Friday have gone up by approximately \$400. The net proceeds for Taco Tuesday have gone up by approximately \$500. \$103.35 has been spent on library incentives (fish wish books). \$300.39 has been spent of the gardening/farming budget. A copy of the 10/28/2008 budget breakdown is attached to these Minutes. We don't yet know the income from the 10/23/08 Rubio's lunch.

Old and New Business

Meeting change: The 11/12/08 meeting will be held at 7:50 a.m. in Room 202 at Heritage.

Stop sign at 7:45 a.m. and closing the gate: The stop sign is still being put out, and the gate closed, even though the PAB thought, after our last meeting, that would be changed to eliminate the bottleneck at the front office and the dangerous conditions of cars going every which way and kids running in and out of traffic. Veronica told the PAB that leaving the back gate open was not a good alternative because then people drive around back and drop their kids off at the kindergarten. The construction crew is supposed to re-open the blocked front parking lot this week, so that will eliminate the bottleneck since parents can drive right through between Heritage and Digital.

Possible resignation of Jacqueline Thompson: Tammy will talk to Jacqueline to determine what she would like to do about resigning or temporarily vacating her PAB position. If we are to advertise the opening, as the by-laws require, we need to do so soon so we will have time to interview and vote on a new member without having to go too many meetings with an incomplete PAB.

Newsletter: The newsletter is ready to go and will be distributed on October 31, 2008. Veronica will make sure that the teachers (especially middle school) are told to hand them to the kids, not leave them on a table for pick-up.

Lack of volunteers: Jami brought up that she is having a hard time getting enough volunteers to staff the book fair. Our volunteer database, which Tammy developed over a couple of years, evidently disappeared from the server during the reconstruction of this past summer. Veronica will try to find out if that database still exists somewhere. Veronica will also pull the volunteer surveys done when the parents register their kids for the new year and let Jami know who is interested in working at the book fair.

Zumba: Zumba is starting off campus, for adults only. A flyer is attached to these Minutes.

T-shirt fundraiser: All agreed that this is not really a fundraiser because we are charging a minimal amount for the t-shirts and also giving them away as incentives. We need to know the minimum amount we need to order to get the cost to \$5.25 a piece. The first ASB meeting is tomorrow and Veronica will introduce the contest to the ASB representatives. The deadline for the design contest will be 11/21/08. We want to have the t-shirts available prior to the awards assembly at the end of January 2009.

Providing insurance to vendors who don't provide their own: Andrea is calling the PTO today regarding the insurance because the insurance company is not calling her back. So far, USA Jump Stars, Tiffini Lopez, and Anna Barton all have their own insurance.

Lifescan Requirement: We have been unable to get the Department of Justice in Sacramento to call us back regarding getting an identification number for Lifescan use. Veronica will talk to Sheila Randle regarding using a number that the district already has.

Zumba Contract: Kathryn agreed to write a contract with Zumba using USA Jump Stars' contract as the basis because the payment agreement will be the same for both.

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

No new liaison for the 2008-2009 fiscal year has stepped forward as of yet. The By-Laws only permit one Digital liaison, and only if Digital has no voting members on the PAB. However, the PAB's meetings are open to all parents and any Digital parent may attend. If there is to be an official liaison, that will be decided by Director Jennifer Cooper and the Digital parents.

Member Reports on Current Activities

Jami: Regarding the book fair, Marna asked that there be a paper reminder (poster / flyer) at Digital to remind the parents that it is going on. Jami stated that Claudine Rumbawa is having a meeting at 3 p.m. today to organize the book fair. Jami will be asking Claudine to put the posters and flyers that come with the kit at Digital, as well. Tammy also suggested a book fair at Digital for middle schoolers in the spring. Regarding the library, the schedule is changing because the administration has made many changes to the classrooms' schedules. The library now opens on Wednesdays at 8:30 a.m., on Thursdays at noon, and on Fridays at 12:30 p.m. Regarding the yearbook, there is no new information available.

Stephanie: There is a Family Fun Night "pre-meeting" next week. Painting in the staff lounge will be going on soon; some requested items have already been purchased or donated. Forty-two \$5.00 gift cards will be purchased from Escondido Joe's (which used to be "Lollycup"). They are for birthdays for the staff members. The staff would like to purchase a typing program such as Mavis Beacon for the computers. Ms. Nugent thinks we may already have such a program. We need to find out.

Tammy: For the spring semester afterschool clubs, Monday will be USA Jump Stars, Tuesday will be Dramatic Arts, and Wednesday and Thursday will be Zumba (lower grades on Wednesday and fifth through eighth on Thursday). In response to Tammy's question, the PAB generally agreed that we do want to do a Fun Academy in the spring. The Original Artworks deadline is October 29, 2008.

Andrea: Another box top submission will go in on October 31, 2008. So far we have sent in \$600 worth; we budgeted just \$400 income for the fall semester. The next deadline for Campbell's soup labels is February 28, 2009.

Marc: He has been researching a program on the web that looks even better than e-scrip. It is called "I-Give.com" and includes 650 stores where you can purchase items and a percentage (as much as 26%) goes to the cause of your choice. Marc has already signed the school up and asked the PAB members to sign up as participants so they can see how it works. As for the school lunch programs: "same old, same old."

Jacqueline: As Jacqueline was not present, Tammy talked about her areas. First, Costco is all out of otter pops and so are we, so the otter pop sales are really, truly over for this semester. There is going to be a recycling assembly tomorrow and Veronica volunteered the ASB to take over the recycling program until Jacqueline is able to start up again.

Kathryn: The deadline for the "Imagine This" writing contest is Saturday. Ms. Nugent's class is definitely participating. Jami asked if the contests Kathryn plans on overseeing are only those put on outside the school (such as essay writing). Kathryn said that she would be happy to oversee contests just for Heritage (such as the pumpkin contest) and "outsiders" contests (such as the bookmark contest) but she doesn't want to "take over" contests that teachers are already running as their own projects. Gardening is *status quo* as is grants.

Other issues discussed during this time: (1) The PAB generally agreed to revisit the punch card issue regarding children paying for their lunches; (2) Tammy suggested that the November 6 minimum day might be a good time for a fundraiser at Escondido Joe's (which is owned by Heritage's own Parker family); (3) Tiffini Lopez wants to do a spring production and we need to do a budget for that based on whatever requests she makes; (4) Ms. Nugent would like a smaller whiteboard; (5) Mr. Robertson wants flag football belts but that request needs to go through Palma.

Adjournment

The meeting adjourned at 2:44 p.m. The next meeting will be held on November 12, 2008, at 7:50 a.m. in Room 202 at Heritage.

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. Some items were removed from this list during this meeting because they are moot for one reason or another.

- Reverse 911 system and emergency notification procedures
- Playground
- Elizabeth Lock's idea for a cookbook fundraiser

Respectfully submitted,

Kathryn Turner-Arsenault