

**Heritage Charter School
Parent Advisory Board**

**November 25, 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 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 Palma Holland, Director of Heritage K-8 Charter School; Jennifer Cooper, Director of Digital Academy; Marna Farwell, an applicant for the open position on the PAB; Debbie Negrete, parent; Radzic Filipovich, parent and music teacher; and Charlie Jungk, parent.

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

Motion: Tammy moved to approve the Minutes for the October 28, 2008, meeting. Stephanie seconded the motion. The motion was approved unanimously.

Because there was no quorum for the November 13, 2008, meeting, the Minutes are not official and cannot be approved. However, Tammy, Stephanie, Kathryn, and Jami, who were at the November 13 meeting, will review the November 13, 2008, Minutes and generally agree as to whether they are accurate. The Minutes will then be posted on the website along with the official Minutes for other meetings.

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:

Lori Meni sent word via Andrea that the Cartridges4Kids program is only sponsoring one contest this year and her plan is to center it around Earth Day. She would like the PAB to sponsor a separate contest with a suggested \$40 or \$50 prize. The contest would be announced before Christmas and would encourage everyone to bring in cellphones, *et cetera*, that are discarded when new ones are received for the holidays.

Motion: Andrea moved to approve an expenditure of \$50 for a prize for a December / January Cartridges4Kids contest and that the budget be amended accordingly. Tammy seconded the motion. The motion was approved unanimously.

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 did not appear at the meeting.

Palma stated that, as of 1:30 p.m. on November 25, 2008, there are no lice at Heritage.

Tammy conveyed that Mrs. Filipovich is interested in starting a Junior Achievement program at Heritage. It is a five-session program emphasizing business and entrepreneurship. This program is now

being done for one class of third graders by the teacher's fiancé. Palma is going to seek the okay from the other teachers to have Mrs. Filipovich start the program in their classes. The cost is unknown at this point, but the program will need adult volunteers. Mrs. Filipovich would do the program this year and others would be trained in the program and carry it on in the future.

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 11/25/2008"). She pointed out some of the changes that have been made since the October 28, 2008, meeting. More e-scrip money is coming in. We now have earned \$163.85 this year. \$2,157.33 has been spent on Palma's technology wish list, not including the computers. \$106.33 has been spent on p.e. equipment. Flag football flags have been ordered but have not come in yet. Admin expenses are up to \$383.62, and gardening's budget is almost gone, but Kathryn explained she still has money on hold across the street from last year's San Diego Ag in the Classroom grant. Stephanie has also spent much of her staff appreciation money and it is hoped that the Lowe's grant will come through and allow us to replenish the coffers. The school spent \$5,050.87 of its Corporate America funds on a second set of books for the middle schoolers. That money is *not* an expense to the PAB so it is accounted for separately on the 11/25/08 budget breakdown. A copy of the 11/25/2008 budget breakdown is attached to these Minutes. The Rubio's money for our first school year lunch is in; the amount was \$154.50. We are trying to have another lunch fundraiser on December 18, 2008, which is a minimum day and the last day of the semester.

Old and New Business

Funding Request from Music Department: Mr. Filipovich thanked the Board for purchasing the recorders that we purchased for the lower grades last year. He said we will be able to hear them played at the upcoming holiday concert. Mr. Filipovich would now like to spend up to \$400 of his \$500 annual PAB music budget to purchase an 88-key electronic keyboard. The current keyboard has keys that don't work; also, with plug-in amplifiers like those used at the September 11 ceremony, he has had problems with no sound coming out. The new keyboard would be portable, come with its own amplifier(s), and have great sound. He buys a lot of instruments from one place and he thinks, after Thanksgiving, he can get even a better price than \$400. He does not see any additional needs for the music department for the rest of the year. He would like to have the instrument in time for the holiday concert. *Motion:* Tammy moved to spend up to \$400 from the music budget for the keyboard. Andrea seconded the motion. The motion passed unanimously.

Piano: Mr. Filipovich was asked about the condition of the piano in the multi-purpose room. He said it is in very bad condition. It is very hard to play because it is damaged and out-of-tune. Once the keyboard is purchased, Mr. Filipovich says he won't need the piano.

Interview and Vote on Applicant for Board Vacancy: Marna Farwell appeared at the meeting to be interviewed by the PAB, pursuant to the by-laws, prior to the PAB voting on whom to appoint to the vacant position for the balance of the 2008-2009 fiscal year. Marna has three children: Daniel, Thomas, and Ryland. Daniel is in the seventh grade at Digital. Thomas is at Escondido Christian and the Farwells hope to get him and his three-year-old brother Ryland into Heritage K-8. Marna's husband Eric is a police officer with the district attorney's office. Marna is a credentialed Montessori teacher and has run a cooperative pre-school in Escondido. *Motion:* Tammy moved to appoint Marna to the vacant Board position for the balance of the 2008-2009 fiscal year. Stephanie seconded the motion. The motion passed unanimously.

Newsletter: The newsletter will be sent out with the report cards, which are being mailed on December 19, 2008. The completed newsletter copies must therefore be in the office by December 17, 2008. The deadline to submit items to Karen Lindsey is December 8, 2008.

T-shirt Fundraiser: Five entries for the t-shirt design contest were received by the November 21, 2008, deadline. Because of the apparent lack of interest at the middle school level, there was a long discussion among all present regarding whether purchasing and re-selling t-shirts for the school is an appropriate use of PAB funds. Some ideas were to order fewer shirts up front, for Stephanie to go to the ASB meeting on December 4 to gauge interest, and to sell hoodies instead of t-shirts. Palma said it would be okay for the students to wear the hoodies during p.e. and outside during the day. Palma also said that, for the middle schoolers, black is the color they would most want. Although we wanted to have the t-shirts by the end of January for the school awards assembly, that is an artificial deadline and we don't have to rush ahead if we don't want to. We will discuss this matter again on December 9 after Stephanie attends the ASB meeting.

USA Jump Stars Contract: Kathryn advised that she has written a proposed contract with USA Jump Stars for the spring semester and submitted it to Tammy for review.

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. A third amendment was proposed by Kathryn at this meeting. The November 25, 2008, agenda contained written notice to all members of this proposed amendment. According to the by-laws, therefore, we can vote on the amendment on December 9, 2008, or after that date. The proposal is to change Article XI as follows: "These Bylaws may be amended by a ~~unanimous~~ vote of the Board at any time during the fiscal year and upon two weeks written notice of the exact wording change (e-mail is acceptable) to all members. The vote must be made in person **by at least six of the seven members** at a **regularly scheduled** meeting of the Board at Heritage School campus and cannot be made by e-mail. ~~If any member is~~ **two or more members are** absent from ~~a meeting~~ **the vote**, the vote must be postponed until ~~all~~ **at least six** members can vote in person. **For an amendment to the Bylaws to be made, at least five of the members present must vote in favor of it.** If the amendment is passed, it will take effect at 12:01 a.m. of the calendar day after the vote is made. The secretary shall amend the written Bylaws to accurately reflect the change(s) made.

Digital Liaison Report

The by-laws do not permit a Digital Liaison so long as Marna Farwell, or any other Board member, is a Digital parent.

Member Reports on Current Activities

Jami: Not at meeting

Stephanie: The next Family Movie Night will be January 16, 2009. We will advertise it in the Heritage PAB Newsletter, the Heritage Notes, and at the January 15, 2009, All Parents Meeting. Vicky Keyser has asked the PAB to contribute centerpieces and desserts to the staff holiday luncheon on December 18, 2008. Stephanie is running out of money, but she is arranging to have parents bake and bring desserts for the lunch. \$5.00 gift cards from Escondido Joe's have been purchased for Christmas gifts from the parents to the staff. This is in lieu of birthday gift cards.

Tammy: Original Artworks are in.

Andrea: The check should be in soon from Box Tops. It should be about \$1,000. It goes across the street to the foundation.

Marc: He is working with the computer staff to determine if the computers are available for the yearbook work that needs to be done.

Marna: Jacqueline Thompson is keeping the recycling program, even though she is no longer on the Board. Marna has agreed to work on otter pops and Tammy will give her the names of two parents who are interested in helping with that. There is not yet any plan for volunteer appreciation, but Marna is interested in working on that, as well.

Kathryn: Grangetto's has donated 30 cubic feet of soil to the gardening program. Kathryn will put a thank you in the Heritage Notes. We currently have several grants applications pending, including Sprouts, San Diego Ag in the Classroom, Lowes, and two Escondido Arts Foundation grants.

Other issues discussed during this time: Parent Debbie Negrete is concerned that children as old as middle schoolers at Heritage K-8 have little to no education on computers. Palma said that, after the Christmas break, we will have a running computer lab but there are no technology classes. There is no room for a tech class because every class is a core class. Coach is strictly academics. There is also no tech teacher at Heritage K-8. The first time a Heritage K-8 child can get a computer class is the two mandatory year-long classes at Escondido Charter High School. Tammy asked if it would be possible to have an afterschool club for keyboarding, such as Mavis Beacon, which could be expensive. Marc said there are all kinds of open source code typing programs on the web that we could take advantage of at no cost.

Adjournment

The meeting adjourned at 2:39 p.m. The next meeting will be held on December 9, 2008, at Classroom A in the Digital Academy.

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