

**Heritage Charter School  
Parent Advisory Board**

**January 13, 2009  
Held at Digital Academy**

**MINUTES**

The Parent Advisory Board meeting was called to order at 1:04 p.m. by Tammy Cummings.

Those members in attendance were Stephanie Boren, Tammy Cummings, Marna Farwell, Marc Lindsey, and Kathryn Turner-Arsenault. Andrea Egli entered the meeting toward the end. A quorum was present at all times. Also present at the meeting were Palma Holland, Director of Heritage K-8 Charter School, and Jennifer Cooper, Director of Digital Academy.

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

*Motion:* Tammy moved to approve the Minutes for the December 9, 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 that needed to be approved.

Communication from Committee Chairs or Committee Members:

There was no communication from committee chairs or committee members.

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

Addressing Rumors that There Will Be Extra Spots in ALL Grades Next Year: A few parents have asked Marna whether it is true there will be additional spots in each of the grades next year. This is not true. It is currently contemplated that fourth, fifth, and sixth grades will have two complete classrooms for each grade. Some children will also be added to the current sixth graders so that, when they get to seventh grade, they will have two full classrooms. If California's budget mess doesn't get straightened out, the current plans may need to be changed to fit with the amount of money that the charter district actually receives from the state.

Forest Home (Seventh Grade Field Trip): Kathryn reported back with the results of the informal survey of seventh grade parents that she, Tammy, and Marna had taken seeking thoughts about the number of field trips in middle school, the cost, and any other concerns. Some parents planned to send their kids to Forest Home, some parents did not, and some parents had not decided. However, the general consensus was that, if it is for their kids, the parents will do whatever it takes to get what they need. In conjunction with that, most parents (and some kids) expressed little interest in Forest Home but, universally, they did not want the Catalina Trip taken off calendar. Palma reported that thirteen parents have signed their kids up for Forest Home (two of those are from Digital). NO one has signed up to chaperone. The general consensus was that some parents may be waiting to sign up until they hear for sure whether the trip is still on. Palma also stated that she is looking at doing the Catalina trip in April or May of 2010 (not the usual September trip). The trip

would still be a week, but it would fit in better with the calendar in the spring because it really is more like a “senior” trip for the eighth grade. The anticipated cost for next year will probably be \$650 to \$750.

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

The members agreed that the following is an accurate rendition of the e-mail vote that was taken between the December 9, 2008, and January 13, 2009, meetings: “Tammy moved to approve the expenditure of \$250 for teacher development for the 4<sup>th</sup> grade teacher to attend a workshop on standards-based writing in January. Kathryn seconded the motion. Stephanie, Andrea, Marna, Marc, Tammy, and Kathryn voted in favor. Jami did not vote. The motion passed.”

#### Financial Report

Andrea was not present at the meeting; therefore, there was no financial report. Tammy reported that Andrea is frustrated because she cannot reconcile November (and therefore cannot reconcile December) because she does not have the financial information from the Scholastic Book Fair and she cannot pay the Scholastic invoice. She is also missing some deposit receipts. A discussion ensued regarding how best to hand off written communications, receipts, and invoices between the Board members.

#### Old and New Business

Bank Deposits After Taco Tuesdays: Kathryn agreed to make the bank deposits after Taco Tuesdays on the Tuesdays that Marc can’t do it.

Rubio’s Lunches for Balance of Year: January 29 is back to being a half-day, so we will have our Rubio’s lunch that date. Other dates for the rest of the school year are: February 26, March 26, April 16, and May 14. April 16 needs to be confirmed because Rubio’s does not like to have events per school closer than every thirty days.

Sea Star Floating Lab: Marna has found a curriculum-based seventh grade field trip called Sea Star, which is a floating lab at Oceanside. Up to 30 students at a time, and up to 6 adults, can go for a flat fee of \$600. It is a four hour trip taking place in one day. This is an experience that families *cannot* provide to their children on their own. The owner has a good reputation and is good with students.

Fundraiser Ideas for Catalina Field Trip 2009-2010 School Year: Marna has come up with several ideas for fundraising for the next Catalina Field Trip. One would be a garage sale at the school. She has a lot of experience doing garage sales for fundraising purposes and has found them to be very successful. We would have ours in the very front parking lot (near the street) and heavily advertise. Palma says we can store sale items in one of the classrooms. It was generally agreed that April would be the best month and April 18 might be a very good day. Other ideas include a rummage sale on Family Fun Night (but that might get very hectic), and spaghetti dinner(s). It was discussed that it might be fun to have a Family Movie Night immediately after a spaghetti dinner.

Staff Development: There is \$4,412 left in the staff development budget. Palma would like to send the fifth and sixth grade teachers to a one day vocabulary development workshop. The cost is \$199 per teacher. The workshop will take place in Long Beach, so the teachers can drive there. Palma would like to send the two middle school literature/writing teachers to a conference for Teachers of English in Santa Clara in April. The registration, hotel, and airfare will total \$1,282.67 +/- . The registration deadline is February 5, 2009. No motions were made. We will discuss these requests again at the January 27 meeting. Another issue we need to discuss concurrently is whether we currently have the funds in the bank to cover these expenses.

Agenda: The agenda for the All Parents meeting was discussed and set. Kathryn will prepare a draft and submit it to Tammy for approval.

Grants: Kathryn solicited ideas for the next round of Lowe's grants. The deadline is February 13. She suggested that we not re-submit the same grant application as before, but come up with some new concepts. Jennifer suggested that we make a plan for storage cabinets for the science lab. Kathryn asked her to submit something that describes what we have now, what we would like, and how we would get there.

Mural and Shade Garden: We did not receive the grants from the Escondido Arts Foundation for our shade garden or for the patriotic mural at the back of the school. Kathryn suggested that we think about taking money from the arts budget, which totals \$1,500 and has not yet been touched, to cover both of those items, but she thought maybe that money was for Mrs. Leming. Palma says that money is not needed by Mrs. Leming. Kathryn thinks that, if we start the mural (with one panel) with our own money, we have a better chance in the future of getting a grant to add panels to the mural. She also stated that she would like the children to learn that a garden (our shade garden) is a living piece of art. No motions were made, but the members agreed to discuss this issue further at the next meeting.

Elections: The members discussed who is planning to run for the Board next year and Kathryn announced the relevant dates for the events that must occur, pursuant to the by-laws, regarding the election.

Roller Hockey: Marna's son is trying to start a co-ed roller hockey team for middle school to compete in the Escondido Rec Department. She requested information from Palma regarding how to go about advertising and recruiting at Heritage.

Microsoft Publisher: Marc requested authorization to purchase four licenses for MS Publisher for the year book staff. The high school already has the program, but we need the licenses for our computers, which we would have in perpetuity. The yearbook was expected to make a negligible profit of about \$500. (It is not designed as a fundraising activity.) Technology has \$5,000 budgeted and we have spent about half. The members decided to take the money out of the technology budget for now. *Motion:* Marc moved that an expenditure of up to \$450 from the technology fund be authorized to purchase four licenses for MS Publisher 2003. Stephanie seconded the motion. The motion passed unanimously.

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

### Digital Liaison Report

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

### Member Reports on Current Activities

Jami: Not at the meeting.

Stephanie: Family Movie Night is set for Friday. It looks like the weather will be good.

Tammy: At the All Parents meeting she will be asking for a Fun Academy committee chair. If no one steps forward, she will suggest that the PAB drop that activity.

Andrea: No report.

Marc: We have very few families participating in e-scrip. Some members said that e-scrip is not keeping up with their contributions. Marc is checking into that.

Marna: At the All Parent meeting she will request otter pops.

Kathryn: At the All Parent meeting she will discuss the election timetable and the garden.

### Adjournment

*Motion:* Tammy moved; Stephanie seconded; the vote was unanimous. The meeting adjourned at 2:37 p.m. The next meeting will be held on January 27, 2009, 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.

- Reverse 911 system and emergency notification procedures
- Playground
- Elizabeth Lock's idea for a cookbook fundraiser
- T-shirt / sweatshirt sale

Respectfully submitted,

Kathryn Turner-Arsenault