

**Heritage Charter School
Parent Advisory Board**

**January 27, 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 Andrea Egli, Jami Baar, Stephanie Boren, Tammy Cummings, Marna Farwell, and Kathryn Turner-Arsenault. A quorum was present at all times. Also present at the meeting were Leanne Megna (until Palma Holland could arrive), Palma Holland, Director of Heritage K-8 Charter School, and Jennifer Cooper, Director of Digital Academy. Also present were Digital parent / Zumba instructor Anna Barton and April Vihilidal, who presented an idea for an afterschool fencing club.

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

Motion: There was some discussion regarding changes and corrections to the January 13, 2009, Minutes. Tammy then moved to approve the Minutes for the January 13, 2009, meeting as corrected. Stephanie seconded the motion. The motion was approved unanimously.

Motion: There was some discussion regarding changes and corrections to the January 15, 2009, Minutes. Tammy then moved to approve the Minutes for the January 15, 2009, meeting as corrected. 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:

Stephanie is going to a staff meeting on February 10, 2009, to discuss teachers' ideas for Family Fun Night. We do have a reservation for the d.j. and the jumpie. Kathryn will send Stephanie the jumpie contract from last year updated to include a requirement to leave the premises by a certain time.

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

Afterschool Fencing Club: April Vihilidal, Director of Couer du Petit Lion, a fencing school, made a presentation to the Board about her school, her ideas for an afterschool club at Heritage, and then showed an abbreviated version of the first four lessons that the afterschool club would cover. The club would be for third to fifth grades and would get the children to the level they would need to be to go to an "adult" school, which starts at approximately sixth grade. The afterschool club could only accommodate eight children in the first session (of eight weeks) and sixteen children in the second session (of eight weeks). The school's motto is "Safety First." There would be three adult teachers available in all classes all the time. All equipment is provided. No decisions were made by the Board regarding this proposed club. Literature from Couer du Petit Lion is attached to these Minutes.

Forest Home (Seventh Grade Field Trip): Friday is the deadline for all parents to pay their deposit for this field trip and turn in their waivers. So far, 14 children have signed up.

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

No e-mail votes were taken between the last previous meeting and this one.

Financial Report

The 01/27/09 Heritage K-8 Budget is attached to these Minutes. Andrea reported that the afterschool clubs program has not yet received money for this semester from Jump Rope Stars but has just recently received a check from Zumba. The book fair brought in \$3,549.42, and that money will now be sent right back out to Scholastic. Cartridges 4 Kids has brought in \$67.10. \$1,077 is coming in from Box Tops.

Palma will check on whether we have received an award or denial from San Diego Ag in the Classroom grant program.

Old and New Business

Getting more people to volunteer: Jami reported that she had a very difficult time getting volunteers for the book fair and had to do a lot of the work herself. Stephanie reported that Family Fun Night Committee also is having a difficult time getting volunteers. The Board discussed the administration re-imposing a mandatory volunteer requirement. Tammy and Stephanie talked about a Presidential Volunteer Service program which is an award that is available for 100 hours of volunteer service. Tammy is the local community coordinator.

Debriefing regarding January 15, 2009, All Parents Meeting: The Board discussed ways to get more parents to attend the All Parents Meetings, as attendance has really fallen off now that volunteer hours are not mandatory. Some ideas included: (1) more communication to get parents there; (2) free-dress coupons or homework coupons for a child whose parent attends the meeting; (3) selling cookies or treats provided by different classrooms at the meeting; (4) sending out recorded autophone calls from the high school's system about the meetings; (5) letting parents know that teachers will be at the meeting (but not for conferencing). With regard to the All Parent Meeting currently set for April 16, 2009, the Board thought a spaghetti dinner beforehand might get more parents to come (since it is a pain to have dinner at home before coming to the meeting), and also raise money for the seventh grade's next-year-Catalina-trip. The agenda could also be distributed in advance by e-mail and flyers, probably on April 13. Andrea can get information regarding calculating amounts for public dinners from across the street (because their sports teams do lots of these kinds of dinners).

Regarding seventeen computers for classrooms: Ten or eleven one-year-old computers are being donated to the school so we might not need to buy the seventeen new ones we were planning on. The school currently has a "server issue" which is inhibiting its ability to expand its technology, but PAB is not giving money for servers; that comes from the school budget.

Debriefing regarding Family Movie Night: Only three families came. Stephanie believes that two Family Movie Nights per year is enough. We might want to attach them to another event, such as a dinner.

Next year's Catalina field trip: Tammy wants to set up a Yahoo group on-line regarding the upcoming Catalina field trip. The members generally agreed that was a good idea.

Phone tree: Heritage parent Vanessa Estrada is working with room parents on a phone tree to communicate regarding Family Fun Night.

Professional development opportunities for teachers: There is \$4,412 left in the staff development budget. We currently have \$4,000 in the bank and more money is coming in. 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 +/- . Digital is asking to go to a Saturday conference on tutor/learner language. The cost is \$70. There is also another seminar available called "Boys on the Edge" that deals with boys in trouble. Ms. Farran and Mr. Ruff would like to go to that one (\$129 each). That makes a total of four seminars for which money is being requested; each seminar has a different combination of teachers going. *Motion:* Stephanie moved that the PAB spend up to \$2,500 sending Heritage and Digital teachers to the four seminars. Tammy seconded the motion. The motion passed unanimously.

Ideas for spring 2009 Lowe's grant: The theme for the spring 2009 Lowe's grant is "outdoor rooms." Kathryn will be writing a grant to make an outside waiting area for the Digital kids on the Valley Parkway side of their building and a shade garden for the northwest corner of Heritage's administration building.

Using arts budget for Heritage mural and/or shade garden: Kathryn will bring a proposed budget for the mural to the next meeting. She will hold off on the shade garden until we find out if we get the Lowe's grant.

T-shirt design contest designs: Jami is checking with Cynthia Diaz regarding using the designs in the yearbook and/or on the cover.

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.

Fresh and Easy store special: Tammy announced that Fresh and Easy grocery store is having a special where you spend \$20 on groceries and the store donates \$1.00 to your school. We need to publicize this.

On-Campus Field Trip: Jami talked about an author of a book who would like to talk to kids about how to get a book published. Jami showed off two of the author's books from the library. They were really attractive. The author would not charge a fee, but Jami would like to give her an honorarium. No motion was made, but the members present generally agreed the field trip and the honorarium would be a good idea.

Fresh and Easy award: Palma announced that Fresh and Easy is giving Heritage K-8 a \$1,000 check in a presentation on Wednesday, January 28, 2009. A Heritage parent (we think Christine Filipovich) nominated Heritage for the award, which is being given in celebration of Fresh and Easy's one year anniversary at its Ash and Valley Parkway location. The award is given to an organization in the neighborhood that makes a difference to the neighborhood.

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: Our last book fair will be May 5 through May 19 with Scholastic. The profit will be that everyone *gets* a book if they *buy* another one. Open house is May 16 for all grade levels.

Stephanie: Stephanie has been asked not to provide goodies to the teacher's lounge anymore because the teachers are attempting to sell goodies to raise money.

Tammy: No one has stepped forward to be the Fun Academy committee chair. She would like to drop that activity for this year.

Adjournment

Motion: Tammy moved; Stephanie seconded; the vote was unanimous. The meeting adjourned at 2:38 p.m. The next meeting will be held on February 10, 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