

Heritage Charter School Parent Advisory Board

February 24, 2009
Held at Digital Academy

MINUTES

The Parent Advisory Board meeting was called to order at 1:08 p.m. by Tammy Cummings.

Those members in attendance, in addition to Tammy, were Jami Baar, Stephanie Boren, Andrea Egli, Marna Farwell, and Kathryn Turner-Arsenault. A quorum was present at all times. Also present at the meeting was Veronica Farran, Assistant Director of Heritage K-8 Charter School. Jennifer Cooper, Director of Digital Academy, arrived at 1:20 p.m. Palma Holland, Director of Heritage K-8 Charter School, who was attending to an emergency, arrived approximately fifteen minutes before the meeting ended. Also present were Digital parent Jennifer Jones and one of her children, Benjamin Jones.

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

Kathryn read to the group the portions of the proposed meeting Minutes for February 10, 2009, that had been modified based on pre-meeting input from member(s). *Motion:* Tammy moved to approve the Minutes for the February 10, 2009, meeting, as modified. Andrea 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:

Yearbook – The money paid for yearbooks will go to Andrea and will be deposited into the regular PAB bank account.

Yearbook – The PAB looked at the artwork submitted for the t-shirt contest but could not come to a consensus on which design should be published in the yearbook as the main winner of the “Knowledge is Power” contest. It was decided that the two directors (Palma and Jennifer) should choose.

Yearbook – The price of the yearbooks has been raised to \$12 and \$17 (depending on when purchased) from \$11 and \$16. There have been no complaints. It is Cynthia Diaz’ plan that the price of the yearbooks will cover the costs of production and the advertising revenue will go to the PAB budget for PAB programs such as an English writing program for elementary kids, Microsoft program licenses, shade garden, or Heritage mural.

Science Lab Needs: Jennifer will be preparing a wish list with costs. The items will include beakers, hot plates, lab equipment, scales. This will be on agenda for next meeting.

Family Fun Night: First grade is doing the cake walk. There may be a Mothers’ Day booth which would sell all donated items for kids to purchase for Mothers’ Day presents. The seventh grade may do cotton candy or something else. They are talking it over. Entry to the jumpies is going to be based on size rather than on age. 16 kids will be allowed into the game truck at a time in eight-minute increments. Entry bracelets for the game truck will be sold separately from Fun Night tickets. The committee is now putting

together ticket packages. Stephanie informed the Board that there is a discrepancy in payment for the fundraising tiles from last year, leaving an outstanding balance. Andrea says, however, that we have paid for *everything* from last year's Family Fun Night, including the tiles. Stephanie will get additional information from Shannon Preciado. \$1,500 will probably be spent on Family Fun Night. We have to approve a written budget ahead of time, so checks can be written as needed without constantly having to take votes. The time for Family Fun Night may be changed to later in the day.

Volunteer Appreciation – Some ideas for volunteer appreciation could be a luncheon during school or purchasing a ticket for each volunteer to a spaghetti dinner before the April 16 PAB All Parent Meeting. The dinner could also include recognition for the volunteers, as would the April 16 meeting. There could be drawings for prizes. Volunteers (of the week) could be posted on the Heritage website.

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

Forest Home (Seventh Grade Field Trip): The trip has been canceled because too few children signed up to go. Parents can get a refund or send their kid to Astrocamp, spring 2009, instead.

Box Tops: Palma stated that Sheila Randle will be returning the \$1,077 box top money to the PAB.

School Budget: Probably only the fourth grade and seventh grades are going to be expanded. The third grade already has 40 students, so 10 students will be added. The sixth grade already has 30 students, so 20 students will be added. The budget numbers for next year are based on this year's figures. Mr. Robertson will continue teaching p.e. Ms. Nugent will move to third grade. Ms. McKay and Ms. Blake will teach fourth grade.

Seminars: According to Palma and Jennifer, the teachers have loved the seminars. It feels to them that they are worth the education and makes them feel more professional.

ASB: Tammy asked Veronica if she would invite the ASB president to talk at the April 16 PAB All Parents Meeting. Veronica said she would.

Hamburger Wednesday: Palma stated that, if PAB wants to take over Hamburger Wednesdays, it would be fine. Tammy wants the teachers to understand that we support the teachers with our funds. In the past, we have made money available to the teachers (\$50 per teacher per semester) and we had a hard time getting them to spend it.

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 02/24/09 Heritage K-8 Budget is attached to these Minutes. A revised version that Tammy put together as a suggestion on how to modify the budget to conform with current reality is also attached to these Minutes. The changes reflect that we will have to spend money before the Family Fun Night money comes in. Stephanie's goal is to pay for Family Fun Night with pre-sale money and anything else after that will be profit.

We have received \$45.53 from I-Give, \$30 from the sale of license plates, \$144 from Cartridges4Kids.

Old and New Business

Newsletter deadlines and topics: All newsletter articles must be submitted to Karen Lindsey by March 10, 2009. The newsletter will go out on March 20 with the progress reports.

Honorarium for Library Speaker: On Friday, March 27, 2009, an author, Jeanette Gilliand, and her publisher will be coming to speak with the children. *Motion:* Jami moved that the PAB spend \$100 for an honorarium for Ms. Gilliand. Tammy seconded the motion. The motion passed unanimously.

Fencing Club: Tammy has touched base with Coeur de Petit Lions regarding fencing club. They are negotiating a percentage. Tammy is thinking 30% since that's what other afterschool club's providers give to PAB.

Projector Screen: The projector screen that Heritage K-8 does not need was purchased on October 14, 2008, and had a fourteen-day return deadline. The cost was under \$100. Can we sell it to the high school? Should we put it in storage? For the time being it will be in storage.

Target: Target Stores has a fundraising program for schools. We have not yet signed up for it. We will put it on the next agenda.

Technology Report: Escondido Charter High School is short one tech person. Matt is going to do a detailed survey of every teacher's computer to determine exactly what we need. The survey will probably not be done for at least another month. We want to spend the money wisely.

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

There were no member reports *per se*, as the most pressing issues had already been discussed.

Adjournment

Motion: Tammy moved to adjourn the meeting; Kathryn seconded the motion; the motion passed unanimously. The meeting adjourned at 2:41 p.m. The next meeting will be held on March 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