

**Heritage Charter School
Parent Advisory Board**

**April 15, 2009
Held at Digital Academy**

MINUTES

The Parent Advisory Board meeting was called to order at 9:51 a.m. by Tammy Cummings. The regular meeting would have been on April 14, 2009, at 1:00 p.m., but there would not have been a quorum at that time, so the meeting was postponed to April 15, 2009, at 9:45 a.m.

Those members in attendance, in addition to Tammy, were Jami Baar, Stephanie Boren, Marna Farwell, 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, and Jennifer Cooper, Director of Digital Academy.

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

The members present generally approved the Minutes for the March 10, 2009, meeting. There could be no motion to approve made because there was no quorum at the March 10, 2009, meeting.

Motion: Tammy moved to approve the Minutes for the March 24, 2009, meeting, as modified. Kathryn seconded the motion. The motion was approved unanimously.

The members present generally approved the Minutes for the March 31, 2009, meeting with the Family Fun Day chairpeople. There could be no motion to approve made because the March 31 meeting was not noticed and was not an official meeting of the PAB.

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:

Cartridges 4 Kids: Parent Lori Meni says that there is an Earth Day-related contest for recycling being sponsored by the Cartridges 4 Kids people. The prize is \$50 to the class that raises the most money by recycling, but the prize is not awarded unless the school as a whole raises \$200. That means that, if we do this contest and we do not raise \$200, the PAB budget will be on the hook for the \$50 prize. However, if we raise at least \$50, we will not be out any money. For the last similar contest, we raised close to \$200. It was generally agreed that Lori should go ahead with the contest. We need to publicize this to both schools.

Family Fun Night: Vanessa will give a speech at the PAB All Parents Meeting on Thursday, April 16. We will be taking credit cards for the **book fair, but not for tickets**. Food will be sold on a cash-only basis. Marna reported that Escondido Skate Park has agreed to present a show at Family Fun Night. Vanessa has the go-ahead to get the GameTruck and Jumpie contracts signed.

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

Box Tops: Sheila Randle has not yet returned the \$1,077 box top money to the PAB.

Piano: Pam Dawson has found a grand piano at a very good price. She wants to get it for the American Spirit Theater. She is thinking about selling the keys (88 of them) at \$56 a piece to fund the purchase.

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 04/15/09 Heritage K-8 Budget is attached to these Minutes.

Old and New Business

Volunteer Appreciation: Only three teachers have responded to Marna's request for the names of parent volunteers. Palma will check with the teachers to ask for feedback about appreciation efforts. It may be that the teachers are recognizing the parent volunteers on their own. There will be no spaghetti dinner on April 16 because the chairpeople had family and other issues come up. For this reason, we cannot give tickets to the dinner to volunteers or thank them at the dinner. Marna's idea is to hold PAB meetings at a restaurant in the future and serve hors d'oeuvres appetizers. Another idea is to have teachers give out appreciation certificates at Family Fun Day.

Communicating with Parents: Marna suggested we revisit the telephone automatic dialer idea that has been tabled in the past. She thinks, from her experience at other schools, that it is a very efficient way to communicate.

Uniform Exchange Day: There may be a uniform exchange day later in the year. It would be a small fee for each item (\$3 - \$5) or a straight trade, such as a small pair of pants for a bigger pair of pants. Further discussion will be had at a future meeting.

"Paying" Volunteer Parents: Palma has an idea for "paying" volunteer parents (non-monetary). This could be, for example, giving discounts on field trips for a certain number of volunteer hours. Palma will not reinstitute mandatory volunteer hours. Further discussion will be had at a future meeting.

Flower Club: Some third graders would like to start a "Flower Club." They haven't talked to Palma since initially broaching the idea, so she will let it lie until they show interest in the future.

Restaurant Fundraisers: Paradiso is a Greek restaurant that ran a full-page ad in this year's yearbook. They are sponsoring a fundraising lunch for us on May 14. Baskin Robbins may be able to do a fundraiser for us on Wednesday, April 29, 2009. The Rubio's lunch on May 14 has been canceled because they double-booked.

Open House: This year's open house has been canceled.

Junior Achievement: The K, 1, and 2 students are co-ordinating with Junior Achievement people to bring the program to their grades. Parent Christine Filipovich will talk at the PAB All Parent meeting about Junior Achievement and what it can bring to the students.

Science Lab Equipment Wish List: Jennifer wrote a grant for software and hosting website access and hosting for 10 years. The grant is sponsored by Cox Communications. The deadline was the end of March, so we don't know the result yet.

Conference on Girls and Bullying: It was generally agreed that it is a good idea to spend some of the staff appreciation / seminar money in the PAB budget on a seminar for Veronica Farran to attend in Las Vegas. *Motion:* Tammy moved that the PAB pay the seminar registration, hotel costs, and airline ticket to Las Vegas for Veronica in an amount not to exceed \$900. Stephanie seconded the motion. The motion was passed unanimously.

Misplaced \$50 Check from Last Year: Andrea confirmed, via Tammy, that the misplaced check has never been cashed and we issued a replacement check many months ago.

Modifications to 2008-2009 Budget: This issue will be discussed when Andrea is present.

P.E. / Lunch Area Equipment: There are three options for installing play space at the school: (1) apparatus that will increase upper body strength and install/move a fence that will enlarge the playground; (2) install/move a fence that will enlarge the playground and install a shade structure; (3) install/move a fence and install a sports surface area. It will cost approximately \$8,500 to push the fence forward to the current office building. Palma and several of the PAB members expressed a preference for the first option. The PAB members expressed a strong preference for leaving the strip of trees where it is now as it is the only shade available on the playground. Palma said that the trees must come out because there is a supervision issue with the playground being divided by the trees, and there are 80 – 100 children on the playground at any given time. The PAB members expressed dismay about that position and several stated that the trees are essential to the playground and the supervision issue is a non-issue since the trees are widely spaced. Also, Tammy pointed out that more lunchtime supervisors need to be hired because there will be more children on the playground. Palma said that there is no money in the budget for additional lunchtime supervisors.

Uniforms: Top End T's, which is owned by the Waldron family, will be the uniform shirt supplier for next year. They will have a booth at Family Fun Day.

Tomorrow's All Parent Meeting: The main gist of the meeting will be Family Fun Day. At the meeting, we should have sign-up sheets for next year's volunteers. Jami will announce that (1) the library is closing on April 30 so all the books can be retrieved and catalogued and the library cleaned before the school year ends; (2) Clifford the Big Red Dog will be at the Family Fun Day book fair; and (3) the author of Skylar's Big Adventure will also be at the book fair to autograph her book, which will be available for sale. At the meeting, Jami will also be asking for seventh graders to volunteer to help pass out programs and serve refreshments at the eighth grade promotion. She would like to start that as a tradition and also a tradition of the seventh grade families providing the refreshments, such as cookies. Tammy, Kathryn, and Marna, all seventh-grader parents, said they would be happy to contribute cookies and get the tradition off the ground. Jennifer will be making an announcement about the Digital orientation date. She will also be announcing the addition of a 9th grade to Digital Academy. It will be a college prep program. Digital will have 81 kids total next year. The president of the ASB will make a speech to the meeting about the activities that ASB has done this year.

Bylaws: Given the fact that we have only four members signed up for the Board next year, some revisions to the bylaws may need to be made. These will be discussed at the next meeting.

School Size Increase: We will be adding another sixth grade class next year, but not another fifth grade. All grades except fifth will have two classes. The sixth grade was chosen for expansion because the school wants the children feeding into seventh grade / middle school to have been at Heritage already.

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 wants to purchase a book return. It will cost about \$300.00.

Marna said that she has sold a lot of otter pops on the Heritage side and she has started selling them at Digital, as well.

Adjournment

Motion: Tammy moved to adjourn the meeting. The motion was seconded and approved. The meeting adjourned at 11:30 a.m. The next meeting will be an All Parent Meeting held on April 16, 2009, in the Multi-Purpose Room at 7:00 p.m. The meeting after that will be held on April 28, 2009, in Classroom A at 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