

**Heritage Charter School
Parent Advisory Board**

**April 28, 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, in addition to Tammy, were Jami Baar, Stephanie Boren, Marna Farwell, 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, and Jennifer Cooper, Director of Digital Academy. Other people present were Coach Dennis Snyder, Executive Director of the Escondido Charter School District, and Ashly Mellor, a parent and potential Board applicant. Coach left after we discussed the playground because he had an assembly to attend at ECHS.

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 April 15, 2009, meeting, as modified. Marna seconded the motion. The motion was approved unanimously.

Motion: Tammy moved to approve the Minutes for the April 16, 2009, All-Parent meeting, as modified. Marna 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 for approval by the PAB. Tammy stated that she sent a note to Sheila Randell that what she does for us is important. Tammy stated there was no need to approve that note.

Communication from Coach and Tammy regarding P.E. / Lunch Area Equipment:

Coach wants to fence all the way to the street and behind Yum Yum Doughnuts. He wants to take out the trees in the middle of the playground and place tree in big boxes around the yard. He has had an architect working on this. Coach would like to meet with Sally Stevenson about the playground. Coach had hoped that the pledge drive would bring in \$200,000; it has actually brought in \$15,000; more may come in as people pay off their monthly pledges. There may be two separate drives in the future so the K-8 can contribute to this school while they are here. The goal is to have the fence moved and the playground installed by the beginning of the 2009-2010 school year. Attached to these Minutes are updated versions of documents reviewed at the meeting and regarding the playground.

Communication from Committee Chairs or Committee Members:

Yearbook: 194 yearbooks have been ordered to date. A unit price for 225 books has been requested. The money is not due until the yearbooks are delivered on May 12, 2009. We have to buy 225 books because they are delivered in multiples of 25 and we will sell some during the last week of school. Cynthia has suggested that the adults who put the yearbook together receive Heritage K-8 license plate holders as a thank you. It was also suggested that Escondido Joe's gift certificates be given along with the license plates. Jami will be looking for a gift worth about \$1,000 to purchase for the school with the profit from yearbook sales.

Volunteer Appreciation: It was generally agreed that it would be a good idea to give license plate holders and Escondido Joe's gift certificates to all committee chairs. There was an extensive discussion of an end-of-year appreciation event for volunteers. It was generally agreed as follows: a breakfast for volunteers in the Multi-Purpose Room would be the best time and place; the date will be May 14, which is a minimum day. We will have drawings for prizes. Tammy will send out an e-mail request for a vote on the volunteer appreciation breakfast budget. Marna wants to give some individual mentions, as well, to highlight a few of the people who have gone "above and beyond."

Hamburger Wednesday: This lunch program is paying for a reading program which costs approximately \$500 per grade (not middle school) for a total cost of about \$3,000. It is not a PAB program. The money being made from the baskets that ASB is selling will go toward that purchase as well. Stephanie said that there might be money left in Staff Appreciation allocation to donate to the book program.

Family Fun Day: About \$1,200 in pre-Family Fun Day tickets sales has already come in. The high schoolers can earn community service hours by helping at Family Fun Day. Stephanie suggested that the PAB "leave the ladies alone" for next year because they (Vanessa Estrada and Shannon Preciado) know what they are doing and keep excellent records to help in making decisions in future years. Jami said we still need to have checks and balances and suggested that, next year, we can have tiny Family Fun Day-only topical meetings to update each other and make decisions. Another suggestion was to set aside \$2,500 in next year's budget for Family Fun Day. That way, we won't be worried about covering costs from the money that comes in from ticket sales. We should sell stuffed Tigers at \$5.00 a piece at Family Fun Day.

Motion: Tammy made a motion to amend a motion that was passed on March 24, 2009. The March 24, 2009, motion read: "approve up to \$2,500 for Family Fun Day expenses. The pre-sale tickets will be \$8 for the booths and jumpies wristband. The GameTruck wristband will cost \$7 and the sales will be limited to 125 wristbands." The superseding motion read: "This motion to amend the previous motion will change the pre-sale ticket price to the prices listed on the pre-sale ticket flyer." Marna seconded the motion. The motion passed unanimously.

Eighth Grade Promotion: Jami has joined forces with Kari Coe to plan the promotion ceremony. Lots of seventh graders have signed up to help at the ceremony. There was a lengthy discussion of the best use of PAB money with regard to a banner for graduation, *i.e.*, perpetual or not, and what kind of material it should be printed on. Ashly Mellor knows a lot about the printing facilities at ECHS because she works there, and she was able to explain to us about what the print shop could do for us, such as high quality ink on photo paper. Gloria, of Gloria's Bakery, will donate a full sheet cake at ½ off. Jami thinks that one cake from Gloria and cookies from the seventh graders' families will cover the refreshments.

Gardening Grants: Kathryn discussed with the Board Coach's reaction to her e-mail response to Sheila Randell's e-mail cautioning her on how she was spending the gardening grant money. Kathryn stated that Coach asked her to come to his office to discuss the matter and they ended up yelling at each other at near the top of their lungs for fifteen minutes. Coach told Kathryn that she should not have discussed the gardening grant matter with the Board. She replied that she disagreed; gardening and grants are part of her function as a Board member and information about those subjects should be shared with the Board. She told Coach that she would not agree not to talk to the Board about any subject. She stated that her purpose in discussing this conversation with the Board was to encourage them to be open with the other Board members with all information relevant to their work for the Board, and she said that she intended to be the same. In closing, Kathryn reiterated that everything she has spent money on is included in the grant applications, including the Cesar Chavez Celebration for fourth grade.

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. Palma has asked for it, again. Kathryn stated that she believes that Sheila intends to keep it until after the auditors have come and gone (in the next week or two).

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 04/27/09 Heritage K-8 Budget is attached to these Minutes. Andrea sent an e-mail before the meeting to all the members indicating that (1) we have not received the box top money from across the street; (2) the money to pay for Veronica Farran to attend the Girls Bullying Conference is included; and (3) Family Fun Night numbers include (a) all deposits through 04/24/09 and (b) all deposits to vendors and reimbursements submitted by Vanessa Estrada through 04/27/09. The Family Fun Night numbers do not include the balance owed to vendors (Astro Events, Game Truck, Tile vendor, and Costco). Rubio's was budgeted for \$600 income and, so far, we have made \$791. Palma will check on funds from the school for a book return. The Skylar book author would like to donate a percentage of profits from the sale of her book at the book fair to the school.

Old and New Business

Restaurant Fundraisers: Tammy made a report on possible restaurant fundraisers. Jamba Juice is not an option. She is still trying to work with Paradiso, a Greek restaurant that ran a full-page ad in this year's yearbook, to set something up. She suggested Baskin-Robbins and Panda Express as possible restaurant fundraisers for next year.

Bylaws: There was not enough time to discuss the suggested bylaws changes. These will be discussed at the next meeting.

School Size Increase: We will be adding another fifth grade class after all. Palma broke the news to Jami that the library will be moving to where the music room now is. Jami asked Palma about the status of the band program next year. Palma indicated that she did not have any information about that program at this time.

Tech Report: Jennifer talked about the tech budget and what is left. We have not purchased computers, yet, so we could have as much as \$7.500 left. Matt (tech department) is working on the laptop issue for Digital Academy.

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

None.

Adjournment

Motion: Tammy moved to adjourn the meeting and Kathryn seconded the motion. It was approved. The meeting adjourned at 2:44 p.m. The next meeting will be held on May 12, 2009, in Digital Classroom A at 1:00 p.m.

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