

**Heritage Charter School
Parent Advisory Board**

**June 9, 2009
Held at ECHS Conference Room**

MINUTES

The Parent Advisory Board meeting was called to order at 4:06 p.m. by Tammy Cummings. Those members in attendance, in addition to Tammy, were Jami Baar, Stephanie Boren, Andrea Egli, 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, Veronica Farran, Assistant 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.

Approving the Minutes for the May 12, 2009, meeting was delayed until the June 25, 2009, meeting as they were not distributed for review until today.

Approval of Correspondence Prepared on Behalf of PAB:

There was no correspondence prepared on behalf of the PAB for approval by the PAB.

Approval of E-Mail Vote:

Tammy made the following motion by e-mail prior to the May 12, 2009, meeting and it appeared in the May 12 and June 9 Agendas for verification. *Motion:* "I move to approve the following budget for volunteer appreciation submitted by Marna: "\$500 food (catering by Escondido Joe's plus miscellaneous orange juice, *et cetera*); \$500 gifts (specific \$10 gift cards to key volunteers plus raffles); and \$100 decorations and miscellaneous (centerpieces can also be raffled)." Marc seconded the motion. Tammy, Marc, Kathryn, Andrea, Stephanie, and Jami voted in favor. Marna did not vote. All members present at this June 9, 2009, meeting agreed that the motion and the votes were recorded correctly in the May 12 and June 9, 2009, agendas.

Financial Report:

Palma and Andrea told the PAB that Sheila has returned the \$1,077 in box top monies, plus a little more. Kathryn reiterated that she believes Sheila kept the money until after the auditors left so the books would look better. Palma stated that it was merely an oversight that Sheila failed to return the money since before February 10, 2009.

Palma stated that the PAB is no longer in charge of the boxtops fundraiser, but the office staff will take care of that for the school year 2009-2010. This means that earned funds will now be administered by the AHEF.

A copy of an expense and income report dated 06/08/09 and prepared by Andrea is attached to these Minutes.

Andrea stated that (1) pizza Friday income was close to what we had anticipated; (2) more than \$2,000 in books were sold at the May book fair; (3) Rubio's lunches have proven very popular and we made more than we had anticipated; (4) otter pops made almost \$1,000; (5) the yearbook made more money than we anticipated. Andrea suggested that next year we give receipts when people purchase yearbooks. Several people claimed that they had purchased yearbooks but, when Andrea asked them to provide a copy of a canceled check, no one did, and those people did not show as purchasers on the sales chart that Cynthia Diaz kept.

Communication from Committee Chairs or Committee Members:

Technology Purchases: There was a lengthy discussion among members and administration regarding technology purchases to be accomplished before the end of the PAB fiscal year (June 30, 2009). Sheila Randle has found a really good price on computers and is going to be making a "mega"-order after July 1. Jennifer and Palma would like to put in their order with Sheila's to obtain the good pricing. To do this, the PAB has to approve the exact expenditure and cut the check prior to June 30. Palma explained that there are twenty teachers at Heritage and she needs to have desktop computers and monitors for each of them. There was an understanding by Palma and the PAB earlier that the technology staff for the Charter District would be reviewing and updating some of the equipment that Heritage already has, but it doesn't look like that is going to happen. Therefore, Palma wants to scrap what we have and order new. Palma suggests giving the check to Sheila and letting her make the decision as to how to apply it to the purchase. Andrea stated that, before she writes any check, she needs to have a purchase order. Jennifer wants to get five netbooks (as opposed to laptops) for \$300 each. Netbooks do less than laptops do, but they are sufficient for the people who will be using them. During the 2008-2009 school year, to date, PAB has spent \$2,565.33 on technology. There is approximately \$8,251 left to spend. Palma says that ECHS will pay the difference between what Heritage/Digital needs and what PAB has available to spend.

Motion: Marc made a motion to spend an amount not to exceed \$8,250 for computers for Heritage and Digital so long as the Charter school district provides a purchase order which breaks out Heritage and Digital purchases separately from each other and separately from other purchases being made concurrently by the district. Tammy seconded the motion. The motion passed unanimously.

Volunteer Appreciation Debriefing: Marna laid out the difficulties and successes with our Volunteer Appreciation Breakfast so we could all learn and make changes (or repeat our successes) in the future. It was difficult for Marna to obtain the addresses for the volunteers because there is no coordinated database. She had to take the information off the cards that the administration keeps in a card file. The database that Tammy put together two years ago is still missing in action (because it is on a hard drive that the school cannot find). Marna believes that beginning the planning earlier would have been helpful and that the organizer next year should be a Heritage parent and not a Digital parent. Marna knew almost no one in attendance and so did not feel she was able to greet people at the door properly. The things that were good about the breakfast were (1) most people got their invitations; (2) the room was adequate and the tables and decorations were very pretty; (3) Escondido Joe's did a great job on catering; (4) the door prizes were appreciated and fun. It was mentioned that there was a low turn-out compared to what was expected, and it was decided that

thanking volunteers all through the year might encourage them to attend the thank-you-event at the end of the year.

Three positive changes to look forward to: (1) Palma says that, although volunteer hours will not be mandatory next year, they will be “strongly encouraged”; (2) Coach is working on a program for the website where people can input their volunteer hours; and (3) Next year, the PAB will have a PAB volunteer person to coordinate the interest forms.

One disappointing change: Cynthia Diaz’s family is leaving the school, so she will no longer be our yearbook coordinator. On the positive side, it was suggested that Ashly Mellor, a potential board member, would be a great yearbook coordinator.

Eighth Grade Promotion: Jami reported back about the eighth grade promotion festivities. The banner cost \$50 and was very well received, but no one bid on it at the silent auction to take it home. It is still hanging at the theater. The cake from Gloria’s was \$45 (she gave us a discount) and the PAB office had enough plates, napkins, and cups stashed that Jami did not have to buy more. Therefore, the total cost came in right at \$100. For next year, Jami believes that more money should be budgeted. We may not get a discount on cake and we may have to purchase plates, napkins, and cups. Jami also thinks that we can save money by not having a banner, but by projecting a banner on the screen at the theater. In addition, Jami thinks that the event would be helped if next year’s seventh grade families were notified much earlier (at the beginning of the year) that they are responsible for ushering and supplying refreshments at the ceremony.

Playground: Palma had the up-to-date information on the playground which was proposed to be installed this summer. There will be no playground. Mr. Robertson would like a basketball court for the physical education classes. Coach wants to (1) resurface part of the parking lot; (2) extend the fence, (3) put in the basketball court, and (4) put in permanent holes for the volleyball nets. Palma stated that Coach thinks that the fact that parents want a playground is not enough reason for the school to have one. Tammy asked Palma to get the proposed money figures from Coach so the PAB can make these decisions. Palma agreed to do so.

Old and New Business

Board Responsibilities: Palma stated that she was very happy with the PAB’s performance this year. She and her teachers have gotten everything they have wanted, including seminars. Palma then outlined how she would like the PAB to operate next year. She said that Shawn Roner (ECHS Director) and Coach have told her that the high school PAB operates in a fashion similar to what she proposes and they are happy with that. Palma has had several discussions with Coach on this subject since she began as Director, and is now comfortable taking control of the fundraising and acting as sole oversight. Palma would like the PAB to continue to support the goals of Heritage K-8 and Digital such as teacher/staff development, technology, and classroom/school needs.

- (1) Palma would like the PAB to continue or begin the following fundraising efforts: (a) Taco Tuesday; (b) Burger/Rice Bowl Wednesday; (c) Pizza Friday; and (d) otter pops.
- (2) Palma would like the PAB to coordinate volunteers, especially where there is the greatest need: back to school picnic, lunch programs, otter pops, Family Fun Day, yearbook.
- (3) Palma would like to have the administration do all recordkeeping and money-handling. This would include making all deposits into the American Heritage Education Foundation bank accounts with all checks to be written by Sheila

Randle / Coach; administrative oversight by Palma; and simplifying procedures for administration, teachers, parents, and front office staff (meaning all decisions are made by Palma). Andrea and others asked what procedures needed to be simplified and whether the PAB has ever denied Palma anything she has asked for, or ever missed a deadline to pay an invoice or seminar registration. Palma said that PAB has never denied her anything she has asked for and has never missed a deadline to pay an invoice or seminar registration. Andrea said she takes her responsibilities quite seriously and, whether or not a personal slight was intended, she was personally offended by Palma's suggestion.

- (4) Palma would like to change the semi-monthly PAB meetings to bi-monthly. The meetings would involve discussing upcoming events, fundraising updates, and expenditure updates.

There was a lengthy discussion among all the Board members and Palma regarding Palma's proposals. Some (but not all) of the comments included:

(1) While funds have historically been available based on the Directors needs and priorities through the PAB, that may not be the case with the AHEF.

(2) The PAB and the general parent population will do all the work and have no say in spending the money.

(3) The PAB is a separate entity from the school and earned funds should be allocated and disbursed with parent input. The funds previously raised should be maintained or spent with parent input and not donated to the AHEF.

(4) The PAB will have to ask Palma for money for things like Family Fun Day;

(5) Heritage PAB values the reputation that we have built as an involved parent group that works hard to help our school and represent parents. It isn't the desire of the board to act as a rubber stamp. It may be beneficial for the school to decide if they want a parent board or a fund raising committee.

(6) The plan outlined by Palma moves away from a system of checks and balances and toward a dictatorship.

(7) The PAB has proven itself to be a successful group, raising \$55,000 during the 2007-2008 school year; and approximately \$25,000 during the 2008-2009 school year when administration (primarily due to pledge drive efforts) curtailed the PAB's fundraising opportunities. These amounts far surpassed the approximately \$15,000 that Coach mentioned in a previous meeting was raised with the pledge drive during the 2008-2009 school year.

Interview Date for Potential Board Members: All potential board members will be interviewed on Thursday, June 25, 2009, starting at 6:45 p.m. in the Escondido Charter High School conference room. Kathryn will set up the schedule with the applicants.

Volunteer Application Forms: Palma is going to add an address field to the Volunteer Interest Form (which goes with the Volunteer Application Form). The Interest Forms, or copies, will be supplied to the PAB for maintaining in a notebook OR Glenn Krause, who is the district's webmaster, could use a program that Tammy already has that has some information in it. The final decision has not yet been made. However, Palma is going to distribute the Volunteer Application Form and the Volunteer Interest Form at the August 3 mandatory parent meeting. Also, even though the mandatory meeting is not a PAB meeting but a school meeting, Palma agreed that the PAB could have a five-minute block of time to encourage volunteerism and outline plans for the coming year.

Bylaws: The following changes were proposed via e-mail on April 20, 2009, and were voted on at this meeting. *Motion*: Kathryn moved, Stephanie seconded, and it was unanimously agreed that the following changes will be made to the Bylaws. Pursuant to Article XI, these changes will become effective on June 10, 2009, at 12:01 a.m.

Change at first paragraph of Article VIII: “At the first meeting of the Board after the beginning of the new fiscal year (July 1), officers of the Board shall be elected by the members of the Board, and those officers shall immediately begin their terms as officers. (Each term is one year.) Officers shall be president, vice-president, secretary, and treasurer. The member elected president must have already served not less than eight months on the Board. The term limit for each officer position is ~~two~~ **three** consecutive terms, but a member can be elected to an officer position again after not being ~~an~~ **that** officer for one year. No member shall hold more than one officer position at the same time. Not later than thirty calendar days after the first Board meeting of the fiscal year and not later than thirty calendar days after there has been a change in officers during the fiscal year, the Board shall verify the identities of the account signatories on file with the Board’s banking institution, and change same as warranted.”

Change at first paragraph of Article XI: “These Bylaws may be amended by a vote of the Board at any time during the fiscal year and upon two weeks written notice of the exact wording change (e-mail is acceptable) to all members. The vote must be made in person by ~~at least six of the seven members~~ **not fewer than all current members less one**, at a regularly scheduled meeting of the Board at Heritage School campus, and cannot be made by e-mail. If two or more members are absent from the vote, the vote must be postponed until ~~at least six members~~ **not fewer than all current members less one**, can vote in person. For an amendment to the Bylaws to be made, ~~at least five~~ **all** of the members present must vote in favor of it. If the amendment is passed, it will take effect at 12:01 a.m. of the calendar day after the vote is made. The secretary shall amend the written Bylaws to accurately reflect the change(s) made.”

Miscellaneous

Ms. Nugent (4th grade) and Ms. Marek (5th grade) will not be back for the 2009-2010 school year.

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: The meeting adjourned at 5:57 p.m. The next meeting will be held on June 25, 2009, in the conference room at Escondido Charter High School at 6:45 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
- Elizabeth Lock's idea for a cookbook fundraiser
- Mrs. Mendoza's idea for a T-shirt / sweatshirt sale
- Matt's survey of technological needs so we can plan additional purchases.

Respectfully submitted,

Kathryn Turner-Arsenault