

**Heritage Charter School  
Parent Advisory Board**

**August 11, 2009  
Held at Heritage K-8 Library**

**MINUTES**

The Parent Advisory Board meeting was called to order at 1:06 p.m. by Stephanie Boren. Those members in attendance, in addition to Stephanie, were Marc Lindsey, Kathryn Turner-Arsenault, Kristin Radsliff Clark, and Marna Farwell. Andrea Egli and Heidi Gott did not attend. A quorum was present at all times. Also present at the meeting were Palma Holland, Director of Heritage K-8 Charter School; Jennifer Cooper, Director of Digital Academy; and Tammy Cummings, PAB Past President (2007-2009).

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

There was no need to approve prior meeting minutes as the minutes for the last meeting of July 23, 2009, had been approved by e-mail. The members generally agreed that the description of that e-mail motion in the August 11, 2009, agenda was accurate:

*Motion:* Stephanie made the following motion by e-mail: "I move to approve the Minutes of the July 23, 2009, meeting." Kathryn seconded, and Stephanie, Kathryn, Marc, Marna, Andrea, and Kristen voted to approve them. Heidi did not vote. The motion passed.

Approval of Correspondence Prepared on Behalf of PAB:

Kathryn had e-mailed to the members a copy of a letter she delivered to Ag in the Classroom, along with a basket of tomatoes, on August 3, 2009. There was no need for the members to approve that correspondence, but each member now has a copy for their "book."

Approval of E-Mail Vote:

There were no email votes to approve other than the vote to approve the July 23, 2009, Minutes, as set forth, above.

Financial Report:

There was no updated financial report because Andrea was not present.

Communication from Committee Chairs or Committee Members:

As committees are still being set up, there were no reports during this meeting.

## Old and New Business

### Organize Taco Tuesday and Pizza Friday and set start and end dates

Taco Tuesday will start on August 25 and will go to last Tuesday or next to last Tuesday (if last Tuesday is a minimum day). Pizza Friday will start on August 28 and end on the next to last Friday of the year. Cindy Gross has committed to Pizza Friday.

### Organize Otter Pops and set start and end dates

We will be asking for more otter pops in the Heritage Notes. Kathryn will be organizing otter pops and will be in charge of cleaning out the freezer, rotating the pops, and organizing the people. Otter pops sales will start on August 24 and will go to November 20, or so long as we have otter pops. The last otter pops day for the entire year will be May 21, 2010.

### Fundraising housekeeping

We need someone to count the money after 12:50 p.m. on Tuesdays and Fridays. Tammy will count the money on Tuesdays; Kathryn will count the money on Fridays. Tammy and Marna will do the Tuesday deposit on Tuesday or Wednesday. Marc or Stephanie will do the Friday deposits. We can print the spread sheets on a printer that Palma is going to give us.

### Volunteer housekeeping

Palma will take care of signing up classroom and office volunteers. Jami will take care of signing up volunteers for the library. The PAB will not do those three areas at all.

Palma Holland delivered volunteer survey forms from Heritage to Marna. Marc got a lot of response to his August 3, 2009, speech at the parents' mandatory meeting.

### Staff Appreciation

Stephanie is going to do staff appreciation again this year. Teacher Appreciation week is in May. The teachers love the conferences we have sent them to, and would like more of them. They also like the coffee for the breakroom and the Escondido Joe's gift cards.

### Volunteer Appreciation

Marna and Heidi will be doing volunteer appreciation and they may seek the help of one of Marc's volunteers.

### Gardening

Kathryn gave a report on the search for the new gardener, and she gave an update on the grant funds remaining and gardening plans for this year, including finding a landscape architect to volunteer to plan our shade garden at Heritage K-8's front door. Also, Kathryn and Jennifer did a grant application last year seeking funds from Lowe's to make a bike rack / relaxation spot outside the front door of Digital. We didn't get that grant, but it was generally agreed that completing the

plan was a good idea; unfortunately, at this point, the access to the front door at Digital must have a ramp installed to make it ADA compliant. That must be completed before any other practical or aesthetic changes can be made to the front of Digital.

### Recycling

Parent Jacqueline Thompson would like to continue with the recycling program. Kathryn is going to be her contact person. The recyclables need to be picked up more often than weekly because otherwise the bins get all messy.

### Family Fun Day, set dates for “check-in” and update

Vanessa Estrada and Shannon Preciado will report to Stephanie regarding Family Fun Day. They would like a maximum budget of \$3,000 because they don't want to front costs and because we have about 100 more kids this year at the school. Their first check-in will be by e-mail before Christmas. Once again, it is best that no PAB member work a classroom booth because we need to be everywhere else.

### HDA and its parents/needs

HDA parents will be meeting once a month or so and they can talk about PAB stuff. First order of business will be asking the PAB if there can be a fundraiser to put an ADA-compliant ramp at the front of the Digital building.

### Back To School Movie Night, Sept. 19

This is still set. The gates will open about 5:00 p.m. and the movie will start at approximately 7:00 p.m.

### Cartridge For Kids

Lori Meni has said she would keep doing it the way she always has. She has a contest going on and the flyers went out with the packets on August 3. She says she doesn't need any help.

### Yearbooks

Cynthia Diaz e-mailed Palma that she will drop off all the yearbook stuff she has. Ashly Mellor and Bob Segall are both parents who might be very good yearbook coordinators.

### E-scrip

Marc pitched e-scrip at the August 3 mandatory meeting. He is still waiting to see what kind of results we get. Marc would like to put a sign-up form at the front counter so parents can pick one up.

### Begin preparation of year's budget

Kathryn asked for \$500 for the garden. Family Fun Day will have a budget of about \$3,000. We will be making money from otter pops, Taco Tuesday, and Pizza Friday. We want to send staff to more conferences. Veronica really enjoyed the bullying conference she went to this past summer and learned a lot of techniques and programs to help solve bullying problems. The teachers want "Learning A to Z" and "Enchanted Learning" programs to be renewed. Marna will be the liaison with Christy Bartlett for the Original Artworks fundraiser. Jennifer said we need a new science lab. Heritage and Digital want to put one at Digital that will be accessible to all, but there are significant safety concerns with putting a lab into the building the way it is now (sprinkler-free).

### 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 and Kristen Radsliff Clark are.

### Member Reports on Current Activities

None.

### Adjournment

*Motion:* The meeting adjourned at 2:34 p.m. The next meeting will be held on August 25, 2009, at the school.

### Tabled Business:

The following items for discussion have been tabled by the members in the previous fiscal year, 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