

**Heritage Charter School  
Parent Advisory Board**

**February 10, 2009  
Held at Digital Academy**

**MINUTES**

The Parent Advisory Board meeting was called to order at 1:06 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, and Jennifer Cooper, Director of Digital Academy.

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

*Motion:* Tammy moved to approve the Minutes for the January 27, 2009, meeting. 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:

Cynthia Diaz has not yet looked at the artwork which we might possibly use for the yearbook cover because her daughter has been sick for two weeks. Jami thinks Cynthia will be looking at it this week.

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

Forest Home (Seventh Grade Field Trip): 14 Heritage and 5 Digital children are going on the Forest Home field trip. Coach suggested to Palma that the trip be canceled since attendance is relatively low, but Palma said that the parents who signed up were promised that the trip would take place.

Catalina (Eighth Grade Field Trip): Next year's Catalina trip will take place May 10 through May 14, 2010. It will cost approximately \$500 - \$600 and will last five days.

Box Tops: Sheila Randle, the business manager for the ECHS district, received PAB's \$1,077 check from the box tops people. She deposited the check into Heritage K-8's general fund contrary to previous arrangement. Andrea and Tammy pointed out to Palma that (1) PAB's volunteer, Lucy Rowe, put in approximately 100 volunteer hours on this project; (2) PAB spent \$59 on postage to send the box tops in; (3) some of the box tops were collected last year but were not sent in by last year's volunteer; (4) the box tops income is part of PAB's 2009-2010 budget; and (5) the PAB purchased the prizes for the "store" that the kids can choose from when turning in box tops. Palma wants to keep the money in the general Heritage fund and use it. If Sheila does not give the money to the PAB, the PAB's budget will be close to \$1,000 in the red.

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 02/10/09 Heritage K-8 Budget is attached to these Minutes. Andrea reported that Rubio's income was \$179 for October and December. Cartridges 4 Kids has brought in \$138 this year. Andrea needs to find out who won the Cartridges 4 Kids contest so that they can get their monetary prize for their classroom. E-Scrip has brought in \$86. That is the biggest amount ever. The most money that has gone out was for teacher development (\$3,604.67). That includes all seminars for this year so far, including the ones listed in the January 27, 2009, PAB Minutes. Tammy has asked Palma to ask the teachers to come to the April All Parents meeting to discuss what they learned at the seminars.

We have received a \$750 award from San Diego Ag in the Classroom grant program and the check will be coming in a few days. That money will be held across the street and, with Palma's approval, the funds will be disbursed by Sheila Randle to Kathryn as Kathryn purchases things for the garden program.

*Motion:* Andrea made a motion to amend the budget to reflect actual amounts that have come in and are being spent (as opposed to projections made earlier in the year). These amendments included: (1) reducing after school club income from \$6,280 to \$3,000; (2) reducing Fun Academy income from \$600 to \$0; and (3) leaving recycling income at the amount we have already brought in (\$19.26) because ASB has taken over recycling. These changes would leave the PAB \$81 in the black, *but only if Sheila Randle gives back the \$1,077 from the box tops program.* Tammy seconded the motion. The motion passed unanimously.

Family Fun Night is budgeted to make \$4,000 but may not make that much. There was a general discussion of how much Family Fun Night should be a fundraiser and how much it should be an inexpensive fun time for school families.

Jennifer said that, because of a recent donation of computers, a significant amount of money that has been allocated to technology need not be spent on teachers' computers. However, the computers still need to be attached to monitors and keyboards, and to have RAM and access points for teachers (so we can be wireless). These items could be purchased using the now-freed-up technology money. The system is currently not business-grade, so it crashes. Jennifer will put a list of monies requested together for the next meeting.

Palma stated that Heritage K-8 does not need a screen that PAB purchased for it from the technology budget, and she is wondering how we could best deal with that (sell it, return it, *et cetera*). No decisions were made.

## Old and New Business

Awards for straight A's at middle school level: Digital had no money for tiger heads to be awarded for the fall semester 2008 straight "A" students. They were paid for by a private donation. Sheila Randle nixed the awards from the budget, because they cost \$13 for a head and \$3 per plate (one for each of four sides, ultimately, if student continues to do well). There is a Heritage parent who has volunteered to donate the plaque portion of the awards. Tammy suggested the trophy portion is something the PAB might be willing to fund. Palma says that she has discussed the tiger heads with her middle school teachers and they really don't care about them. Once again, the PAB discussed that you can't buy something for a school that the school doesn't want.

Using part of arts budget for Heritage mural and/or shade garden: There was a lengthy discussion of using anywhere from \$450 to \$1200 of the current PAB arts budget to install a shade garden at the front of the school and/or a mural at the back of the school. Given that the PAB wants to continue discussing changes to the budget, Kathryn stated it might be best to discuss the mural and garden at the next meeting and it was generally agreed that was a good idea.

Playground field trip: The visit by the playground design / build company went well. Palma, Tammy, and Tina Keester were there for Heritage. We are just waiting for the cost estimate. Most of the items discussed were not strictly playground equipment but *apparatus* such as bars for building upper body strength.

Expansion: Palma stated that, because of the ongoing budget concerns in Sacramento, Heritage will probably not expand next year. There will be a second fourth grade (because there are two third grades), but there will probably not be a second fifth or sixth grade added.

Field trip scholarship request: Palma has a request for a fifth grade field trip scholarship to be funded by the PAB's field trip scholarship budget line item. Without the scholarship, the child will not be able to go. Palma wanted to know how to apply to the Board for the scholarship. Tammy and Andrea told her that all she needs to do is ask for the money. The Board doesn't want to know who the child is or what his / her circumstances are. Sole discretion lies with Palma.

Pending Motions to Amend By-Laws: As we had all seven members present, we were able to vote on the three pending motions to amend the by-laws.

The following proposed motions were submitted for consideration, via e-mail, on August 27, 2008, and on repeated agendas thereafter:

First motion: It is moved that, Article VIII, item number 4 under "President," be changed to read "Sign checks with the treasurer, as needed" AND that, Article VIII, item number 4 under "Vice President," be re-numbered to be item number 5 and a new item number 4 be inserted which says "Sign checks with the treasurer, as needed" AND that, Article VIII, item number 6 under "Treasurer" be changed to read, "Secure two signatures on all checks, including his / her own, and the president's or vice-president's."

Marc moved that the first motion be approved. Stephanie seconded Marc. The motion passed unanimously.

Second motion: It is moved that the following sentence at Article VIII be deleted: "Not later than five business days after the first Board meeting of the fiscal year and not later than five business 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" AND that the following sentence be inserted in its place: "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."

Tammy moved that the second motion be approved. Andrea seconded Tammy. The motion passed unanimously.

The following proposed motion was submitted for consideration via e-mail on November 25, 2008, and on repeated agendas thereafter.

Motion: It is moved that the following paragraph at Article XI – Amending Bylaws shall be substituted for the paragraph that currently appears there: "These Bylaws may be amended by a ~~unanimous~~ 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** at a **regularly scheduled** meeting of the Board at Heritage School campus and cannot be made by e-mail. ~~If any member is~~ **two or more members are** absent from ~~a meeting~~ **the vote**, the vote must be postponed until ~~all~~ **at least six** members can vote in person. **For an amendment to the Bylaws to be made, at least five 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."

Tammy moved that the motion be approved. Marc seconded Tammy. The motion passed unanimously.

Pursuant to the bylaws, the amendments will become effective as of 12:01 a.m., February 11, 2009.

### 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: In order to sign up for good dates for the Fall 2009 book fair, Jami wanted to know if we want to do one in November. She believes it should be built around another activity, such as an All Parent Meeting or crafts fair, in order to get more participation.

Stephanie: Family Fun Night is on schedule. It will be on May 2, 2009, 1 – 4 p.m. There will be no big meal, but snack food instead. The incoming eighth graders will be allowed to do a fundraiser in their booth to raise money for Catalina. We will not have the cotton candy or popcorn equipment that we have had in the past because those are too labor intensive. Instead, we will have two jumpie-type “rides”, and a game truck. The game truck will be here for three hours and will total \$730, including tax and insurance. The cost of the jumpie/slide/obstacle course(s) is not yet known. Stephanie also brought color swatches for the teachers’ lounge to get some input from PAB and the teachers.

Marna: She needs to get the number of people who are eligible for volunteer appreciation so she can start planning the activities.

Marc: Taco Tuesday and Pizza Friday have enough people, but need to have more people in reserve because people are not showing up and there is no one to take their place. Also, Misty Sherman will not be coordinating next year and Marc needs “another Misty” to take her place.

Kathryn: Palma and Kathryn are working together to present a “Doodle for Google” art contest for all grades. The grand prizes are a college scholarship for the child and tech money for the school, plus other things such as laptops and trips to New York.

### Adjournment

The meeting adjourned at 2:38 p.m. The next meeting will be held on February 24, 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