

Explorer Elementary Charter School

Parent Council Meeting Minutes

Tuesday, February 23, 2010

2:00 p.m.

Attendance: Cindy Borkum, Patti Bruffey, Jana Fortune, Gretchen Gillingham, Jill Green, Michelle Hackney, Wendy Hutchison, Therese Hymer, Anna Jimenez, Jean Kluver, Tonya Larabee, Erica Lund-Anastasakis, Kathy Saucedo, Reita Sebert, Jen Schultz, Tracy Wilkinson, Teresa Zucchet, and Margaret Egler

Agenda Item #1: Bylaws Clarification

Report by Wendy Hutchison

1. Nominees for Executive Parent Council must have attended two Parent Council meetings in a single calendar year.
2. Parent Council members are eligible to vote if they have attended two Parent Council meetings within a two-year period.

Agenda Item #2: January Minutes Approval

1. Wendy Hutchison moved for and Teresa Zucchet seconded the approval of the January 19, 2010 Executive Parent Council minutes.
2. Therese Hymer moved for and Teresa Zucchet seconded the approval of the January 19, 2010 Parent Council minutes.

Agenda Item # 3: Art from the Heart

Report by Kathy Saucedo

1. Auction value is currently \$50,000 with an additional \$10,000 worth of donations expected to come in.
2. Bulletin boards are decorated for Art from the Heart. All bulletin boards will be updated three times a year

Report by Reita Sebert

3. Auction donations close on Friday, February 26th -- still looking for gift cards
4. Catalog: Reita will email auction catalog to parents to show the great items to bid on
5. Auctioneer: Jesse Brown, of Banyan Catering
6. Invitations: Over 1,000 are being sent out
 - a. 294 to current families

- b. 352 to current grandparents
- c. 200 to alumni
- 7. Logistics: Start time is 6:30 p.m. Food has been solicited from local restaurants. Wine and beer will be provided.
- 8. Volunteers: Vicky Ross is organizing High Tech High student volunteers
- 9. Individual art projects: Done
- 10. Wine Cellar Donations: Start March 2nd

Agenda Item #4: Escript Update

Report by Lisa Ferguson

- 1. Projected revenue: \$4,000 (as expected)
- 2. Most families are signed up, but new card registration/update is important
- 3. Cap in giving: Vons and other stores have a limit on what they give each month. This puts a ceiling on what we can expect to receive using Escript.
- 4. No cap in giving: Use the Escript Online Mall before shopping online and there is a cap on the amount of money Explorer can earn. The Escript Mall can be accessed from the pcee.info website.
- 5. For more information, see attachment "A"

Agenda Item #5: Scholastic Book Fair

Report by Lisa Ferguson

- 1. Please see attachment "B"

Agenda Item #5: Budget Report

Report by Tracy Wilkinson

- 1. Total Revenue as of February 2010 = \$102,053
- 2. Total Expenses as of February 2010 = \$41,116
- 3. Support to School = \$111,742

Agenda Item #6: February 2, 2010 Board Report

Report by Therese Hymer

1. Flexible Spending Account. The Board approved a new benefit for teachers that set up Flexible Spending Accounts for Health Care & Dependent Care. This allows teachers to set aside money out of their wages on a tax deferred basis. It went into effect January 1, 2010. Nice new benefit for the teachers with low cost to Explorer. Done as part of the HTH Flexible Benefits package.

2. Board 3 Year Goals. the Board is working on 7 goals for 2010-2012:
 - a. Financial
 - B. Long Range Planning
 - c. Diversity
 - d. Dissemination of the Explorer model
 - e. Board development
 - f. Community
 - g. Physical Plant

3. The Board had previously worked on details for the first 3 goals. These were reported on those last month. At its February meeting, the Board discussed details of the next two goals:
 - a. **Dissemination of the Explorer model.** A faculty/staff group is handling the planning for this goal. They are exploring possible summer institutes and/or teacher residencies, and will report back to the Board in May or June.
 - b. **Board Development.** Several ideas were discussed, including having the Board make presentations periodically to Faculty meetings; having the HTH CFO train the Board on new governance policies & procedures required by the Federal Government; and additional training on a variety of topics including obligations under the Brown Act, Board duties and conflicts of interest. Margaret Egler has been placed in charge of follow up.

4. Explorer Financials.

The Board reviewed the financials for December 31, 2009:

 - The bottom line is that the numbers look better than they did as of the end of November. The school is running about \$9,000 behind against budget, as opposed to being \$33,000 behind at the end of November.
 - Public revenues are still lagging behind – still a timing issue
 - Staffing costs are running over budget. Believed to be a result of maternity leave coverage. Please note that part-time teachers get pro-rated benefits, so that is not causing the school to be over budget. The category is being watched, and with Eliza's departure the annual office expenses are reduced & they are hopeful the deficit will continue to decrease against budget as the year progresses

- Administrative costs are also over budget (\$27,000). This is being looked into as well. About \$7,000 is unbudgeted purchases that the school has received grants for. There is also a portion of this that represents costs that are higher, but revenues are also higher, so not of concern (enrichment classes, aftercare).

The Board also started looking at 5 year budget projections, in preparation for the budget process for next year.

4. PC Report. As part of my report to the Board, Therese presented Tracy's mid-year financial report, so the Board knows where PC is running on its fundraising.

Agenda Item #7: Principal's Report

Report by Jill Green

1. There are no spaces open for kindergarten 2010-2011. There will be community orientations on March 4th and March 18th.
2. Staff Development Day on March 1st featured teachers sharing projects and English language learners. Becky Frost, Faculty Representative on the Board, made a report to the teachers.
3. Jean Kluver and Jill have worked hard on a grant proposal for social-emotional counseling through the U.S. Department of Education, Office of Safe and Drug-Free Schools. If funded, school could receive \$1.2 million over 3 years.
4. Board of Directors has taken on more responsibility for fundraising.
5. There will be an Irish Dance Performance by Audrey Price and Anais Ovanessoff.
6. April 14th will be a Generative Thinking session with the Faculty and Board to envision Explorer's next ten years.
7. Board has conducted an annual review for Jill, which will be completed in March.
8. Susie Kime has headed up Barton reading program and needs somebody to take it over for next year.

Meeting adjourned 3:00 p.m.

Margaret Egler

Recording Secretary

Anna Jimenez

President