

**Yuba River Charter School  
Parent Council 2011 / 2012**

*This is our school. A community of teachers and families uniting to inspire  
A love of life and learning for the whole child, for the whole world.*

**Minutes  
9-21-11**

- 1 - **Call to Order** Read School Verse
- 2 - **Role Call/Class Check In** - Class update/parent concerns
- 3 - **Approval of Minutes** - Minutes of 8/18 meeting  
8/18 minutes were approved by the PC

<b>4 - Presentation/Discuss</b>	<u>Sponsor</u>	<u>Action</u>	<u>Time</u>
Field Fund Discussion	Mark/Catherine	Discuss	10
<p>Susan Egan discussed desired practices regarding the PC operating and Field fund. There needs to be a reconciliation of both funds each month. In practice, there has been for the operating account, but not for the Field fund. The Field fund class balances back to the bank statement each month. This has been listed as a responsibility of the PC, but, to her knowledge, has never been completed before Catherine and she just completed a full audit. Their findings was the Field fund balance was &gt; bank statement by ~\$2,500 - a difference that may date back several years. The difference will be covered by a balance in the school miscellaneous fund, but she shared that someone needs to pick up the reconciliation responsibilities going forward, and that task is a big one. She recommended to the PC:</p> <ul style="list-style-type: none"> <li>1) Offer a stipend - possibly \$500 per year - to someone to be responsible for performing reconciliation of Field fund each month</li> <li>2) Each class have a rep who, each month, validates all the month's activity in that class' Field fund.</li> </ul>			

Mark added that the operating model of tasking someone on PC to perform Field fund reconciliations has clearly failed to work over the years due to the complexity and time involved, and offered his support of the recommendation. The committee discussed various means of addressing the class validations of the activity, and who would be responsible. The PC thanked Susan for her inputs, and committed to voting on the recommendation later in the meeting.

Orientation of New Members	Mark	Discuss	10
<p>Mark shared the PC "Plan on a Page" document, which outlines PC responsibilities on a unit and on individual levels. He highlighted that the parents are PC reps key constituents. Caleb added that PC reps can serve as a valuable conduit into the school processes, directing parents on how to have a voice or other participation on a matter.</p>			

Class Rep Gaps	Mark	Discuss	2
<p>Mark mentioned that all PC reps are expected to serve in a liaison capacity on a committee, such as Fundraising, Festivals, Parent Ed, Parent Co-op, Sports Programs, Volunteerism, Treasury. Currently, we have a gap in Parent Co-op, and will need to discuss that when there's more time. Reps with no role can potentially partner to help others in the above areas.</p>			

Harvest Festival Logistics	Veronica	Discuss	10
<p>Veronica reported that a flyer is going out tomorrow (Thu.) and that class festival reps should have sent out information already on roles for classes. Shade on the day of the festival is a concern. Carrie mentioned that there is a hole in the playground for a parachute tent that maybe that would be helpful...</p>			

Class Field Fund Processes	Mark	Discuss	10
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Covered below

Playground Design/Discussion	Mark/Other	Awareness	3
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Caleb explained that faculty wanted to get a sense for how kids use it first but are now ready to begin adding features; eg full size hoop and painted surfaces; should go in the next week or two; hop scotch; 4 square etc. There is still debate on the upper grade/lower grade transition, the possibility of new play equipment.

Halloween Festival	Mark/Other	Awareness	2 (4:32pm)
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Marguerite led a discussion on the possible festival. Is it going to happen? Now that we are in NC there may be a good reason to do it. Thea Blair offered to create a safe place for small children to have a Halloween experience; early childhood faculty plans to have a big part in it. Mr. Simon plans to contact Thea. The PC brainstormed a number of ideas: perhaps this will be in the outside space and the auditorium; rather than in the class rooms; is at a school or a community event? many unknowns regarding volunteers and new space; perhaps set up an early start time and encourage school families to come early and welcome close nit community, but not let it get out of hand. It would be a fee event, perhaps even with pre purchase tickets so that numbers of attendees can be planned for; wanted to start planning/announcing post harvest festival; event would take place on Halloween day a Monday, with no school Tuesday; trying to determine if upper grades should still take a larger role; event is typically a \$5/family cost; event really needs dedicated staff/volunteers to put it on; want to avoid a burn out feeling; some feel really strongly about having it on Halloween night and not any other; Marguerite will report back next meeting after speaking with the other early childhood teachers.

## 5 - Vote

Fundraisers	Mark	Discuss/Vote	10
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### Class Fundraising Ideas:

PC makes sure fundraising ideas are within sprit of school; that the timing is spread out over the year and not all at one time of the year; that classes don't all select the same fund raising activities; classes work to raise funds for the 8<sup>th</sup> grade field trip as well as other field trip costs.

- T-shirt logo for 6<sup>th</sup> grade-approved by unanimous vote
- Year Book for 8<sup>th</sup> grade fundraiser-change price range from 20-23-approved by a unanimous vote
- Dutch Mill Bulbs for 3<sup>rd</sup> grade-approved by a unanimous vote
- Friday Morning Coffee House-coffee is for parents only; bake sale items sold to students can be an issue for State Health requirements. The PC discussed a number of options: would a caterer provide goods. Is this a bake sale every Friday? The setup near Doris's class could be an issue if loud chatter; perhaps this can take place during a trial period; sales could end once school starts; what about late kindergarten start time. The PC approved the fundraiser, contingent upon the class ensuring that there are no legal restrictions and that the location be subject to review in four weeks time-approved by a unanimous vote
- YRCS calendar for 2<sup>nd</sup> grade-comprised of student and/or faculty art work, with proper attribution; selling them soon bc they are 2012 calendar; wall and desk calendar versions-approved by a unanimous vote
- 8<sup>th</sup> grade has decided to not sponsor the snack shack; 7<sup>th</sup> grade will research taking that on.

Virtues Workshop	Mark	Discuss	3
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tabled as workshop was postponed - did not get critical mass in signups, so Ms. Reuther is considering for later in the year.

The PC also voted on the following items:

Vote on-stipend of admin of field find cost will be \$500/year;-unanimous vote  
 Vote on-this \$500 will come out of PC funds this year, and future funding will be subject to review each year (either from PC operating fund or Class Fund accounts)-unanimous vote

**6 - Action/Discussion**

PC 2011-2012 Budget Proposal	Mark	Discuss/Vote?	10 (4:55pm)
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PC Budget 2011-2012- changes to make; no bank fees, but child care costs increased to \$30. Again, a lot of brainstorm ideas: it was suggested that perhaps we could get Briar Patch to do year end voucher donations to raise rebate income; goal is to operate not at a deficit every year-but to break even at the least; our largest cost is hospitality, can we buy less, can we forgo an event to be able to break even; Lisa agrees that more direction on hospitably costs would be helpful; she would like to have a cap; need to follow up with Lisa about cost of hospitality; could there be a donation basket at the hospitality events; perhaps if a large event is expected home baked goods could supplement the hospitality bought goods; what is PC required to provide eg parent events vs architect meetings; the amount of prep required and the desire to provide appropriately for the event eg grandparents day, staff appreciation, morning breakfasts; rather have more events with coffee only rather than a few large events eg , monthly parent information meetings; there are many parent education events, and it seems parents wish to gather more, perhaps food would create that atmosphere; general question about operating fund we have \$6,000, what is it for? There are many potential uses outside of the normal operating budget needs: more support for festivals; sports teams; facility costs; we could use it to put on a profitable fundraiser; we could disburse it to families; offer scholarships, etc. We may need want to use an operating budget for normal costs, then approve non-recurring, incremental spending by additional vote. The PC will continue the discussion next meeting.

**7 - Committee Updates**

Festival Committee	Veronica	Update	3
Hospitality	Lisa/Kristin	Update	
Parent Co-Op		Update	
Parent Ed		Update	
Sports Programs	Veronica/Makio	Update	3
Treasurer	Catherine	Update	3
Volunteerism	Benjie	Update	3
Fundraising	Jen	Update	2 (5:09pm)

**8 - Notification Items**

Report from Administration	Caleb	Report	15
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Admin update-County wide event, teacher training using auditorium, needs hospitality; hot air balloon demonstration planned for playground

Report from Charter Council	Robert	Report	7
Report from Faculty	Paula	Report	7
Report from Ed Foundation	Melissa	Report	7 (5:45pm)

**9 - Talk it Up!**

Harvest Festival 9/30/11  
 Note PC meeting on 2<sup>nd</sup> Weds next month (third Weds is during break)

**10 - Next Meeting** - Wednesday, 10/12 3:30-5:30 p.m. (YRCS Conference Room)

**11 - Adjourn**

Meeting was adjourned at 5:39 pm