

W.A.V.E. Meeting
Westlake Association of Volunteer Explorers
The Parent Group of Westlake Charter School

MEETING AGENDA

April 19, 2010

6:30 p.m.

3800 Del Paso Road

Sacramento, CA 95834

BASE Room

I) OPENING

A) CALL TO ORDER: PAUL HOBIE 6:35pm

B) ROLL CALL AND ESTABLISHMENT OF QUOROM (3 MINUTES)

Present Absent

- | | | |
|--|---------|-------|
| 1) Paul Hobie, President | ___x___ | _____ |
| 2) Scott Williams, VP Business and Communication | ___x___ | _____ |
| 3) Julie Westberg, VP Parent Participation | ___x___ | _____ |
| 4) Emily Chan, Treasurer | ___x___ | _____ |
| 5) Karen Bartells, Secretary | ___x___ | _____ |

C) REPORTS

5 minutes per team for presentation

5 minutes for discussion/questions per topic

1) Principal's Report

(a) Last Thursday, I brought forth my recommendation for budget mitigation that will be indicated by an ending balance shortfall in the 2011-12 school year. To assist me in that recommendation, I have had the pleasure of working with the school leadership committee (Kate, Debbie, Christina, Peter and Yoovana) as well Cliff Blakely and Elizabeth Williams and at our final meeting, Steve Korvink as well as budget specialist Ana Barillas-Mendez. The items that we studied were:

- *Salary classification freeze*
- *Layoffs*
- *Change of program, discontinue specialty classes*
- *Increase class size*
- *Offer a pre-school program*

(b) My recommendation was: *to increase the fourth and fifth grade classes by 3 students each. This will have the smallest impact on our program and the least deleterious effect on our instructional program.*

(c) On March 8th we held the annual lottery for new student enrollment. Our staff was well prepared for this event and for all that helped out that evening, a huge "Thank You" from the school and me personally. We pulled 559 chips that evening for 70 open slots, as you can imagine, most folks left unsatisfied at their personal results.

(d) We had our Town Hall meeting for incoming WCS parents on March 25th. At that meeting, we explained the procedures of WCS, the culture, the

new carpool map and plan, and other general information regarding kinder. We also accepted their completed registration packet.

- (e) We continue to work on our facilities plan for the near and more distant future. We've met twice with Assistant Superintendent Mike Cannon since March. I've also invited Scott Dosick, Cliff Blakely and Luisa Park (Gonos & Park facilities specialists). Our planning will include the needs for next year and for years to come. We've also discussed the district's newly proposed standard for elementary schools (K – 6) and how that may affect WCS.
 - (f) Last month our second trimester parent-teacher conferences were held on three minimum days. I am pleased to provide you with the results of those conferences. We had scheduled 329 face-to-face parent conferences. Of those, 301 conferences actually took place and 5 were conducted by phone. We are still trying to track down the remaining conferees, and reschedule.
 - (g) Last weekend, approx. 70 parents showed up for our Build, Green and Clean Day. Please take the time to see our new Excavation Station, new trees and irrigation system, paint, power-washing and much, much more. A really huge thank you to Elizabeth Williams and Grandpa Leroy.
 - (h) Later this month we plan on advertising for the two teaching positions that will be open for next year. The positions are a result of opening of a new third grade class and the resignation of a fifth grade teacher. There is still some movement among the teachers into different grade levels, so the exact grade level placements are yet to be determined.
- 2) Treasurer's Report: We are making the third of three payments to school, \$14,485.02. See attached reports.
 - 3) Fundraising Report: Last event was the prom, raised over \$14,000, Thanks Lisa Corr.
 - 4) Parent Participation & Hospitality/Community Building Report:
 - (a) FNO on 3/17 at Sactown Ice Cream raised \$112.
 - (b) Next FNO will be a picnic event, Sunday afternoon to avoid baseball.
 - (c) Will start parent coffees in the mornings again, Heather Bell will coordinate.
 - 5) Community Service:
 - (a) Student store is open during recess only.
 - (b) The student council is starting pennies for peace.
 - (c) Mr. Capp talked to student council about commitment and responsibility, so two student council members resigned. Cameron Blakely is the new student council president. Next year, perhaps student council will carry out less WAVE activities, will rethink before school starts next year. The kids have learned a lot about running meetings and being responsible, and a different level of commitment. What did student council do for WAVE? Seemed like most of it was their choice. Did WAVE put too much on them? Need to think about the purpose of student council, and focus on that. We need to make sure the students do not get overcommitted; we really focused on the kids doing it, rather than the

parents doing it. Admin and teachers decide what they will do going forward, and they should be coming up with their own plans. The idea is not to rely on the parents. It was felt like much came down from WAVE. Need to define purpose and stick to it, and let student council know they are not obligated to take on anything in particular.

II) ITEMS SCHEDULED FOR ACTION

A) Approve WAVE minutes for March 15, 2010

Motion:	Scott Williams	Action:	Approved
Second:	Emily Chan	Vote:	5 aye, 0 nay, 0 abstain

III) ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE. 10 minutes discussion for each item.

- A) WAVE Elections: Candidates gave their statements, and the voting commenced.
- 1) President: Scott Dosick
 - 2) VP of Business Affairs: Karen Bartells
 - 3) VP of Parent Participation: Julie Westberg
 - 4) Treasurer: Hilda Banuelos
 - 5) Secretary: Heather Chastain
- B) Pancake Breakfast: Lisa is not obligated to raise additional \$1,000 to meet her goal. We will not pursue.
- C) New Parent BBQ: Will be held on August 7 from 11:30 – 1:30. Mainly for kindergarteners, plus 20 fourth and fifth graders. Hopefully some teachers, admin, NUSD people, and board members will also be there. Kate and Mr. Capp will give tours.
- D) What to do with the WAVE reserves:
- 1) Ideas for some WAVE officer training (conferences, workshops, and newsletters), training on working with volunteers, fundraising, marketing, etc.
 - 2) 5th graders raised \$5,966, plus the lottery bake sale and last week's ice cream sale. So just over \$6,000. Final payment is due Friday. Student council donated \$50. This is close to half of what we need, is \$275 per student, and chaperones pay their own way. They were trying to eliminate the cost of the t-shirts.
- E) Maestro Coffee Fundraiser: starts May 1, for May and June.
- F) WAVE Tax ID # Renewal: a parent thought we were not in good standing. We are in good standing.
- G) Teacher/Volunteer/Employee of the Year Award: This award is to recognize somebody for their contributions. It's a celebration of who we are. A nomination form by the employees (and possibly the boards), tallied by principal, and then a presentation. Decided by the staff and maybe the boards. Maybe a perpetual award as well as something to take home.
- H) International Festival: June 5th.
- I) Sal Heredia donation: To be voted on at next meeting.
- J) CD Renewal: CD is up on April 21st. Was at 1.75%, will be lower now. Can renew at Chase or can shop around. Have until May 1st to decide. The CD is about \$30,500. Will research, and move into checking until a decision is made.

IV) ITEMS UNSCHEDULED FOR DISCUSSION. This section is for any item not on the agenda. Please limit discussions to 3 minutes per topic.

A) Need to put the WAVE organization chart on the website.

V) FUTURE AGENDA ITEMS. Members may request a topic to be placed here for discussion at the next WAVE meeting.

A) Budget for new parent BBQ.

B) Wish list items:

1) Approve \$500 for 5th grade field trip, a legacy scholarship. Make this in the by-laws, as part of the administrative expense budget. We will budget for donation to future, with the intent to ensure that all WCS students can go.

2) Mr. Capp will come with some other ideas. Vote and decide on reserves.

C) Approve budget for plaque, award.

D) Donation – Sal Heredia.

VI) ADJOURNMENT. The meeting was adjourned at _____ 8:50pm _____.