

W.A.V.E. MEETING

Westlake Association of Volunteer Explorers:
The Parent Group of Westlake Charter School

MEETING AGENDA

August 27, 2008

6:30 p.m.

3800 Del Paso Road

Sacramento, CA 95834

Room N3

I. OPENING

- A. CALL TO ORDER : 6:29 PM
- B. ROLL CALL AND ESTABLISHMENT OF QUORUM (3 MINUTES)
- | | present | absent |
|--|-------------------------------------|--------------------------|
| 1. Aimee Wells, President | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Scott Williams, VP Business Affairs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Paul Hobie, VP Parent Participation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Emily Chan, Treasurer | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Ann Alan, Secretary | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

C. REPORTS

5 minutes per team for presentation

5 minutes for discussion/questions per topic

1. Principal's Report
A written report was presented.
2. Treasurer's Report
Treasurer Emily Chan submitted a report ending July 31, 2008. Since it was summer, there was not a lot of activity. There were a couple deposits from E-scrip and Shutterfly. The ending balance is about \$61,000 which will be allocated to the school for this school year. This is 85% of the WAVE balance. The 15% WAVE reserve is about \$10,000. This is used for WAVE administration items and WAVE functions.
3. Communications Report
Secretary Ann Alan reported that she will be serving as the Communications liaison this year. Communications includes updating the website, sending home flyers in backpacks and organizing the room parents. We have a great Communications system going. Kristina Z is doing our newsletters that go out every other week. Nanci R is doing our WAVE calendar once a month. Jude H, Sabrina

P, John B, Minh L work on getting the website updated. Lorna A makes the copies and organizes them for backpack distribution. Tina B is the room parent coordinator. We are still in need of someone who can make flyers. These would include Family Nights Out, announcement flyers, and special event flyers. It can be more than one person. If any committee has a flyer they want in the backpacks, please send it to Ann Alan. The deadline will be the Friday one week before the flyer goes out. This will give us the needed time to get approval and printing done.

4. Fundraising Report

Vice-President Scott Williams reported they are currently working on the golf tournament on Oct 3, 2008. They are in need of parent volunteers and can contact Phil Nanni to help. We also need parents to sign up to play golf and find corporate sponsors for the tournament. The next major fundraiser will be My School Matters goes to the Olympics in early spring and the Auction will be March 28, 2009.

5. Parent Participation & Hospitality/Community Building Report

Vice-President Paul Hobie reported his activities. The new student BBQ was a success. Over 100 people showed up and had a great time meeting each other and getting to know the school. The welcome back breakfast for the staff went fine even though he did not have any volunteers yet. The next Family Night Out is going to be on Sept 16 at Mountain Mike's pizza from 3pm -8pm with more information to follow. Thank you Thursday is Thur Sep 25. We will be serving the teachers and staff root beer floats to thank them for all their hard work. Basically, Paul wants to stress that his committee needs lots of help. Please volunteer!

6. Community Service Report

Treasurer Emily Chan reported that the Community Service is a little different this year. The student council will be gathering ideas and handling most of the Community Service projects. We will need a volunteer to be a parent liaison between the WAVE and student council. This person (s) will communicate with student council and the teacher rep (most likely Mrs Crenshaw) and report back to the WAVE, have flyers made for the different projects, etc. We will also need some recycling volunteers. As soon as Emily meets with the teacher rep, she will have more information about the positions and advertise for help.

II. ITEMS SCHEDULED FOR ACTION:

5 minutes introduction
10 minutes for discussion/questions

A. Approve WAVE minutes for July 2008

Motion: Scott Williams	Action: Approved
Second: Ann Alan	Vote: 5 Yes; 0 No; 0 Abstain

- B. Approve funding schedule to school from 85% of WAVE monies
The WAVE will be giving the school \$58,624 this school year and will do it in three installments. The vote is to give \$19,541 in Sep, Dec, and March. A question was raised about whether the parents get to see an account on what the money is being spent on. The agreement between the WAVE and the school is a trust relationship. We donate the funds and trust that Principal Christine Smith uses them as she sees fit and for worthwhile causes. She is free to spend the money or hold onto it. She does write up a report and lists where exactly she spent the money and submits the report at the following WAVE meeting. Another question was raised about whether parents can give input for how to spend the money? The answer is yes, parents can submit ideas at a WAVE meeting and Christine does take it into account. An example is the new school mural. That was a parent driven project that Christine approved and helped fund.

Motion: Ann Alan	Action: Approved
Second: Paul Hobie	Vote: 5 Yes; 0 No; 0 Abstain

- C. Approve Interest Bearing Products for bank balance. (CD investment)

The vote is for Treasurer Emily Chan to investigate the best CD investment rate and put some of our reserve WAVE money in a short term CD with the hopes of getting a couple hundred dollars investment. We have been advised by Cliff Blakeley that it is acceptable for nonprofit organizations to put some funds into an interest-bearing account as long as it is not a substantial income. It makes sense to maximize our money. She does not have to use a specific bank because the rate changes quickly. We will allow Emily to do research and find the best rate for us.

Motion: Aimee Wells	Action: Approved
Second: Scott Williams	Vote: 5 Yes; 0 No; 0 Abstain

- C. Approve the following purchases using the WAVE excess of

\$3600 from 2007-2008 school year: RAFT memberships for teachers, Fri folders, table for WAVE copy room, mobile cart for the teacher's lounge, and a fitness kit for Mr. K.

The WAVE had about \$3600 left over from the last school year and the teachers and staff came up with a wishlist. The money amounts listed will be the maximum that will be spent, with the idea that we will try to shop around for less expensive items. Mr. K needs a fitness kit because the 5th graders will have state mandated fitness testing. The kit is \$469. The teachers would like sturdy plastic Friday folders for each student so they will last all year. These will be \$390. The teachers would like a membership to RAFT which is an online surplus store for teachers. They can buy school supplies at a great discount rate. For all the teachers to join, it would be \$368. We will try to see if we can consolidate and have teachers share accounts. We need a table for the copy room because the current table has a broken leg and could be dangerous if you are using the cutting board. The table is priced at \$169, but we can shop around for a cheaper price as well. The staff lounge needs a mobile cart so they can have more counter space and not have to work on top of each other. This is \$391.

The next item to be approved was not on the agenda. Aimee W explained that 5th grade teacher Mr. Skipper wants to implement an accelerated math program. He went out last year and found the funds himself to get it started which included a \$1000 subscription for this year. However the program needs an additional scanner that is \$400. The school purchased one, but we need one for each classroom. A few questions were raised: Shawna Sheehan asked if we could just try out the one scanner for a trimester and see if we like it before investing \$400 into something that we may only use for one year. Principal Christine Smith stated that the teachers want 2 scanners because it is too difficult to run back and forth and share the one scanner. The teachers want to see if we like the system as fully implemented, but will leave the decision up to the WAVE to purchase. Brenda Lee suggested that Mrs Thorall is a great teacher and that she would be inclined to want to meet her needs. Robyne Rose explained that this is a tool for differential instruction. If you are introducing a new system, you want it fully implemented so it will work properly. Nora Romero asked if there is a warranty on the scanner.

Christine Smith added that it is from a well known company so there should not be any problems.

The second item that was not on the agenda was additional supplies for the school mural. Robynne Rose and Michelle Ellis have been working on the school mural since this last summer. The idea for the mural will have a picture from each child at Westlake Charter. Michelle will teach an art class so all the children will have their own creation represented on the wall. All of their supplies have been donated so far. They are asking for additional paint and a clearcoat that will allow graffiti to be wiped off. They are asking for \$400.

The vote is to spend about \$2600 on the above mentioned items. This includes fitness kit, Fri folders, RAFT memberships, table, mobile cart, scanner for 5th grade, and mural supplies. The amount may be less depending getting items at a reduced rate.

Motion: Ann Alan Second: Emily Chan	Action: Approved Vote: 5 Yes; 0 No; 0 Abstain
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III. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE
10 minutes discussion for each item

A. My School Matters Olympics Fundraiser

Aimee W described this major fundraiser. They are taking last year's very effective fundraiser and stepping it up a notch. The idea is to have a large event where the kids are competing and earning medals, both team and individual. We would use the same MSM website as last year and kids can solicit for sponsors via an online website. The event will be held on a Sat so the whole family can participate. We do not have a date yet, since we are in the infancy stage of this project. But we do need lots of volunteers! See Aimee Wells to help. Even though the MSM Olympics will not be until spring, we want to kick it off now. This means that parents can contribute to the MSM all year. We do not have to wait until the event to start contributing.

B. Budget for golf tournament on Oct 3, 2008

The budget for the golf tournament is about \$13,000. We need that money to pay golf fees, beverages, hole in one contests, insurance, banners, prizes, trophies, food, and the reception. Our goal is to make \$26- 30,000. So far we have about \$8000 in corporate sponsorship, but are looking for more. There is a link on the Westlake Charter website if you would like to sign up to play golf or if

you would like to buy a sponsorship. Please see Scott Williams or Phil Nanni to volunteer your time.

C. Budget for Art Auction on March 28, 2009

The budget for the art auction is about \$8700 right now. It is still being worked on and we should have a better idea by the September meeting. This will be tabled for future discussion.

D. School calendar for WAVE 2008-2009

A tentative calendar was available to show the upcoming activities for the year. It does not include every activity because some don't have a date yet or are still being planned. Some examples of things that are not on the calendar include a school dance slated for Jan-Feb, MSM Olympics slated for early spring, Kylee Lillich giving tree, which is a charity tree set up to get holiday gifts to underprivileged children. This will be around Nov- Dec. Looking at the calendar, Jacky Dosick wanted to know what Red Ribbon Week is. Aimee W explained it is a nationwide program to bring drug awareness to children and warn them of the dangers. It is a week-long event with fun contests and activities. We will be looking for volunteers for this event.

E. Businesses placing ads in school newsletter

Paul Hobie reported that a local children's dentist, Dr Saladin, has approached him about placing an ad in our school newsletter. It was communicated that we don't want to bog parents down with additional paperwork and we don't want solicitations. If he wants to add a paragraph about keeping teeth healthy, that is fine. There are other methods to advertise at our school. Examples include a banner and solicitation table at the golf tournament and also at the art auction.

F. Credit card machines

This item was tabled for a future meeting because of time constraints.

IV. ITEMS UNSCHEDULED FOR DISCUSSION

Jolene Scates is our Spirit Wear representative and had a report to give. For spirit wear, she has about \$800 worth of orders. She wants to communicate that she can only place orders when she has a sizable amount. The next order is going to be placed in September and the absolute deadline to order is Sep 12. She will have a table at Back to School Night on Sep 9. She also orders the Friday shirts for the children. The kids are allowed to wear this shirt every Friday with jeans. She only has 149 orders and there are 300 kids in our school. She will be sending a flyer in the backpack, have a table at Back to School Night, and sending a Connect-Ed phone/email message to get the word out to order your Fri shirt.

Parking lot: A parent raised a question concerning traffic duty. He wanted to know how does he know who is a parent volunteer. The answer is that teachers will have their badges on and the traffic duty is supposed to be wearing orange vests. If you are a parent volunteer, you can put a volunteer badge on. By the way, we are looking for parent volunteers to help direct traffic. Jacky Dosick wanted to know if the parking restriction could ever be lifted on Del Paso Road? Principial Christine Smith answered that we our working on expanding out our own parking lot and that we are working with Natomas Middle School for options. The problem is that it is an ongoing conversation with the City of Sacramento, which does not work with school districts. We have had an ongoing battle trying to get a crosswalk. The plan is to try and meet with the facilities department from our district and the city to discuss options. Rob Holmer mentioned that letters from parents to the city/district can help back up Christine in her fight to get the No Parking ban lifted on Del Paso. Christine said once connections are made and see what options we have, she will bring the issues to the parents.

Shade structure over playground:

Jolene Scates states she doesn't think the new shade structure actually shades the playground and wondered why they put it there. Christine Smith stated that it was the district that put in the shade structure and they take many factors into account when they place such shade structures. Jacky Dosick wondered if there was going to be any further shade structure put in or do we not want to invest because of the limited time we will be at this campus? Christine Smith ensured that we plan to be at this campus for awhile. She mentioned that there are some shady spots on by the play structure and at the picnic tables near the portables. WAVE could work on getting more shade structure, but the problem is there is not really a good answer. It is usually expensive and may not last. Aimee mentioned another school had a shade structure and it got burn holes in it and then they had to spend more money to replace it. It just takes research to see if there is any other viable solutions.

Hot weather: Rachel Lee-Trinh wanted to know if there would be outdoor recess/PE when the temps get over 100 degrees. Christine said, they would be fine in the mornings. We can only asses the afternoon as it happens and she will leave the decision up to Mr. K. They do have the option of indoor PE. If you have health concerns for your child, you can write a note to the office and they will keep your child indoors for recess &/or PE.

V. FUTURE AGENDA ITEMS

Members may request a topic to be placed here for discussion at the next WAVE meeting.

VI. ADJORNMENT

The meeting was adjourned at _____8:11 pm_____.