

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

**MEETING AGENDA**

**July 19, 2010**

6:30 p.m.

1960 Del Paso Rd., Ste. 146

Sacramento, CA 95835

NNTMA Board Room

**I) OPENING**

A) CALL TO ORDER: SCOTT DOSICK at 6:30 p.m.

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

	<u>Present</u>	<u>Absent</u>
1) Scott Dosick, President	X	_____
2) Karen Bartells, VP Business and Communication	X	_____
3) Julie Westberg, VP Parent Participation	X	_____
4) Hilda Banuelos, Treasurer	X	_____
5) Heather Chastain, Secretary	X	_____

C) REPORTS

5 minutes per team for presentation

5 minutes for discussion/questions per topic

1) Principal's Report

- a) The faculty will be participating in an in-service focused on differentiating instruction training toward GATE certification for our teachers.
- b) Bob shared the weekly themes for BASE this summer.
- c) WCS has approved efforts to begin a preschool.
- d) There will be an emphasis on discussion of carpooling at the first town hall meeting.
- e) The staff is preparing for the "New Family BBQ" on Aug. 7.

2) Treasurer's Report: Discussed overview of funding support to WCS and administrative costs for WAVE. Please see attached reports.

3) Fundraising Report

- a) Lisa Corr would like to distribute a parent survey around Labor Day to solicit feedback to determine the theme of the spring fundraiser.
- b) Karen is receiving many fundraising ideas. Discussed venue for discussion and planning of fundraisers. Bob Capp proposed viewing fundraisers as "active" (ex: three primary WAVE fundraisers) and "passive" (ex: eScrip, Family Nights Out, etc.) Idea proposed to form committee to support these efforts.

- 4) Parent Participation & Hospitality/Community Building Report
- a) Scott will invite NUSD board, new superintendent, and Ray Trethaway to new family BBQ.
  - b) Coffee socials to begin Aug. 18, 2010.
  - c) Big Spoon “Family Night Out” to take place at the end of August (date TBD).  
*Update: scheduled for August 25<sup>th</sup> from 1 to 9 p.m.*
- 5) Student Council Report: Student Council not in session, no report.

**II) ITEMS SCHEDULED FOR ACTION**

A) Approve minutes for May 2010 WAVE meeting

Motion: Karen	Action: Approved
Second: Julie	Vote: 2 aye, 0 nay, 3 abstain

B) Approve distribution of WAVE funds to WCS

Motion: Heather	Action: Approved
Second: Karen	Vote: 5 aye, 0 nay, 0 abstain

C) Approve distribution of eScrip funds to WCS

Motion: Heather	Action: Approved
Second: Karen	Vote: 5 aye, 0 nay, 0 abstain

D) Approve expenditures for QuickBooks and nametags

Motion: Heather	Action: Approved
Second: Hilda	Vote: 5 aye, 0 nay, 0 abstain

E) Approve Golf Tournament budget

Motion: Scott	Action: Approved
Second: Julie	Vote: 5 aye, 0 nay, 0 abstain

F) Approve movement of \$35K surplus into business savings account

Motion: Scott	Action: Approved
Second: Heather	Vote: 5 aye, 0 nay, 0 abstain

**III) ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE.**

**10 minutes discussion for each item.**

A) Mellissa Meng from North Natomas TMA: Discussed increasing participation in “Walking Wednesday” program from once to twice a week. Mellissa will coordinate but requires parent volunteers:

- 1) Escorting children to campus from Walgreens parking lot (at least five parents)
- 2) Punching participation cards at campus (at least two parents)

B) WCS Carpool Program: A carpool map has been generated and sign-ups were taken at Kindergarten orientation. Sign-ups will be available at “New Family BBQ” as well.

C) WCS/WAVE “Adopt-a-Family” Program: WAVE agrees to contact WCS families via phone to provide encouragement, acknowledgement, and information during the month of August. Volunteers will be sought to help with this effort so that it may continue throughout the school year.

D) 2009-2010 Parent Hours – Final Report: Of 243 families, 32% did not meet their required 30 volunteer hours for the school year. 34 families posted zero hours.

E) Motivating parent participation during upcoming school year (carrots and sticks):

1) WAVE would like to acknowledge families who complete/exceed their required volunteer hours. Possible ideas include:

a) Publishing their names in the WCS newsletter

b) Providing a “Volunteer of the Month” parking space via a monthly lottery

c) 100-hour t-shirts, car magnets, etc.

2) Scott will attend the WCS board meeting to discuss the “Adopt-a-Family” program and seek approval to post families’ progress as they complete volunteer hours on a monthly basis. Recording and reporting infrastructure must also be in place before going forward.

F) Vacant positions in WAVE:

1) eScrip coordinator

2) Staff appreciation

3) Kristi Sharp to be confirmed as “Family Night Out” coordinator

4) Heather Korvink to be confirmed as assistant chair for Prom

5) Assistants sought to help with Olympic Triathlon and International Festival

G) Investment ideas for \$30K surplus: Hilda to deposit surplus into a business checking account. She will continue to investigate CDs as rates improve.

H) My School Matters and exploration of options for setting up reoccurring payments through MSM, PayPal, ACH, etc.: Hilda to continue to research options. Scott to discuss ideas with WCS board. Ideally, automated giving program would be in place by “Back to School Night” with computers set up in the cafeteria for family enrollment.

I) eScrip update: We will get an extra 10% on eScrip purchases from Aug. 11 to Sept. 14<sup>th</sup>. Ann Alan will publicize this in September newsletter.

J) Zazzle: Heather and Julie to work on t-shirts and sweatshirt sales.

K) Status of other action items from June 12 WAVE retreat: Tabled

L) WAVE meeting schedule for upcoming year: Meetings will be held on third Monday of every month with the exception of October so that Scott’s teaching schedule can be accommodated.

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

- A) Golf Tournament budget: Please see attached budget. Scott raised a question regarding increased fee when levy improvements are expected to interfere with three holes. Budget approved but asked that Lanie look into this issue. Scott proposed an “hour tracker” be assigned to track the number of hours volunteer positions require.
- B) Olympic Triathlon: Will take place on Oct. 29<sup>th</sup>. This fundraiser funds art, PE and Spanish programs. During October, families will solicit sponsors. Budget and planning outlined by Peggy McAllister. Team leaders and committee members are needed.
- C) Hilda to periodically check the WAVE in-box in the school office.

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

- 1) WCS/WAVE “Adopt-a-Family” Program
- 2) Motivating Parent Participation (carrots and sticks)
- 3) Motion: Approve Olympic Triathlon Budget

**VI) ADJOURNMENT. The meeting was adjourned at 9:15 p.m.**

**WAVE Foundation**

**Funding Support to Westlake Charter School - FY 10/11**

As of June 30, 2010

To determine WAVE Foundation funds support for Westlake Charter School (WCS) for the upcoming fiscal year, The WAVE Foundation bylaws state 65% of WAVE Net Income should transfer to WCS. Available Funding Support is determined by the prior year's Fundraising Net Income. Available annual funds support will be transferred to WCS at the beginning of each trimester (September, December & March).

Sources:

WAVE Foundation Financials YTD June 30 2010

	Fundraiser Income	Fundraiser Expense	Fundraiser Net Income	Add: Prior year Un. used Reserve	Net Income	WAVE to WCS Funds Transfer 65%	Funds Transfer per Trimester
Prior Year Unused Reserve				5,944.74			
<b>Universal Fund</b>							
GOLF Tournament	26,354.67	12,189.55	14,171.02				
Prose	19,050.43	5,216.48	13,837.95				
International Festival	6,524.45	1,700.04	4,824.41				
WAVE School Matters	30,334.05	1,066.40	29,267.65				
Logo Sales			-				
Book Fair			-				
Family Night Out	349.33		349.33				
Shuttle to and R	2.78		2.78				
United Way	145.20		145.20				
Other sales	407.48		407.48				
E-Support/BoxTop	411.85	482.72	179.87				
<b>Total</b>	<b>85,983.62</b>	<b>21,490.77</b>	<b>64,492.85</b>		<b>64,492.85</b>	<b>69,144.42</b>	<b>17,714.81</b>
<b>WAVE Reserve</b>				<b>5,944.74 plus</b>		<b>6,376.48</b>	<b>16,328.17</b>
<b>WAVE actual admin expenses 00/10</b>							
WAVE Administration						2,280.84	
Parent Participation Committee						(300.00)	
Community Building & Hospitality Committee						596.58	
Community Service Committee						30.70	
<b>Total Actual for FY 09/10</b>						<b>2,679.82</b>	

**WAVE Foundation**  
**Treasurer's Report**  
 June 30, 2010

<b>Beginning Balance</b>		<b>\$ 64,005.15</b>
Void state checks # 1117, 1137, 5034		<u>\$ 181.00</u>
		<b>\$ 64,164.15</b>
<b>Income</b>		
United Way	\$ 28.53	
FNO - Sac Town Ice Cream	\$ 112.00	
International Fest	\$ 6,524.45	
E-scrip / Box Tops	<u>8.46</u>	
<b>Total Income</b>	<b>\$ 6,671.44</b>	
<b>Expenses</b>		
WCS Donation - Sal Heredia Memorial Scholars	\$ (150.00)	
International Festival		
Equipment rental - bounce houses	\$ (300.00)	
Food and Beverages	\$ (637.41)	
Supplies	\$ (183.23)	
Olympic Triathlon-Pizza party	\$ (128.70)	
Olympic Triathlon - supplies	\$ (118.82)	
WCS Staff Awards	\$ (105.48)	
Transfer 2009-2010 e-scrip revenue to WCS	\$ (411.85)	
Box Top mailing	\$ (32.61)	
<b>Total Expenses</b>	<b>\$ (2,368.00)</b>	
<b>Net Income (Loss)</b>	<b>\$ 4,303.44</b>	
<b>Ending Balance</b>		<b>\$ 68,467.59</b>

**Ending Balance Breakdown**

Restricted Funds - Allocated as 09/10 WCS Funding Support	\$ -
YTD Available WAVE Reserve	5,344.74
YTD 2009/10 Net Income	<u>\$ 62,522.85</u>
	<b>\$ 68,467.59</b>

**YTD 2009/10 Fundraising Net Income Detail**

<u>Fundraisers</u>	<u>YTD Income</u>	<u>YTD Expenses</u>	<u>YTD Net Income (Loss)</u>
Golf	\$ 28,354.57	\$ 12,183.55	\$ 14,171.02
From	10,059.43	5,215.46	13,637.67
International Fest	6,524.45	1,720.64	4,803.81
MSM	30,534.55	1,858.40	28,876.15
Spirit Store			-
Book Fair			-
Kovans			-
Family Night Out	649.33		549.33
Pennies for Peace			-
Recycle/Helper	51.40		51.40
Shutterfly	2.78		2.78
United Way	145.20		145.20
Other Fundraisers-Candy drive	358.00		358.00
E-scrip / Box Tops	<u>411.85</u>	<u>482.72</u>	<u>(70.87)</u>
<b>Total</b>	<b>\$ 83,893.62</b>	<b>\$ 21,480.77</b>	<b>\$ 62,522.85</b>

WAVE Foundation  
 Budget - WAVE Admin  
 June 30, 2010

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<b>WAVE Reserve</b>	<b>\$ 15,106.73</b>
<b>Less: YTD Actuals</b>	<b><u>(2,679.92)</u></b>
<b>YTD WAVE Reserve</b>	<b>12,426.81</b>
Less: WAVE reserve excess used for direct school support	
US and CA flags and solar lighting	(148.29)
Accelerated Math Scanner	(888.59)
2 Way radios	(856.73)
Assembly on "Bullying"	(750.00)
CAG conference fee	(1,480.00)
Motion sensorred security lights	(252.98)
5th grade field trip scholarship	(500.00)
Library books	(1,500.00)
Staff Award	<u>(105.48)</u>
	<u>(6,482.07)</u>
<b>Available FYE WAVE Reserve</b>	<b>\$ 5,944.74</b>

<u>Committee</u>	<u>Budget</u>	<u>Actuals</u>	<u>Under(Over)</u>
WAVE Administration	4,000.00	2,353.64	1,646.36
Parent Participation Committee		(300.00)	300.00
Community Building & Hospitality Committee	1,500.00	595.58	904.42
Community Service Committee	300.00	30.70	269.30
	<u>\$ 5,800.00</u>	<u>\$ 2,679.92</u>	<u>3,120.08</u>