

# W.A.V.E. MEETING

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

## MEETING AGENDA

**November 19, 2008**

6:30 p.m.

3800 Del Paso Road

Sacramento, CA 95834

Room N3

### I. OPENING

A.	CALL TO ORDER : AIMEE WELLS	6:30 PM		
B.	ROLL CALL AND ESTABLISHMENT OF QUORUM	(3 MINUTES)		
			<b>present</b>	<b>absent</b>
1.	Aimee Wells, President		<u>X</u>	_____
2.	Scott Williams, VP Business Affairs		<u>X</u>	_____
3.	Paul Hobie, VP Parent Participation		<u>X</u>	_____
4.	Emily Chan, Treasurer		<u>X</u>	_____
5.	Ann Alan, Secretary		<u>X</u>	_____

### C. REPORTS

**5 minutes per team for presentation**

**5 minutes for discussion/questions per topic**

#### 1. Principal's Report

Principal Steve Liles reports that work is currently underway on the parking lot. It will be expanded, and spaces reconfigured. There will be an additional sidewalk and also expansion of the blacktop. The parking lot will be closed during the Thanksgiving break and 4<sup>th</sup> R is working on making accommodations.

An intercom system was installed in the new portables and worked out better than expected.

The first trimester is coming to an end and a few classes are gearing up for various field trips.

There is a giving tree in the office. Stop by and pick an ornament.

Principal Liles has had a positive experience at Westlake Charter thus far. He feels the school needs more technology. He would like to infuse the classrooms for the students and have LCD projection for the teachers for instruction. He is hoping through rigor –challenging curriculum and differentiation- meeting all students' needs, will affect our test scores and raise the school wide achievement.

He has visited the library and sees that there is a library system. His goal is for every student to have a book in their possession at all times.

He would like someone in media technology to work in the library. We have been given a facilities grant that will allow us to fix pipes and other structures. We will even be getting a ceramics kiln and slab roller.

He also mentioned he would like to acquire an LED programmable electric sign for school announcements and time/temp, etc.

Emily Chan wanted to thank him for all his ideas and support.

## 2. Treasurer's Report

Emily Chan reported that the beginning balance for October was around \$82,000. Our first trimester payment went out to the school bringing our balance to \$61,891. Of that \$39,082 is restricted and slated to go the school in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters. \$12,316 is what the WAVE has in reserve. \$10,491 is what we have accrued this calendar year (2008-2009) that will be for next year.

A parent asked if we have to have a specific amount in the reserve? Scott Williams explained that the WAVE is free to do what they like with the reserve. We can hold onto it for future use or donate to the school at the year's end. Last year's reserve was depleted as we used it to buy a number of items that the faculty needed.

CPA: The WAVE renewed the contract with the CPA that was used for last year. It will cost \$650. We filed an extension and need to file our taxes by February 2009.

## 3. Fundraising Report

The Golf Tournament is completed. The next two major fundraisers are the Olympics Triathlon and the School Auction. Both are currently being worked on.

## 4. Parent Participation & Hospitality/Community Building Report

The October Thank you Thursday was titled Death by Chocolate. It went over well for the teachers and staff. Karyn Jakobs is the coordinator. Nov will not have a Thank you Thursday. Dec will be gift baskets.

Family Nights Out: Paul is working on acquiring a coordinator. Dream Dinners is still going on until Nov 22. The Dec Family Night Out will be a Barnes & Noble book fair, Dec 12-14. There will also be a gift wrapping station at the store. We will man the tables and collect donations for the school. Volunteers are needed.

## 5. Community Service Report

Lanie Holmer reported that the recycling is going well. So far we have raised \$120. If we continue at this rate, she expects to raise about \$1000 for the Heifer International.

The Kylee Lillich Giving Tree should be in the office by this week. Stop by and pick an ornament and get gifts for needy children.

We will be participating in a St Judes Math a thon in Feb. Each grade will get math booklets and get pledges and there will be various prize levels. She will need some volunteers to collect books and pledges.

A pennies for peace project will be in the spring.

A parent Jacky Dosick asked if the children are aware of what Heifer International is? Lanie explained that there were school assemblies during Red Ribbon Week with a presentation. The student council also made dioramas for each class that show we are trying to raise money for animals so communities can learn to sustain themselves. Lanie also mentioned that she reports the news to the WAVE, but the student council actually chooses all the community service projects.

Principal Steve Liles also wanted to mention that a new student council was chosen today.

## **II. ITEMS SCHEDULED FOR ACTION:**

**5 minutes introduction**

**10 minutes for discussion/questions**

### **A. Approve WAVE minutes for October 2008**

Motion: Paul Hobie	Action: Passed
Second: Scott Williams	Vote: 5 Yes; 0 No; 0 Abstained

### **B. Approve shipping costs from previous school purchases.**

Motion: Scott Williams	Action: Passes
Second: Ann Alan	Vote: 5 Yes; 0 No; 0 Abstained

There were a few items the WAVE purchased for the school from a reserve of the previous school year. All items had been approved. The table and mobile cart had unforeseen shipping costs that totaled \$354.65. We voted to reallocate funds to cover the cost and be accountable for the purchase. Anything over \$300 spent needs board approval.

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

**10 minutes discussion for each item**

### **A. My School Matters Triathlon**

The event is now being called the Olympics Triathlon. It will be Friday Feb 6. There will be a jog a thon, spell a thon, and a create a thon. The classes will rotate among the venues. Peggy McCallister and Lara Boyko are the committee chairs. We will need volunteers. More details will follow.

### **B. School vandalism**

Aimee reported there were some obscene pictures drawn on the play structures and some school banners were stolen one evening. She is filing a claim with the district and the Middle School is helping her out. The pictures were

cleaned immediately, so not many students were exposed to them.

**C. Scholastic book Fair**

Last year two Scholastic book fairs had been scheduled for our school. One was to be in Dec and one in the spring. We didn't want to interfere with our Barnes and Noble bookfair in Dec, so the Scholastic bookfair has been moved to January. We had committed to it and all the materials were ordered. Barbara Ros will run it, but will need parent volunteers to work during the weeklong bookfair. It will be open everyday after school for purchases.

**D. School dance**

A dance is tentatively scheduled for Jan 24. One of our parents has offered to be the DJ. It will be a family dance- sock hop style. There will be a food vendor and we will need some parent volunteers.

**E. Safe routes to school – Scott Dosick**  
Not discussed.

**F. Fundraising proposal – Lanie Holmer**

Lanie Holmer proposed a search engine powered by Yahoo called Goodsearch.com as a small fundraiser for our school. Every search donates a penny per search. You list WCS and searches will tally and donate to our school. It is completely free and risk-free, just need to do simple searches. You can also go to Goodshop.com to shop online and a percentage of the purchases will go to Westlake. Scott Williams did a poll of those present and asked, "Would you use this?" Most agreed they would use it. Scott thought it was a good idea, has no risk and over time, could generate some money for our school.

**G. Portable PA update**

A parent has donated the use of his equipment, so we didn't need to order what we were looking at last month. The school will get a PA system that is portable, wireless, rechargeable and weather-proof and capable of addressing up to 500 people. It will be around \$1000. Principal Liles also mentioned that we have received an arts and PE grant and we will be able to get software for digital music and create a music studio for our kids. There will be a little hardware that will need to be purchased.

**H. Spirit Wear proposal- Jolene Scates**

Jolene presented a proposal that she would like to purchase some of the more popular spirit items up front, so she can have them on hand. It would be about \$1000. The items would have to be kept at school in a locked cabinet and could be sold at various events. Tracy Roman brought up the point that we may have to collect sales tax if we are re-selling items as opposed to placing an order. Jolene mentioned the difficulty with people not meeting the deadline for their orders, not picking up items that had been ordered and collecting money for items. Scott Williams stated that the spirit wear is not intended as a fundraiser.

He said we should have orders about three times a year and deliver the materials to the classrooms. He does not want to put \$1000 up front.

**IV. ITEMS UNSCHEDULED FOR DISCUSSION**

**This section is for any item not on the agenda. Please limit discussions to 3 minutes per topic.**

SCOOP News: This is the student newspaper created by student council. It is all written up, but we need a parent volunteer to type it up newsletter or newspaper-style. Mark Erwin volunteered for this job.

Kovar's: Kids can get self-defense training and the school will get a percentage of the money if you sign up. They are doing an introductory offer for \$75. Flyers will go home soon.

WAVE Directory: Jacky Dosick asked what happened to the WAVE Directory? Paul Hobie reported that we are having a harder time than anticipated. Last year's directory was done in a different format, but that we are currently working on it.

**V. FUTURE AGENDA ITEMS**

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

School Auction

**VI. ADJORNMENT**

The meeting was adjourned at 8:14pm.