

W.A.V.E.

Meeting Agenda for June 12, 2007

I. Call to order: Peggy McAllister

Called to order at 6:34pm.

II. Roll call

Tracy Roman conducted a roll call. The following persons were present:

Leadership Team

_XPeggy McAllister, President
_XTracy Roman, Vice President
_XLana Lucas, Treasurer
_Brenda Lee, Secretary

Team Leaders

_XLaila Cifolleli, Parent Participation Team Rep.
_XTheresa Hunziker, Hospitality/Community Team Rep.
_XMichelle Ellis, Fundraising Rep

III. Approval of minutes from last meeting:

Peggy McAllister moved to approve the May 07 minutes and was second by Cynthia Ortiz. All approved

IV. Administration Report: Christine Smith, Principal

We have 4 new teachers confirmed for the 07/08 year. Currently looking for a 3rd grade teacher and we have added an additional "K" class for 07/08. Tentative grade assignments are complete but will not be finalized until all staff is hired. We received donated furniture from the HP library that was closing. We received desks, shelves, chairs, file cabinets, etc. All was organized by Cynthia Ortiz. Currently items are in storage and Ms. Smith had not had time to see all that we received.

V. Officer's reports

a) Action item: Approve new Bylaws: Peggy McAllister

A goal of an additional 4 hours to complete the by-laws. Hopefully will have available for the July meeting.

b) Finance and Budget report: Lana Lucas

1. Action item: Approve 1) Fundraising Budget Form and, 2) Fundraising Event Planning Form

Sample forms to be used for event planning were provided by Lana Lucas. All fundraising ideas will go through the Fundraising team before being presented to the board. Item tabled until next meeting.

Lana moved to approve the use of the new forms, second by Tracy Roman. All approved.

2. Action item: Transfer funds to a 5 month CD (interest rate is 4.78 and penalty for early withdrawal is 3 month's interest.)

It was suggested that we move \$30,000 into a 5 month CD. The CD would mature at the end of November. It was confirmed with Christine Smith that not

having access to this money before December would be fine. The WAVE can earn about \$1000.00 per fiscal year as a non-profit with out having to pay taxes on the interest. Lana moved that we transfer the funds to the CD, Jenn Short second. All approved.

It was also mentioned that Brenda Lee needs to be added to the checking out account for signature purposes in July.

3. **Action item**: Approve immediate transfer of library funds up to _____ , for use as requested by Christine Smith for the establishment of WCS Library.

Lana Lucas moved to approve the movement of the available library funds (approx. \$5000.00) to the school to be used for the library. Any unused funds will go back to the WAVE to be used toward the library at a later date. Sally Alden second. All approved.

VI. Team Reports:

a) Fundraising Team

1. International Festival Report: Cris Santa Croce

6/13/07 is the final date for booth organizer to turn in their receipts for reimbursement.

\$8700.00 silent auction
\$3500.00 Food & ticket sales
\$1400.00 Expenses

\$11000.00 revenue approx.

Due to the problems with the bounce house a 25% discount was negotiated for next year and free use of the cotton candy, snow cone and popcorn machine.

We had approx. 90% class participation.

The committee will be asking for feed back on likes and dislikes of the event for next years planning.

Lisa Corr's brother has offered to have his business help man the booths free of charge so parents can participate in the event.

Cynthia Ortiz proposed the idea of trying for the Dryer's Grand for the fest next year. Dryer's offers small grants & product for \$3000.00.

2. Q & A Regarding Fundraising Options; including a per student cost report and a so-called "family contribution campaign" option
Limit: Up to 30 minute discussion

Jenn Short, fundraising representative, gave a short explanation of the potential problems that will occur with our budget short fall. With a current student body of 167 students and to continue our Spanish and art programs we need to increase our "donations" to the budget by \$170,000 per year. This would

break down to \$1200.00 per child for a Family Share donation. If we add a music program we will need to add \$300,000 per year or a family share of \$1800.00 per student. (Jenn Shorts full report on file with the WAVE board.)

The fundraising group has listed 5 strategies on how to cover the short fall

1. Family Financial Commitment @ \$200,000
2. Major Events @ \$45,000
3. Small Fundraisers @ 15,000
4. Corporate Sponsors @ \$20,000 (This could include having a corporate sponsor a program, library, garden, etc., rather than at an event.)
5. Grants @ \$10,000

Sally Alden expressed concern with the family financial commitment as making our school more of a private school than a public school. This would also make it difficult for another public school to “replicate” our school as per the agreement with charter schools and the district. Sally asked if there are partner ships we could do with other entities to the resources with out the financial obligation on our parents.

Sallie also suggested that we could offer an after school music program that would not cost the school money as each family would pay any fees involved with the program directly to the program director.

Shawna Sheehan requested clarification that all field trips were fully funded by the parents and the fee the pay to send their child. Christine Smith did confirm with her.

Tammy Moleneux pointed out that the Family financial commitment could have consequences. IE: families may not spend as much at our fundraiser; give less to the teacher supply requests, etc.

Jolene stated that she does more than her 30 hour commitment and is willing to put in even more time but does not have the resources to pay.

Emily Chan suggested that possibly a “buy down” of hours could be an option for families. If they work and extra 30 hours possibly buy down the \$1200.00 by half.

Cynthia Ortiz is concerned about the school loosing some of our resources and that we could get funds from grants. This would be an alternative to family paying his/her \$1200.00. They could do additional sales or grant writing. Overall we need more manpower to make some of these things happen.

Catherine Burns feels that the \$1200.00 is much cheaper than going to a private school and has Westlake Charter looked into doing Escrip.

Andrew Gristol wanted to know how to make sure he is getting his hours. He works full time and so volunteering during school hours is not possible. He was informed that we have many ways to get the hours without needing to be at school.

Brian Moleneux expressed that he is concerned that the \$1200.00 per child is not realistic if the fundraising committee is already aware that we will not have 100% participation. The amount needs to be increased to cover the monies that won't be received.

Felicity Gagne suggested that possibly asking for less might make the hurt less for the families since some much is already given to our school and events.

Melody Johnson was attending her first WAVE meeting and said that she had always been under the impression that we had all the help from our families that we needed. She felt that if this was her impression others probably also felt that way and so we need to reach all the families and make sure they are aware of the impact on the school if we do not get their support.

b) Parent Participation Team: Laila Cifolleli

1. Parent Participation Guidebook update for next year

Guidebook currently being updated. It was suggested that we have a “job board” at the new school.

2. Parent Hours Recorder Report: Sherri Sanders

All reports for hours are current through May 31, 07. For 07/08 families will receive a letter of how many hours they have so far. During 2nd trimester an update letter. During the 3rd trimester the letter will update hours and for those families who are falling short a meeting will be scheduled with the principle and a WAVE representative to help the family figure out ways to get the hours they need that fit into their schedules.

Shawna Sheehan wanted to know if there are consequences for those families who do not put in the 30 hours. Peggy is currently working on the policy. Daniel Stuban recommended that we include ideas on how a family can get hours with the letters that we mail. Misty Sarado asked if there is communication with each of the room parents regarding the WAVE volunteer options. Christine Smith is working on setting up training for the room parent volunteers for this reason.

c) Hospitality/Community Building Team:

Danielle will be co-chairing the Hospitality Team.

1. Two River’s lunch report : Laila Cifolleli
2. 2007-2008 student WCS T-shirts: Peggy McAllister

In the past 2 years the WAVE has paid for the t-shirts that were provided to each student at the beginning of the year. For 07/08 Peggy moved that we sell the t-shirts for \$10.00 each and then also offer adult sizes and sweatshirts that families could buy. The WAVE would “scholarship” t-shirts to those families who have a hardship. Laila Cifollei seconds the motion. All approved.

There was a recommendation from Jolene Skates that the T-shirts be allowed on more than just Fridays. Possibly for field trips. Jolene will also be working with Lori Overseen on the setting up of the t-shirt sales.

3. Cold Stone Creamery Family Night Out: Ann Alan
Raised \$120.00 for Cold Stone and \$180 for pick up stix.

d) Community Service Team: Cynthia Ortiz

Looking for volunteers to help with the Library group. Need to sort, clean and label all books. Move in the furniture and help on instillation day. The goal is to have a board at the new school so that there is a place for families to get volunteer ideas.

e) Communications Team: Peggy McAllister

Peggy would like to increase the members on the Communications Team and maybe find someone who could take over some of her responsibilities. There will hopefully be a computer at the new school that the WAVE can use for communication purposes.

VII. New Business:

VIII. Adjournment

Adjourned at 9.01 pm.

21 attendees

Minutes submitted by: Tracy Roman