

W.A.V.E.

Meeting Agenda for November 13, 2007

I. Call to order: Peggy

Tracy Roman 6:31 pm

II. Roll call

Officers

X Peggy McAllister, President
 Brenda Lee, Vice President
 X Lana Lucas, Treasurer
 X Tracy Roman, Secretary

Team Leaders

Laila Cifolleli, Parent Participation Team Leader
 X Danielle Steuben, Community Bldg/Hospitality Team Leader
 X Jen Short, Fundraising Team Leader
 Cynthia Ortiz, Community Service Team Leader

III. Approval of minutes from August and October meetings: Tracy

IV. Administration Report: Christine Smith, Principal

Playground and safety rules have been implemented to address concerns that teachers and staff have had while observing recess.

The shelves are completed in the library. Follett is putting together a list of books recommended to get the library started, this will cost approximately \$10,000.00. Follett believes our library can hold 5000 books. We have received several boxes of donated books that need to be sorted, covered and labeled. This is an excellent opportunity for parent hours. Nov 28 & 29 is the planned opening of the library for students to check out books.

Information on club Montessori and program comparisons with 4th R recommended. Committee being formed to move forward for the 2008-09 year.

Nov 17 & 18 Campus Beautification

Nov 16 Free Dress Day

Nov 19 -26 Thanksgiving Holiday

Dec 5-7 Parent Conferences

V. Officer's Reports:

- a) New additions to WAVE services: Peggy
- b) Finance and Budget report: Lana
 1. Treasure's Report
 2. Updates:
 - Consulting with CPA on WAVE Structure, 501c3 regulations, financial reporting requirements, etc.

ACTION ITEM: Approval of CPA Consultation Fees

Lana motioned to approve the spending of \$500.00 for consultation fees. 2nd by Scott Williams all approved.

- Developing General/Financial Policies & Procedures for WAVE Admin & Committees
 - Status of Tax Preparations
 - Tax preparer hired and is filing a 3 month extension to confirm paperwork done correctly.
- c) Update to On-line Photo opportunities: Tracy Roman & Lorna Hardy
All agreed that a parent participation /or want survey needs to be done.

VI. **Team Reports:**

- a) Fundraising Team: Jenn
- My School Matters & Other fundraisers
 - My school matters – 375 sponsors, 86 family participated, \$85.00 avg. donation, \$200 avg. per family, \$1000.00 in expenses. Earned approx. \$30,000.00. Some monthly payments have been scheduled and some money still needs to be collected.
- b) Parent Participation Team: Laila
- Parent hours are due by 11/16/07. Trimester letters will come home the week of parent conferences.
- c) Hospitality/Community Building Team: Danielle
1. Staff Breakfast Nov 16th
 2. Barnes & Noble Family Night Report (Oct)
 3. Upcoming Family Outings for Nov. & Dec, Nov 14th
- d) Community Service Team: Cynthia Ortiz
- Recycling, Kylee Lillich Giving Tree, Jog-A-Thon
- e) Communications Team: Peggy
- Peggy will schedule a committee meeting the 1st or 2nd week of December

VII. **New Business:** Public comments or topics for future discussions

Ms. Maynard asked if the WAVE would look into renting or purchasing an additional copy machine. This was tabled and will be looked at by the WAVE board for future business

VIII. **Adjournment to Team Meetings:** Peggy

7:37 meet adjourned