

W.A.V.E.

Meeting Agenda for October 16, 2007

I. Call to order: Brenda Lee

Called to order 6:33 pm

Brenda reviewed that the new meeting layout will be WAVE business 6:30 – 7:30 and then the committees can meet following the meeting. The officers will meet monthly in regards to the by-laws and finance issues. The executive board will meet 1 time each trimester to review the previous 3 months and the up and coming 3 months.

Tracy reviewed that each committee needs to keep their reports to 5-7 minutes to ensure keeping the meeting to 1 hour. Secretary requested that the team leads provide a written document of what they plan to cover during the Team Reports.

ACTION ITEM: Team Leads need to bring or email the Secretary a written form of the information they will be covering at each meeting.

II. Roll call

Leadership Team

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

Team Leaders

 Laila Cifolleli, Parent Participation Team Rep.
X Danielle Stuben, and Community Bldg/Hospitality Team Rep.
X Jen Short, Fundraising Team Rep
X Cynthia Ortiz, Community Service Rep

III. Approval of minutes from August and September meeting: Tracy Roman

- a) July minutes were tabled at August 21 meeting. There were no minutes for July. The Officers and Team Leads meet for a 4 hour planning meeting but no monthly WAVE meeting occurred.

ACTION ITEM: Tracy will need to be revise the August minutes and were table to the November meeting.

- September minutes were moved to be approved by Danielle Steuben, Jollene Skaets seconded the motion, all approved.

IV. Administration Report: Christine Smith, Principal

Full copy of Principals report will be located in the WAVE Secretary minutes binder.

Current enrollment is 233. We have 1 4th grade spot to fill. Teachers have submitted a needs list to Christine and she is working through the lists. Binds for rear windows, sinks in L1 and L2, drinking fountains are some of the long term and larger budget items that are needed. The district has stated that the playground fountains are a district project. Christine has also been working with the custodial staff to address small maintenance issues. Additional paid staff time will be implemented when curriculum is being worked on during the weekends or during release time. Ms. Thorall and Ms. Burwinkle will continue to assist with teacher support needs. Classroom standards for curriculum and supplies are being established. NWEA assessments are being completed for 2nd – 4th grade this week. K & 1st will be starting. Ms. Olson, 2nd grade parent, has been a tremendous help with the testing.

WCS has been invited to apply for the Distinguished School Award. Christine has registered to begin the application process and will attend a workshop on Oct 15th and participating in a conference call for more information on 10/23. Christine and the staff will be discussing if this is something that the teachers have time to work on or should we wait until 2010.

The school is hold weekly assemblies and sending home notifications for “My School Matters”. Cynthia and John Ortiz have been working on the shelving in the library. Oct. 20 final touches will be done and then books can be shelved. In the spring we will need to start preparing to prepare for the WASC visit. Christine thanked the fundraising committee for all the ideas and increase in financial support. Box Tops, Ink Cartridges, EScrip have been kicked off with a lot of enthusiasm. Box Tops have made twice as much as the total dollars earned last year. WCS presented “Thank You’s” to NUSD Board of Directors for all of their support.

Oct 16 Picture day, Oct 20 Clean up day 9-1 & Oct 24 Barnes & Noble Family night 5-7

V. Teachers Report: ??

No Report and this area will be removed from the November agenda.

VI. Officer’s report:

a) Finance and Budget report: Lana Lucas

1. Treasure’s Report

85% that is given to the school is based on the previous years fundraising. Lana reviewed the current budget and the pay out schedule for the remaining portion of this year.

2. In Progress:

- Reviewing of 501c3 regulations for compliance and financial record keeping requirements. (Lana, Tracy Roman & Emily Chan)

Lana requested that anyone who would like to participate in this project let her know.

Brenda sent around a sign up sheet.

- Developing General/Financial Policies & Procedures for WAVE Admin & Committees

The officers will be sending an email once a clear picture of what needs to be completed.

VII. Team Reports: (Each team has 5-7 minutes to give an overview)

a) Fundraising Team

1. Golf Tournament

No raffle this year which brought in approx. \$2300.00 last year. Overall last year we earned approx. \$19,000.00 this year we earned \$ 18,400. Pictures were taken and are online with Shutterfly.

2. My School Matters

Currently working on putting procedures in place for sponsors to be able to make monthly payments. Information on the payment option will be going home in binders.

b) Parent Participation Team: Laila Cifolleli

Staff workshops have had a lot of interest but having a hard time getting volunteers to come in for the training. Extra baskets are needed so the specialty teachers have a place to leave their needs. \$40.00 was approved to purchase the baskets.

Jollene Skaets is meeting with Tom at Natomas Printer to get T-shirt, sweatshirt, hats and mug prices and purchasing requirements. She is working on the procedures on how to place the orders.

c) Hospitality/Community Building Team: Danielle

1. Family Night Out

Barnes & Noble 5-7 on 10/24. There will be game tables but teacher wish lists are still needed.

ACTION ITEM: Teacher book wish lists to be posted on the web. Christine Smith will get these lists.

2. Red Ribbon Week

Ms Crenshaw is working on Red Ribbon week. Advertising is being done in Spanish, red balloons will be purchased and put around school, large red bows will be hung on the doors and red rope licorice will be given to the student on Friday as a treat.

Thank You Thursdays will be the last Thursday of every month .

Christine requested that WAVE take care of getting some finger foods and dessert for the mixer that is planned for 10/19 with Natomas Middle school. Food needs to be delivered by 2:45, mixer starts at 3:15.

11/14 will be the next family night out. All day 20% back to the school with flyer. Eat in or take out at Petes Original Pizza.

d) Community Service Team: Cynthia Ortiz

1. Request to have current budget increased \$125.00 to bring total budget for 07/08 School year to \$325.00. Purpose of increase is to cover the cost of the recycle bins for the Heifer International project. We have been unable to secure donated bins. This would be a 1 time purchase as the bins would be able to be used year to year.

Paul moved to approve budget increase, Brenda seconded the motion all approved.

Ann Wells will be taking on organizing the canned food drive.

Cynthia needs some additional people to volunteer to back up the collection and redemption of the cans and bottles. Currently there are two people who are willing to do this on a regular basis but back up would be nice.

e) Communications Team:

Brenda asked that we try and keep flyers to ½ a page. The policy on back packs is that anything that goes home in the back pack must be approved by Brenda and Christine.

Flyers are due by Wed. Lorna copies them on Thursday so they can go home on Friday.

VIII. New Buisness

The topic pictures being taken at different WAVE and School Events being put on a secured web site for parents to purchase was brought up by Lorna. The question of legality was brought up and decided that we needed to talk with Christine before proceeding.

ACTION ITEM: Tracy will email Christine regarding this project and find out what if any legal issues there maybe and what parent approval needs to be.

IX. Adjournment

Meeting call to end at 7:42.

Next meeting 11/13 @ 6:30 pm.