

# W.A.V.E.

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

## Meeting Minutes for April 15th, 2008

Call to order: Peggy 6:37 pm

### I. Roll call

Officers

Peggy McAllister, President  
 Brenda Lee, Vice President  
 Lana Lucas, Treasurer  
 Tracy Roman, Secretary  
 Jude Hanson, Communications

Team Leaders

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

### II. Approval of minutes from March meetings: Tracy

Danielle Steuben motioned to approve minutes. Peggy McAllister 2<sup>nd</sup>. All approved

### III. WAVE Business: Peggy

- a) Introduce Election Candidates and Election Process  
Voting will occur during the meeting. One vote per family. Karen Bartells and Cliff Blakley will count the votes at the end of the meeting. We received 3 nominations for 3 of the positions. Paul Hobie, Scott Williams and Ann Alan were all elected.
- b) Treasurer's Report – Lana  
Had just over \$700.00 in income as of April 15. School 3<sup>rd</sup> installment of \$17,581.52 is due and needs approval.

**ACTION ITEM:** Approval of Finance Report

Tracy Roman motioned to approve report. Laila Cifolleli 2<sup>nd</sup>, all approved.

**ACTION ITEM:** Approval to distribute final financial installment to WCS.

Final payment of \$17,581.52 to school for 07/08 school year. Laila Cifolleli motioned to approve payment. Danielle Steuben 2<sup>nd</sup>, all approved.

- c) Spirit Store Update: Jolene Scates  
We are going to get sample sizes of the Spirit Store items. We will receive S, M, L, XL in men, women and youth. We will also receive 2 baseball caps and 2 visors. The total cost for the samples is \$291.00. Samples will be available at the May meeting. Paul Hobie and Tina Brooks are interested in being on the Spirit Store team. The team will decide the best way to handle the store and orders.
- d) WAVE Insurance Report: Karen Bartells  
We received 2 quotes. 1 for approximately \$2500.00 per year and 1 for approximately \$1800.00 per year. The insurance will cover the officers, events on and off campus, having alcohol and any other events. Scott Williams wants to recommend that we purchase the second insurance.

**ACTION ITEM:** Approval of expenditures for purchasing Insurance for WAVE  
Peggy McAllister motioned to approve the purchase of the insurance for \$1800.00,  
Jolene Scates 2<sup>nd</sup> the motion, all approve.

- e) International Festival Report: Cathy Nanni  
7 booths have been confirmed. We will have the cake walk and the class baskets to raffle. Family can be reimbursed for up to \$75.00 for the cost of doing the business. Bounce house is being confirmed. Classes will be assigned sections of the event that they need to make sure are covered for the full event. Donations of soda and water are needed.

**ACTION ITEM:** Approval of additional upfront finances  
The budget for International Festival was only \$500.00. In 2006 we spent approximately \$1200 and in 2007 we spent approximately \$1500. Committee has requested an increase of \$1500.00. Peggy McAllister motioned on the budget increase, Laila Cifolleli 2<sup>nd</sup>, all approved

#### **IV. Team Reports:**

- a) Hospitality/Community Building Team: Danielle  
Thank You Thursday ice cream Sundays went well. PJ and game night is this Friday. Flyer came home 4/15. Event is from 6 – 8:30. Danielle would like the new incoming parents to be invited. Families are being encouraged to bring board games for the kids to play during the event Teacher appreciation is the week of 5/5. Will meet after tonights meeting to discuss ideas for that week.
- b) Community Service Team: Cynthia Ortiz  
Creek clean up is in a couple of weeks. We have 80 volunteers signed up and we will cleaning up 2 creeks. A flyer will go home this week letting families know what to wear and where to go on clean up day.
- c) Parent Participation Team: Laila Cifolleli  
2<sup>nd</sup> Trimester hour recording is complete. 44% of parents are at 24 hours and above. 39% are below 15 hours and 19% are at zero. The WCS Board is working on how to enforce hours and the possibility of allowing the buying of hours
- d) Fundraising Team: Tracy Roman for Art Auction  
Class projects are being worked on for the auction. We have received a number of items but are still in need of more. Help with food vendors is needed. We will be meeting with the Auctioneer on Saturday to go over the room layout. Flyers will be going home on Friday to remind families of donation needs and to save the date.
- e) Communications Team: Jude Hansen  
Newsletter will go home this week. Website is being kept up. Parent participation area has been updated. Calendar is a Google calendar so it can be hot linked to Outlook.

V. **Principal's Report:** Christine Smith

Sutter's Fort trip for fourth grade class was a success. Book fair was successful but no final numbers yet. Star testing is the week of April 28. Friday is free dress day for Spring pictures. Week of April 28<sup>th</sup> Westlake will have student art work on display at the State Capital. Thank you to Jen Short for our new flags and thank you to Wayn Amaral for refinishing the flagpole over Spring Break. On Friday will be the district facilities meeting. Hopefully there will be information to share at the May meeting. B St. Theatre was at school on Monday to do a compilation of short plays. The students enjoyed the production.

Full principal's report available in the school office

VI. **New Business:** Name topics for future discussions

- **Upcoming Dates:**

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| <b>April:</b> | <b>-Free PJ/Game Night, April 18th</b>                            |
|               | <b>-Creek Cleanup, April 26th</b>                                 |
| <b>May:</b>   | <b>-International Festival, May 17<sup>th</sup>, 11 am – 2 pm</b> |
| <b>June:</b>  | <b>“Night in Natomas” Auction, June 7<sup>th</sup></b>            |

VII. **Adjournment to Team Meetings:** Peggy 8:28 pm