

W.A.V.E.

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

Meeting Minutes for February 19, 2008

Call to order: Peggy

6:35 pm

I. Roll call

Officers

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

Team Leaders

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

II. Approval of minutes from January meetings: Tracy

Laila Cifolleli motion to approve January minutes with additional information added to the Spirit Store Order

Peggy McAllister 2nd the motion.

All approved

III. Camp Invention: Christine Thorall

WCS will be offering a summer camp July 7 – 11, 9 – 3:30 each day. The camp is called “Camp Invention”. The fee is \$230.00 per child, \$50.00 of which is non refundable. The camp costs includes 2 snacks each day and a t-shirt. A parent volunteer is needed to help the teachers coordinate each day’s tasks. The child of the parent volunteer will receive a discounted rate of \$155.00. The camp is open to any child in the area, not just WCS students. We will have to have a minimum of 30 students enrolled to qualify to have the camp. Kids will be grouped by age so that tasks are age appropriate. Flyers will be going home to parents this week in back packs.

IV. WAVE Business: Peggy

a) Policies & Procedures Update: Karen Bartells

A new org chart has been proposed to add a 2nd VP position. Break up the 2 positions in to VP of Bus. Communications and VP of Parent Participation.

Cliff _____ suggested that we need to make our bylaws more specific in regards to duties and responsibilities of the executive board as well as specific to each member of the executive board.

Peggy McAllister moved to move the organization chart approval from a discussion item to an action item so we can advertise for the position during the elections. Phil Nanni 2nd the motion. All approved.

Peggy McAllister moved to approve the new organizational chart with the addition of the 2nd VP position and to amends the bylaws to add a VP of Bus. Communications and aVP of Parent participation. Melody Johnson 2nd the motion. All approved.

- b) WAVE Board Elections and Nominating Committee: Karen
The Nomination committee will be responsible for collecting any nominations, providing information for parents and forwarding nominations onto the executive board. A letter will go home on Friday for the elections and a description of what each position is responsible for. A second letter will go home in March. Nominations are due by March 31 and elections will be April 15. Karen would like additional help with committee.

- c) Bylaws Update: Peggy
Laila Cifollei stated that the goal of the original by-laws was to foster a feeling of all WAVE members having a voice. So members knew that the board would listen to concerns and comments.

Cliff stated that the board does not have full power on every decision. You can limit what the executive board votes on but make sure the bylaws are detailed to who does what.

Phil Nanni stated to make sure that you have scheduled discussions where parents can be heard and then schedule the vote for the next month so families know the board is listening.

- d) WCS International Cookbook Update: Scott Williams
Received 60 reservations and 100+ receipts. Books will be ordered by end of month to ensure that they will be available at International Fest. Scott Williams asked that we have an ACTION item for our March meeting to reserve \$1000.00 to cover the cost of the books if we do not sell enough prior to the invoice being due to the vendor. Funds are not due until 30 days after we receive the order so he does not think we will need the \$1000.00.

- d) Treasurer's Report – Lana
1. Finance Report: **ACTION ITEM:** Approval of Finance Report
Laila Cifollei moved to approve the Finance Report. Jolene Skate 2nd the motion.
All approved.
 2. Updates:
 - Hiring of CPA as consultant
NOT DISCUSSED
 - Tax Preparations
NOT DISCUSSED
 3. Spirit Store Order: Restocking fee reduction
NOT DISCUSSED

- e) International Festival Report
Cris Santa Croce will hopefully be overseeing this event again this year. A tentative date of 5/17/08 has been discussed. We will need volunteers to sponsor booths as well as to work at booths.

V. Team Reports:

- a) Communications Team: Jude Hansen

1. Announce different services and people roles
Jude provided hand out of what each person on the communications team does and how to contact them.
2. Newsletter: Kristina Zumstein
First newsletter got a lot of positive feed back.

3. **PUBLIC DISCUSSION:** Feedback regarding current communications

- c) Hospitality/Community Building Team: Danielle
Upcoming get-togethers
March 19th is Una Mas on Arena Blvd. All day event.

- f) Community Service Team: Cynthia Ortiz
This position is going to change to be a liaison between the teacher and student council. Parents will now address the student council if they have an idea they would like looked at for community service. The student council will make the final decision.

April 26th is creek clean up. Good Morning Sacramento may come out and tape our kids helping in the community. Our 4th graders will be attending a class on campus in regards to creeks and lakes. The 4th graders will then teach what they learned to the younger classes.

The Recycle program will now be overseen by Ms. Crenshaw and the student council. Ms. Burwinkle won a \$10,000.00 grant to film our students in regards to the Heifer International program. The film will be used to continue to support the program. We will no longer be recycling card board. We only raised \$16.00 for 500 lbs of card board.

A web based Community Service board is in the works so families can see what is going on in regards to the campus and community service.

- g) Parent Participation Team: Laila Cifolleli
Families should be at 20 hours by end of second trimester. Notifications for turning in hours will go home in March. Families who are not at the 20 hour mark will meet with Christine Smith to discuss what the school can do to help them meet there obligations.
- c) Fundraising Team: Tracy Roman for Art Auction
A location is still being worked on. Letters for donation items has gone home and will be going home a few more times. Volunteers to help with the event are still needed. Corporate and food sponsors are needed as well as help in getting auction items. A grant request was sent to Dryers and to Regal Entertainment for this event.

VI. Principal's Report: Christine Smith

2/1 was an assembly “Go with the Flow”, which covered conservations and the water cycle. The kids had a good time.

The new student council will be working on the coordinating of creed week.

The new school newsletter went home Friday and was put together well and very informative.

Students are interested in a student run newspaper. This is being discussed and we are in the planning stages.

Christine appreciated all the parents who signed in the office prior to going to his/her child's class valentine party.

For 08/09 we will be hiring 3 new teachers. Posting on EdJoin closes March 3 and interviews starting March 10. All staff will be returning however grade level assignments are still being finalized.

224 of the 232 currently enrolled students are returning next year (96.5%)

Currently we have 196 K applications, 26 1st grade, 18 2nd grade, 14 3rd grade, 10 4th grade and 2 5th grade. Lottery will be Feb 29 at 5 pm. You do not need to be present to get a spot.

Classroom needs for next years have begun the planning process with the district office.

OPSC came out to view our site for the Facility Grant we wrote. We will receive a 4 day letter which us our anticipated eligibility for the grant.

Feb 29 – Lottery

March 4 - WCS Board Elections

March 5 – 7 – No School Charter Conference

March 14- Town Hall Meeting

VII. New Business: Name topics for future discussions

- **Upcoming Dates:**

March: -Nominating Committee to announce candidates

-WCS Board Elections

April: -Election of WAVE Officers

-Creek Cleanup April 26th

May: -Installation of new officers

-International Festival

June:

-Major Fundraiser: Night in Natomas Auction, June 7th

VIII. Adjournment to Team Meetings: Peggy

Peggy McAllister moved to end the meeting at 8:11 pm. Scott Williams 2nd the motion. All approved.