

# W.A.V.E.

## Meeting Minutes for January 16, 2007

I. **Call to order:** Peggy McAllister at 7:08 PM

II. **Roll call**

Brenda Lee conducted a roll call. The following persons were present:

Leadership Team

Peggy McAllister, President  
 Tracy Roman, Vice President  
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 Brenda Lee, Secretary

Team Leaders

Laila Cifolleli, Parent Participation Team Rep.  
 Theresa Hunzinker, Hospitality/Community Team Rep.  
 Laurie Ovesen, Fundraising Rep

III. **Approval of minutes from last meeting:** Laila Cifolleli made a motion to approve the November minutes, Brenda Lee seconds the motion. The vote was unanimous to approve the minutes.

IV. **Administration/Teacher Report:**

- 1) Mrs. Hightower, teacher representative reported: Mr. Baldwin is contacting USCS to set up opportunities for USCS students to get work experiences at WCS. Teachers have been working hard to complete strategic planning which integrates the CA standards with IPC curriculums. Mrs. Berwinkle has up-dated all class computers with the intended software. No SEM this trimester as it would have depended heavily on the teachers teaching the courses. SEM needs more community based teachers.
- 2) Peggy McAllister reports on the principal vacancy: The hiring committee has received 8 applications. Six interviews were held on January 15, 2007. Further interviews are pending.

V. **Elections for Treasurer:** Peggy McAllister announced that Lana Lucas has been nominated as a candidate for the Treasury position. The election will be held at the February general WAVE meeting. Lana has agreed to act as an interim Treasurer until the election is held and begin to set up QuickBooks.

VI. **Officer's Reports:**

- a) President's report: Peggy McAllister announced the following.
  - 1) Sub-committee for non-profit status/by-laws: Brenda Lee reported that the committee has determined that it is in the WAVE's best interest to continue as a 501c3. The committee has two goals: 1) to further organize the business organization and establish a policy to maintaining all aspects of the 501c3 status; and 2) to up-date the current by-laws. We are planning to use a 501c3 template to up-date the by-laws. Parents are encouraged to participate by attending 4 meetings in the next 2 months. The meeting schedule will be announced shortly.
  - 2) Entrance packet: Peggy McAllister reported the WCS Board agreed with the recommendation and changed the application to state the parent participation hours are "expected." The application also has a space for parents to initial that they have read and agree with this expectation. The WAVE leadership team will be reviewing the Entrance packet and hope that document will communicate a strong expectation from the school for all parents to complete the 30 hour commitment.

- 3) F.O.S.S. kit maintenance: Tracy Roman reported that the teachers have requested support from the WAVE to: 1) get a FOSS manual for each class (each grade is currently sharing one), and 2) to re-stock the FOSS kits annually. Mrs. Thorall provided a list of requirement. Tracy Roman has contacted the FOSS Corporation and will present an action for vote at the next meeting once details are finalized.
- b) Treasurer's Report: Peggy McAllister reports that there are no deposits or credits since the November report. The balance is \$26,506.

**VII. Team Reports:**

- a) Fundraising: Laurie Ovesen absent. Peggy McAllister reports Viva Las Vegas is on track for April 15, 2007. It was suggested the fundraiser be designated as a Library fund for the new campus.
- c) Hospitality/Community Building Team: Theresa Hunziker absent.
  1. Hospitality: No report
  2. Community Building: Peggy McAllister announced that Anne Allen has agreed to act as the Community Building team member. Up coming Family Night's out will be at McDonald's in February and at Cold Stone Creamery in May. Tracy Roman presented a Barnes and Nobles gift card for \$98.00 to Mrs. Hightower for the teachers to use as needed. The gift card was earned by parents that attended the November Family event at Barnes and Nobles.
  3. Community Service: Cynthia Ortiz reports that the canned food drive went well with 16 boxes collected. Next year the team plans to encourage more visual tracking programs to help the students see the amount of food they have collected. The coat drive collected 7 boxes of fleece vests, jackets and coats from Laurie Ovesen and Washington Mutual Bank. There was little support from the general student population. Cynthia Ortiz stated the coat drive will likely not be done next year. Other ideas included: a first aide station at a Marathon and a community clean up day in the spring.
- d) Parent Participation: Laila Cifolleli reports that each family will be receiving a tally total parent participation hours completed to date this week. A letter from the WCS Board encouraging families to complete the 30 hour expectation and a current PPO will also be sent home at that time.
- e) Communications: Peggy McAllister reported that the Newsletter will begin to come out monthly the form of a calendar with pertinent information on the back. Additional communications will be done through flyers, email and teacher's newsletters. Lana Lucas up dated the Web site on 1/16/07. Mrs. Hightower reported that classroom newsletters will be done on the 1<sup>st</sup> and 15<sup>th</sup> of each month from now on.

**VIII. New Business:** Cynthia Ortiz reported that she had emailed the facilities representative Tom McDonagh suggesting the new site include plans for a separate portable that could be used as a lunch room/multi-purpose room. This would allow the WCS to have their own elementary menu, schedule lunches at WCS's convenience, provide space for indoor recess and P.E, and allow for class programs, etc. She also supports the idea of a physical wall to separate the two campuses because they are two separate schools. These ideas are supported by the membership and by Mrs. Hightower. Peggy McAllister reports that parents should voice all concerns to the facilities committee ASAP. Facilities representatives are Tom McDonagh and Phil Nanni.

**IX. Adjournment:** Meeting adjourned at 8:33 by Peggy McAllister.

**X. Minutes submitted by:** Brenda Lee on 1/17/07

