



WAGNER RANCH
 elementary

A PLACE for EVERYONE

WRPC BOARD MEETING MINUTES
 Monday, June 3, 2019
 11:20am-1:30pm
 @Baan Thai

Attendees:

Debbie Wong Krista Mahlberg

2018-19 Board Members

Meighan Baldwin	Jill Gibson	Ari Hatton	Patty Holman
Sally Hua	Kelly Kiang	Jim Manheimer	Jenny Mathews
Rebecca Reategui	Susan Son	Amy Stuffmann	

In-Coming 2019-20 Board Members

Christine Browne	Portia Meneau	Rachel Palmer	Kelly Rafferty
Brittany Simmons			

ITEM	ACTION
CALL TO ORDER 11:30AM	
<p>Action Items:</p> <ul style="list-style-type: none"> o April 2019 and May 2019 Minutes approved o Christine Browne as 2019-20 Treasurer, Brittan Simmons & Amy Mourelatos as 2019-20 Volunteer Coordinators approved. o Sodexo price increase/contract amendment approved with no increase in lunch price for students. o EFO/ONE proposal with Memorandum of Understanding 5/30/2019 approved provided 3 Board members are part of Task Force moving forward. o TV policy at Bandit approved as follows: Movies to start at 3pm on Fridays and TV can be turned on after 5pm during the week at Hester's discretion with the understanding that other activities (playing outside, in the gym, etc) are to be encouraged first. 	
Debbie Wong – Recognition and thank yous	
<p>Principal's Report – Jim Manheimer</p> <p>Updates:</p> <ul style="list-style-type: none"> o Highlighted 2 successful WRPC sponsored items for the 2018-19 year: <ul style="list-style-type: none"> o Innovation Lab o Green Team/Waste Reduction o New laptops are in use and appreciated by teachers. o Class size assignment for 2019-20 in progress but could be: <ul style="list-style-type: none"> o TK: Ms. Scalise (1 class) o Kindergarten: Mrs. Burns, Mrs. Hydock, Mrs. Natal (3 classes) o 1st Grade: Ms. Headley, Ms. Kurpinsky, Mrs. Okamitsu. Ms. Yeager as Mrs. Slevin will be on year leave of absence. (4 classes) o 2nd Grade: Ms. Doyle, Ms.O'Neill, Ms. Ritzman (3 classes) o 3rd Grade: Ms.Chase, Ms.Campbell, Ms. Crowe, Mrs.Wise (4 classes) 	

<ul style="list-style-type: none"> ○ 4th Grade: Ms. Manese and new hire TBD (2 classes) ○ 4th-5th Grade: Ms.Brucker (1 class) ○ 5th Grade: Ms.Habarakada, Mr. O'Connor (2 classes) ○ If K/1 class is created, lunch time will change. ○ Special Day Classroom to move to Pod 6 Workroom to accommodate extra classroom required. ○ Additional IA (Instructional Aide) may be required next year. ○ Musical to be managed by Bay Area Children's Theater next year ○ School Climate Survey to be reviewed in fall 2019. K.Mahlberg suggested adding question about satisfaction level with hot lunch program in future survey <p>Facilities</p> <ul style="list-style-type: none"> ○ Lower height basketball hoop has been installed. ○ Electricity to be installed in Innovation Lab during summer break 	
<p>OFFICER'S REPORTS</p> <ul style="list-style-type: none"> ● <u>VP Communications – Amy Stuffmann</u> <ul style="list-style-type: none"> ○ Coordinating Council Update 	
<p>MEETING ADJOURNED 1:00PM</p>	

CONTRACT AMENDMENT

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

_____ Pages

Renewal (Extension Number)	Agreement Number (Base year)
2	2014
Amendment	
1-A	

- This Agreement is entered into between the School Food Authority and Contractor named below:
SCHOOL FOOD AUTHORITY'S NAME
Wagner Ranch Elementary School
FOOD SERVICE MANAGEMENT COMPANY'S NAME
Sodexo America, LLC
- The term of this Agreement
July 1, 2019 **through** Until amended
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

IV. Services to be Performed

4.3 Prices. Effective July 1, 2019 the prices shall be as follows:

Student/ Adult Lunches	\$5.05
Extra Portion	\$1.29
Variety Bar Only	\$2.93
Milk	\$0.52

FOOD SERVICE MANAGEMENT COMPANY

CONTRACTOR'S NAME *(If other than an individual, state whether a corporation, partnership, etc.)*

Sodexo America, LLC

BY *(Authorized Signature)*



DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

Leslie Milinkovic, Senior Vice President

ADDRESS

9801 Washington Blvd., Gaithersburg, MD 20878 Attn: Law Department

SCHOOL FOOD AUTHORITY

SCHOOL FOOD AUTHORITY NAME

Wagner Ranch Elementary School

BY *(Authorized Signature)*



DATE SIGNED *(Do not type)*

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

350 Camino Pablo Orinda, CA 94563

SODEXO PRICING CHANGE COMPARISON FROM 2017-2019

	2019-2020				2017-2019 Prices	% change (3.5%)	Commision change impact
	Sodexo Price	Fundraising	Total Meal Price				Approx \$800 less per year
Hot Lunch Entrée	\$ 5.05	\$ 0.45	\$ 5.50		\$ 4.88	3.40%	
-Extra portion	\$ 1.29				\$ 1.25	3.10%	
Pizza Extra Slice	\$ 6.34	\$ 0.62	\$ 6.75		\$ 6.18	2.50%	
Pasta (2 servings)	\$ 6.34	\$ 0.62	\$ 6.75		\$ 6.18	2.50%	
Drink	\$ 0.52	\$ 0.23	\$ 0.75		\$ 0.50	3.80%	

Memorandum of Understanding

Miramonte H.S., Orinda Intermediate, Sleepy Hollow, Del Rey, Wagner Ranch & Glorietta Parents' Clubs (PARENTS' CLUBS)

Educational Foundation of Orinda (EFO-ONE)

This document describes the agreed-upon responsibilities and expectations between EFO-ONE (central organization) and PARENTS' CLUBS (school-specific fundraisers and program managers) in their mutual efforts to simplify the fundraising message, to create ONE donor base K through 12 and beyond and, most importantly, to generate more money to fund Orinda's schools in this increasingly challenging climate. The steps set forth in this document are intended to achieve a unified message, a "ONE Combined Ask," and a legal framework from which to start before the beginning of the 2020-2021 school year.

EFO-ONE is partnering with the six PARENTS' CLUBS through this proposed organizational structure. This structure contains four components: **(1) fundraising goals; (2) banking structure and control of funds; (3) a shared database; and (4) risk sharing and administrative cost sharing.**

This initial memorandum of understanding (INITIAL MOU) is intended to memorialize the main tenets agreed to by EFO-ONE and PARENTS' CLUBS. It will be the guiding document between **June 2019 and December 1st, 2019**, allowing the organizations to progress to the next step of developing a specific plan, including details crucial to the success of this model, notwithstanding the transitions in PCs' executive boards. Agreeing to the INITIAL MOU will not invalidate any one organization's ability to protest against future substantial deviations in this proposed structure.

1. FUNDRAISING GOALS:

ONE Combined Ask per child: Each PC will determine their ask by June of the previous school year. The Combined Ask is what EFO has traditionally funded, as well as that which the PC funds, both for personnel and other expenses. This ONE Combined Ask per Child will vary by school-site.

Common language, imagery: EFO-ONE will manage the process to rebrand itself, and in that process will develop a singular logo, and will write verbiage that all PCs may utilize. EFO-ONE will work with the OUSD & AUHSD Superintendents and Boards of Trustees to spread the message of ONE Orinda, and the State of California school funding issues we face as a community.

Transparency: PARENTS' CLUBS and EFO-ONE will work together to create an atmosphere of trust, transparency, and accountability. Accounting standards, audits, and public forum will all be methods to ensure full transparency.

2. BANKING STRUCTURE:

Each PC will have complete control and use of their accounts, which will reside under the umbrella EFO-ONE account. This will provide EFO-ONE with the sizeable backing it needs to attract community and corporate donations, while maintaining local autonomy of the PARENTS' CLUBS.

Periodically (i.e. 3 times per year) each PC will approve the release of their site's pledged funds to the OUSD and AUHSD, per their site's to-be-written annual personnel expenses agreement.

3. DATABASE:

EFO-ONE will maintain a database to track donations from the ONE Combined Ask by school. The system will enable both EFO-ONE and the relevant PC to access live donor data, including identifying families that have not yet donated. Both EFO-ONE and the PARENTS' CLUBS will be responsible for maintaining donor privacy. Parent donations, to more than one PC or directly to EFO-ONE, will be cumulatively tracked by family for leadership donor levels and benefits.

4. RISK SHARING AND ADMINISTRATIVE COST SHARING

EFO-ONE will continue to distribute community-raised funds and endowment proceeds on a prorata basis across all Orinda school sites. These funds, as they do now, are intended to cover the shortfall between parent donations and the pledged personnel & electives expenses for each school.

EFO-ONE will contribute a portion of community raised and other funds towards administrative and overhead costs. **PARENTS' CLUBS will commit to split the remaining cost of EFO-ONE overhead on a per-student basis.** The overhead costs of EFO-ONE will be determined by the new EFO-ONE Executive Board.

ASSIGNMENTS/RESPONSIBILITIES

EFO-ONE

EFO, a nonprofit based in Orinda, California, will be rebranded to become the central face of educational funding in Orinda. The EFO bylaws will be revised to accommodate the following:

- An **Executive Board** made up of a voting representative from each PC, and a voting member of the "Community Board of Advisors," see below.
- A **Community Board of Advisors** tasked with community outreach and Orinda-wide events; the chairperson of this Advisory Board also sits on the Executive Board

EFO-ONE will develop the marketing, verbiage and communications plan, with the assistance of PCs.

EFO-ONE will manage the opening and structure of the new, necessary bank accounts.

EFO-ONE will engage volunteers or employees to assist with administrative functions such as database management, and to assist PCs in managing and expanding corporate matching efforts.

PARENTS' CLUBS

The **PARENTS' CLUBS**, all nonprofits based in Orinda, California, will each revise their bylaws in the course of this process to accommodate the following:

- Process to appoint a current/ former executive member to the new EFO-ONE Executive Board
- Allow for new banking structure & new pledging model to OUSD through EFO-ONE

LIABILITY COVERAGE/PROTECTION

Each PC and EFO-ONE will maintain individual insurance policies sufficient to insulate each from any liability or debt incurred by another organization.

Signatures:

Education Foundation of Orinda:	By: _____ Date: _____	Sleepy Hollow Parents' Club	By: _____ Date: _____
	By: Title: EFO President		By: Title: SHPC President
Glorietta Parents' Club:	By: _____ Date: _____	Del Rey Parents' Club	By: _____ Date: _____
	By: Title: GPC President		By: Title: DRPC President
Wagner Ranch Parents' Club:	By: _____ Date: _____	Miramonte Parents' Club	By: _____ Date: _____
	By: Title: WR President		By: Title: MHS President
OIS Parents' Club:	By: _____ Date: _____ By: Title: OIS President		

WRPC Board Meeting Minutes
Special Executive Board meeting
Thursday, 5/30/19

Attendees:

Sonya Grover

Board members:

Meighan Baldwin

Patty Holman

Jill Gibson

Amy Stuffmann

Jenny Mathews

Kelly Kiang

Rebecca Reategui

Call to start 8:41am

Meeting purpose updating information for progress and transition of EFO, various proposals to work toward centralization and shared partnership in management of budgets.

Review of state funding, share of increasing expenses was discussed. Start of Fundraising Task Force created 2016 by Dr Seaton. Research of Comparable Districts and the decision was made decision to change fundraising and need for transition and new organization for EFO.

Question becomes how to raise more from outside resources. Solution was to hire Executive Director (ED) late 2018. Fundraising work under the new ED has begun.

Need the schools to come together, unify resources, engage new donors, create partnership, and grow our funding pool. Discussions began for potential solutions and a Memorandum of Understanding (MOU) has been created to include all 6 schools in Orinda. The next step will be to agree upon and vote to approve signing the MOU.

Meeting adjourn 9:45am