

*C.O.R.E., Inc.*

**Agenda Item G1**

TO: Board of Directors  
FROM: Dave Guthrie, Advisor to the Board  
DATE: September 11, 2008  
ITEM: **2007/08 Unaudited Actuals (discussion/action)**

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**Background:**

AB 1137 requires charter schools to submit periodic financial reports to their sponsoring school districts so they can determine the financial condition and viability of their charter school(s). The financial reporting and analyses are presented 4 times during the fiscal year: Budget Adoption (by June 30th), First Interim (by December 15th), Second Interim (by March 15th), and Unaudited Actuals (by September 15th). The financial information contained in these reports reveals the charter school's fiscal health. For this reporting period, the Unaudited Actuals Report includes the results of the financial activity of the 2007/08 fiscal year and supports the Auditor's opinion that will be issued in December about CORE Butte's financial condition as presented by the School's Administration.

**Current Consideration:**

The Yuba County Office of Education prepares the Unaudited Actuals Report. The Report was unavailable in time for the Board packet as YCOE was finalizing revenue receivables, reconciling liabilities, and validating coding necessary for State reporting. Once the Report is complete, it will be distributed to the Board before the meeting.

**Financial/Educational Impact:**

The Charter's Unaudited Actuals Report will reveal CORE Butte should be able to maintain a healthy and balanced financial position without disruption to the education program over the next fiscal year and beyond.

**Recommendation:**

The Board of Directors approve the 2007/08 Unaudited Actuals Report. Once approved, the Report will be forwarded to the Sponsoring School District and Butee County Office of Education (BCOE) for their review and comment and available for the Auditor's review and opinion.

TO: Board President, Michele Edwards  
FROM: Jan Jablecki, Executive Director  
DATE: September 11, 2008  
ITEM: **Board Officer Elections (discussion/action)**

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**Background:**

Each year the board elects the board officers.

**Current Consideration:**

Election will be held for Board President and Board Secretary/Treasurer.

**Financial/Educational Impact:**

None

**Recommendation:**

Board Members hold the elections.

TO: Board of Directors  
FROM: Jan Jablecki, Executive Director  
DATE: September 11, 2008  
ITEM: **New Copy Machine (discussion/action)**

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**Background:**

The Chico ERC has been experiencing difficulty with the current copy machine and are in need of an upgrade

**Current Consideration:**

The center provides answer keys to parents in order that they are able to more effectively use the recommended textbooks. These keys are printed in the library.

See attached analysis of the cost of upgrading the copy machine.

**Financial/Educational Impact:**

Approximate savings per month of \$43.68

**Recommendation:**

The Board of Directors approves the new copy machine contract.

TO: Board of Directors  
FROM: Jan Jablecki, Executive Director  
DATE: September 11, 2008  
ITEM: **Administrative Salary Schedule (discussion/action**

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**Background:**

Last month the Board members approved the job description for the Special Education Compliance Officer.

**Current Consideration:**

The Salary Schedule for the position has been added to the Administrative Salary Schedule.

**Financial/Educational Impact:**

This position will be prorated in the MOU.

**Recommendation:**

The Board of Directors approves the Salary Schedule as presented.

**Agenda Item G5**

TO: Board of Directors  
FROM: Jan Jablecki, Executive Director  
DATE: September 11, 2008  
ITEM: **Board Goals (discussion/action)**

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**Background:**

During the August Board Retreat the Board members conducted a Strategic School Planning session to review, update and focus on new and continuing goals.

**Current Consideration:**

The Board member goals are presented for approval.

**Financial/Educational Impact:**

None

**Recommendation:**

The Board members approve the goals as presented.

TO: Board of Directors  
FROM: Jan Jablecki, Executive Director  
DATE: September 11, 2008  
ITEM: **Investment Policy** (discussion only)

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**Background:**

The Best Practices Management Audit suggests that the Board Members review an Investment Policy.

**Current Consideration:**

Dr. Guthrie offers the attached policy for review.

**Financial/Educational Impact:**

None.

**Recommendation:**

The Board of Directors discusses and possibly approves the Investment Policy.

TO: Board of Directors

FROM: Jan Jablecki, Executive Director

DATE: September 11, 2008

ITEM: **California Interscholastic Federation (CIF) Representative**  
(discussion/action)

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**Background:**

The Charter School is a member of the CIF in the Northern Region. In order to have a representative to vote on issues for our area the Board members must give their approval.

**Current Consideration:**

Frank Koons, CORE Butte Teacher, has agreed to be our representative.

**Financial/Educational Impact:**

None

**Recommendation:**

The Board members approve the appointment of Mr. Koons as CIF Representative.

TO: Board of Directors  
FROM: Jan Jablecki, Executive Director  
DATE: August 8, 2008  
ITEM: **Board Meeting Schedule for 2008/09 (discussion/action)**

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**Background:**

The bylaws state:

**Section 1. REGULAR SCHEDULED MEEETINGS** The Board shall meet 12 times per calendar year at the principal business office of the Corporation, *unless* otherwise determined by the Board.

**Current Consideration:**

The board meetings have not been scheduled for the current year.

**Financial/Educational Impact:**

None

**Recommendation:**

The Board discusses and sets the dates for the board meetings.