

**Walden Academy, Inc.  
Board of Directors' Meeting Agenda**

**Monday, November 18, 2013-2:50 pm Special Meeting**

The meeting will be held at the Walden Main Campus, Room 3, Willows, California

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**1. Call to Order and Attendance**

Meeting is called to order by the Board Chair at \_\_\_\_\_

Board Members

Present Absent

K. Lawler

\_\_\_\_\_

M. Vanderwaal

\_\_\_\_\_

Z. Whitney

\_\_\_\_\_

M. Holzapfel

\_\_\_\_\_

J. John

\_\_\_\_\_

K. Zabell

\_\_\_\_\_

S. Molnar

\_\_\_\_\_

**2. Review & Approval of Agenda**

**3. Public Comments**

COMMENTS FROM THE FLOOR - At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board of Directors.

4. COMMENTS ON AGENDA ITEMS - Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation.

5.

**6. Discussion and Action**

a. 12/2/13 Discovery Science Museum Field Trip - Shepard

**7. Adjournment**

**Vision**

Our vision is to offer a vibrant education that extends beyond the classroom to all Willows students and parents that desire it.

**Mission**

The mission of Walden Academy is to provide a learning environment that extends beyond the classroom and textbooks and stimulates and nurtures a students' desire to learn. Students will be exposed to a learning environment that helps them gain the knowledge, skills, perspectives and practices to be responsible citizens. Natural Resources Education will provide an avenue for this development that can engage the students far beyond the classroom.

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Walden Academy at PO Box 1092, Willows, CA 95988, [klawler@waldenacademy.org](mailto:klawler@waldenacademy.org), as far in advance as possible, but no later than 24 hours before the meeting.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact Walden Academy at PO Box 1092, Willows, CA 95988, [klawler@waldenacademy.org](mailto:klawler@waldenacademy.org).

**Walden Academy**

**Field Trip Request Form**

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: Miss Shepherd Today's Date: 10/10/2013

Total number of students participating: 25

Date of Field Trip: 12/2/2013 Departure time: 8am Return Time: 2pm

Field Trip Description: Discovery Science Museum

Location: 3615 Auburn Blvd. Sacramento 95821

Address

City

Zip Code

Cost per student: \$ 12.80 (\$320)

Cost per adult: \$ 4 adults free, \$5 per adult after

Other costs: \$ Gas? \$150 (for all adults driving)

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$ 470

Funding Sources: (circle any applicable)

No fee

Student Source

PTO

Student Council

External Source: \_\_\_\_\_

Fundraising -- If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers

Bus

Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

Currently students are doing a FOSS unit on Sun, Moon, and Planets. Students will have access to a hands-on "Space-Quest" as well as a visit to the museum's planetarium.

**Field Trip Description and Itinerary**

Field Trip Date: December 2, 2013

Location: Discovery Sci. Museum Phone: 916 - 575 - 3942

Estimated Time

Activities

8-9:30am Drive  
9:45-10:45 "Space Quest"  
11-12 Planetarium  
12-12:30 lunch  
12:45-2pm Drive Back

Number of Students and Adult Chaperones:

25 → 4-5 adults

Transportation:

Car

Student's "What to Bring" List:

Packed lunch  
Science notebooks

Supplies and equipment for staff to bring:

Cell phone ✓

First aid kit ✓

Emergency Cards ✓

Hazard Assessment:

- Parent Drivers
- Lunch in Outdoor  
Ampitheatre

Emergency Contact:

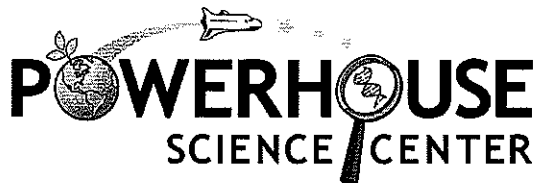
Heather Shepherd  
(925) 338-6316

Date submitted: 10 / ~~28~~ / 13

Date received: 10 / ~~28~~ / 13 Administrative signature: *M. Benz*

Board approved: \_\_\_\_\_ Board denied: \_\_\_\_\_

Date of Board's review:     /     /



future home of the  
DISCOVERY MUSEUM  
SCIENCE & SPACE CENTER

# INVOICE

Invoice Date	Invoice #
10/16/2013	10842

<b>SCHOOL</b>
Walden Academy 408 Pacific Avenue Willows, CA 95988

<b>DISCOVERY MUSEUM</b>
Science & Space Center 3615 Auburn Blvd. Sacramento, CA 95821

<b>SCHEDULER</b>	<b>PHONE</b>	<b>Program Date</b>
Heather Shepherd	(530) 361-6480	12/2/2013

PROGRAM	TIME	GRADE	#	TEACHER	AMOUNT
SELF-GUIDED PLANETARIUM	9:45-10:45	5/6	25+4	Heather	160.00
	11:00-12:00	5/6	25+4	Heather	160.00

<b>PAYMENT MUST BE RECEIVED BY NOVEMBER 18, 2013</b>
<b>PLEASE SEND COPY OF INVOICE WITH PAYMENT</b>

<b>TOTAL</b>	<b>\$320.00</b>
<b>PAYMENTS/CREDITS</b>	<b>\$0.00</b>
<b>BALANCE DUE</b>	<b>\$320.00</b>



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SCIENCE & SPACE CENTER

## AGREEMENT OF TERMS AND CONDITIONS

(THIS IS NOT A BILL)

**Teachers and Chaperones:** We allow one adult in free for every six students for all on-site programs at the Science & Space Center. Teachers ARE counted in this one to six ratio. Any additional adults (space permitting) will be charged \$5.00 each. If you do have additional adults with you the day of your program you will be required to pay for them at the front desk.

**Outreach Programs:** One class is allowed per presentation. There is no combining of classes or adding additional students to a presentation. All outreach programs will be charged a \$1.00 per mile round trip travel fee.

**Payments:** Payment for programs must be received 14 days prior to your scheduled program date as shown on your invoice. If the payment arrives after the due date a late fee of \$20 will be assessed. Please make checks payable to Discovery Museum and mail them to 3615 Auburn Blvd., Sacramento, CA 95821. Payments can also be made by phone and charged to a credit card.

**Cancellation/Date Changes:** A fee of \$25 will be assessed for cancellations or program date changes made 30-60 days prior to original program date. A fee of \$50 will be assessed for cancellations or program date changes made 0-30 days prior to original program date. All cancellations or date changes must be called in to the scheduler at (916) 485-8836. You will be sent an invoice for your cancellation/date change fee(s). Those groups that have not paid in advance but have not cancelled their programs and/or fail to show up for their scheduled program(s) will be assessed a fee at the rate of 50% of the cost of the program. **You will receive a number to confirm your cancellation.**

**School/Group:** Walden Academy

**Program Date:** December 2, 2013

**Program Type(s):** Self-Guided & Planetarium

**Time(s) of Program(s):** 9:45-10:45 & 11:00-12:00

**Location of Program(s):** 3615 Auburn Blvd.

**Price:** \$320.00

**Invoice #:** 10842

I \_\_\_\_\_ understand and accept the terms of this agreement.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Please fax this agreement to (916) 575-3925 or mail the original to 3615 Auburn Blvd., Sacramento, CA 95821 within 5 days of receipt.

# **DISCOVERY MUSEUM**

**SOME QUESTIONS AND  
ANSWERS ABOUT  
YOUR VISIT TO THE  
DISCOVERY MUSEUM  
SCIENCE & SPACE CENTER**

## **HOW DO I PAY FOR THE PROGRAM?**

Here is your invoice for your program. Payment is due **TWO WEEKS** in advance. The due date is indicated on your invoice. If the payment arrives after the due date a late fee of \$20 will be assessed. Checks should be made out to "Discovery Museum". All major credit cards are also accepted. Please mail your payment to 3615 Auburn Blvd., Sacramento, CA 95821. You may also call (916) 808-3942 to pay for the program with a credit card.

A fee of \$25 will be assessed for cancellations or program date changes made 30-60 days prior to original program date. A fee of \$50 will be assessed for cancellations or program date changes made 0-30 days prior to original program date. All cancellations or date changes must be called in to the scheduler at (916) 485-8836. You will be sent an invoice for your cancellation/date change fee(s). Those groups that have not paid in advance but have not cancelled their programs and/or fail to show up for their scheduled program(s) will be assessed a fee at the rate of 50% of the cost of the program. **You will receive a number to confirm your cancellation.**

## **WHAT DO I DO WHEN I GET TO THE SCIENCE & SPACE CENTER WITH MY GROUP?**

Please be on time. If you are unavoidably detained, please call the Science & Space Center at (916) 808-3942. If you arrive late program length will be reduced. When you arrive at the museum your group should wait outside while you check in at the front desk. If you have scheduled a self-guided tour your group will be broken up into smaller groups. Clipboards pencils and a worksheet will be handed out and each group will be assigned a number and directed to that number to start their self-guided tour. If you are going to the planetarium the receptionist will direct you to your show. No more than a total of **70** people can be in the planetarium due to fire code restrictions. No children under the age of 5 years can go into the planetarium. And no siblings can go into the planetarium. Please be sure that your students have nametags. For persons with disabilities, building facilities and exhibits are accessible. For special assistance, check at the front desk.

## **CAN I PREVIEW THE EXHIBIT?**

We welcome your preview visit. Group leaders can preview the Science & Space Center free of charge Tuesday – Friday from 12:00 to 4:00 and Saturday – Sunday from 10:00-4:00. Previewing the exhibit gives you the opportunity to familiarize yourself with the Museum location and exhibits. You can also better prepare your students for their visit.

## **WHERE ARE THE RESTROOMS?**

The restroom facilities are located inside the museum. Since there are only two stalls in each, only small groups of two boys and two girls, and an adult to monitor, should come in at a time. We understand that this can cause an inconvenience. Please realize that the programs are on a tight schedule, and plan your restroom breaks accordingly. If possible, try to arrive a little ahead of your scheduled time. Please ask your group to be quiet if there is a tour being conducted while you are using the facilities.

## **ARE THERE LUNCH FACILITIES?**

Lunches may be eaten at the picnic tables and on the amphitheater benches outside. These areas are "first-come, first-served" and may not be reserved. Please be aware that there may be more than one group using the area at a time. There are no indoor or covered facilities for eating. We do ask that your group leave the area clean and safe for the wildlife and other groups. Please place glass, aluminum, and plastic in the large recycle bin and all other trash in the containers provided.

## **IS THERE A MUSEUM STORE AT THE SCIENCE & SPACE CENTER?**

Yes, we have a store by the front entrance. Your group is welcome to buy some of the fun science-related items. To ensure that the store will be open, please let the receptionist know if your group plans on shopping. Please take the group outside to avoid blocking the museum entrance. Then ten children maximum with an adult may enter the store to make their purchases. When they are done the next group may enter the building to shop. Please plan on shopping right after your program so the cashier will have time to serve you. There may be groups coming and going; visiting the shop right after your program will avoid someone else taking your time in the store.

## **HOW DO I GET TO THE SCIENCE & SPACE CENTER?**

The Science & Space Center is located at 3615 Auburn Blvd. Going east or west on Highway 50, take the Watt Avenue North exit. Proceed north on Watt Avenue to Auburn Blvd. and turn right onto Auburn Blvd. The Science & Space Center is located on the left-hand side of the street. Going east on I-80 (towards Reno) take the Watt Avenue exit and make a right onto Watt Avenue. Proceed on Watt Avenue to Auburn Blvd. and turn left onto Auburn Blvd. The Science & Space Center is on the left-hand side of the street. Going east on the Capital City Freeway (Business 80) (towards Reno), take the Watt Avenue South exit and turn left. This exit actually drops you onto Auburn Blvd. Proceed on Auburn Blvd. and cross Watt Avenue. Once you cross Watt Avenue the Science & Space Center will be on the left. Going west on I-80, take the Capital City Freeway (Business 80) connection to the Watt Avenue exit and turn left. Proceed on Watt Avenue to Auburn Blvd. and turn left onto Auburn Blvd. The Science & Space Center is on the left-hand side of the street. Parking at the Science & Space Center is free. Remember to lock your cars and do not leave any valuables visible. The Discovery Museum is not responsible for lost or stolen items.



## **ROBOT QUEST ACTIVITY SHEET**

### **WHAT IS THIS PROGRAM ABOUT?**

In this program, your students will learn about outer space and the robotic explorers that have been sent to learn about other worlds. We will view a simulated night sky, discovering what planets and constellations the students can see at night. Also, students will get to hold an actual meteorite – a rock from outer space.

### **WHAT STANDARDS WILL BE MET?**

**California Science Standards:** *understanding the contents and structure of the universe.* **National Science Education Standards:** *learning about science and technology.*

### **HOW CAN I HELP THE EDUCATOR?**

Planetarium shows require one adult chaperone per six students. Please group students with adults. Each chaperone will bring his or her group of students into the planetarium, help them get seated, and sit with them. The teacher is required to remain in the planetarium throughout the presentation. If your group includes students with special needs, be sure to notify the Discovery Museum in advance.

Please note that no food or drinks are permitted in the planetarium. Also, lunches, backpacks, and gift shop purchases should be left on the bus or with adult chaperones.

### **WHAT VOCABULARY WILL BE INTRODUCED?**

**atmosphere** – a layer of gases that surrounds some planets.

**constellation** – a grouping of stars that forms a sort of “dot-to-dot” picture.

**galaxy** – a vast formation of billions of stars.

**planet** – one of the eight large objects that orbit the Sun.

**moon** – a large object that orbits a planet. Earth has only one moon.

**satellite** – something that orbits something else.

**meteor** – a rock from outer space that is burning up as gravity pulls it through Earth's atmosphere.

**asteroid** – one of the rocky objects that orbit the Sun. Most asteroids are a few miles across or smaller.