



Board of Directors
Regular Meeting
March 9, 2011
5:45pm
210 W. 6th St.

Board Packet

Board Consideration: 03/09/2011

To: Wildflower Open Classroom Board of Directors

From: Christina Cassidy

Re: Consent item: Board Meeting Minutes

ISSUE:

Board Meeting Minutes 02/09/11, 02/24/11

RECOMMENDATION:

Review and approve minutes

DISCUSSION:

None unless minutes needed amended

Attachments:

- Regular Board Meeting Minutes 02/09/2011
- Special Board Meeting Minutes 02/24/2011

Item #: 5.1 and 5.2

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
February 9, 2011
210 W. 6th Street - Chico, CA 95928
Minutes

Present: Jonas D. Herzog, Jillian Hopewell, Christina Cassady, Stephen Ertle, Lindsey Serrao, Mike Dunn, Myron Flindt, Mike Mann, Mary Cox

Meeting begins at 6:51 pm

- I. **Call to Order (Introductions and sign-in)**
 - II. **Q & A Session: Public Forum for questions re: Wildflower Open Classroom**
Discussed teachers, materials, committee meetings, facility search
 - III. **Additions and Deletions to the Consent Agenda:** 4.6 and 4.11 pulled from Consent Agenda.
 - IV. **CONSENT AGENDA**
 - 4.1 By Consent, approve minutes 01/12/11 regular meeting
 - 4.2 By Consent, approve minutes 01/26/11 special meeting
 - 4.3 By Consent, approve minutes 01/30/11 special meeting
 - 4.4 By Consent, updated FAQ
 - 4.5 By Consent, Insurance Report
 - ~~4.6 By Consent, Parent Survey~~
 - 4.7 By Consent, Accept Report: CFO Monthly Financial Report
 - 4.8 By Consent Request for Approval: Purchase QuickBooks Plus online software license
 - 4.9 By Consent Request for Approval: Travel Expense Policy
 - 4.10 By Consent Approve amended admissions policy
 - ~~4.11 By Consent Approve enrollment form~~
 - 4.12 By Consent Approve record request form
 - 4.13 By Consent Approve meeting procedure and conduct
- J. Hopewell made motion to approve consent agenda; SE seconded; all approved.**

REGULAR AGENDA

5. Items removed from the Consent Agenda for Board consideration and action.
 - 4.6 By Consent, Parent Skill Survey
Additions made from Board. **S. Ertle made motion to accept changes; J. Herzog seconded, all approved.**
 - 4.11 By Consent Approve Student Enrollment Form:
Change title to "Student Enrollment Form" and other minor changes; **S. Ertle made motion to accept changes, J. Hopewell seconded, all approved.** Additional forms in the registration packet have not been approved.
6. Review Master Calendar (Google) - Discussion
 - Discussed and decided that printed version of current Google/ Master Calendar will be distributed in Regular Meeting Board Packets.
7. CSUC Surplus
 - This occurs second Thursday of each month between 1-3 pm; Need someone with truck and time; 7th and Oak Street.
8. Receive Staffing and Personnel Policies Report
 - J. Hopewell gave update on where Director job description is available; Reviewing retirement benefits; Meeting with CTA 2/15 4:00 pm; Interview questions and screening tool being developed; Interview/ Hiring Committee pending
 - Deadline for applications – Director- end of February; Teachers – March/ April
 - Discussed development of Hiring Committee; Board Hires Director and Director would develop hiring process with approval from the BOD.

Item #: 5.1

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
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Minutes

- **J. Hopewell made motion that BOD will be the hiring committee for Director; S. Ertle seconded, all approved.**
9. Receive Facilities Report
 - J. Herzog reviewed wish list and current work for a Facility. Need to ensure that facility search does not exist within the airport approach zone.
 - Next Committee Mtg- 1023 Mildred Avenue.
 10. Proposition 39 report
 - J. Herzog reviewed offer from the District from the Prop 39 Request.
 - **J. Hopewell made motion that BOD decline the initial District offer and ask for a revised offer, S. Ertle seconded; all approved.**
 11. BOD fiscal management training
 - April 5th, training to occur: S. Ertle looking for second Board Member to participate in training.
 12. Business and Non Instruction Report:
 - Outreach Committee Update = Second advertisement went out in Growing Up Chico publication; fliers to preschools; Next meeting pending.
 - Fundraiser at T Bar: 2/24/11 5-8 pm; Need info table – Not official Parent info night
 - Fundraiser – large event pending
 - Parent Information Night – Formal and informal
 - Collaborative Charter School Advertisement project – pending
 - CCSA Regional Meeting update: legislative updates, budget updates, statutory requirements such as Life Scan and TB testing for parent volunteers.
 - Marketing Major from Chico State would like to work with WOC for her internship. **S. Ertle made motion to Katie Baker as Marketing intern for the current semester, J. Hopewell seconded, all approved.**
 13. Receive Instructional Policies Report
 - Ad Hoc Committee met 2/7 focus was curriculum development; Next Meeting pending.
 14. Receive Student Policies & Enrollment Report
 - Admission Committee Report reviewed by E. Ertle.
 - S. Ertle discussed budget perspective: class size v. number of classes, revenue directly related to students attendance.
 - Discussed 7/8th grade and all grade configurations and all members decided to accept all students K-8 without reservations. Review of configuration and numbers of accepted applications on all regular meeting agendas.
 15. Adjourn to Closed Session: MOU with Stepping Stones Adventures reviewed
 16. Announcements from Closed Session
 17. Other Business: **J. Herzog motion made to move to Item 15 and 16 on agenda; J. Hopewell seconded, all approved.**
 - Tax addition sunsets (Prop 98) – info to go out via email list to encourage interested parties to educate themselves and send voice to political representatives.
 18. Public Comment Period - None
 19. **Adjournment:**
Meeting adjourned 10:01 pm. **Next meeting: 03/09/2011**
Respectfully submitted by C. Cassady

DRAFT
Wildflower Open Classroom
Board of Director's Special Meeting
February 24, 2011
210 W. 6th Street - Chico, CA 95928
Minutes

Present: Jonas D. Herzog, Jillian Hopewell, Dylan Saake

Meeting begins at 6:45 pm

- I. **(1) Call to Order**
- II. **(2) Additions and Deletions to the Consent Agenda: None**
- III. **(3) CONSENT AGENDA**
 - 3.1 Parent Participation Expectations and Involvement Opportunities Form
 - 3.2 Emergency Card Form
 - 3.3 Health Record Form
- IV. **REGULAR AGENDA**
 4. Items removed from consent agenda for Board consideration and action.
 - None
 5. Public Comment Period
 - None
- V. **(6) Adjournment:**

Meeting adjourned 6:47 pm. **Next meeting: 03/09/2011**
Respectfully submitted by C. Cassady

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jonas Herzog

Action: Approve a \$50.00 gift card for Scott Winter

ISSUE:

Scott volunteered his time for a BOD/Founder retreat.

RECOMMENDATION:

Authorize request for a \$50 gift card.

Item #: 5.3

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle

Information: Receive Monthly Financial Report

ISSUE:

Status of receivables, payables and assets

RECOMMENDATION:

Receive report

DISCUSSION:

Consent

Attachments:

03-09-11 Financial Status Report

Item #: 5.4

Wildflower Open Classroom
K-8 Public Charter School

3/09/2011 Board Meeting

Financial Status

Checking Account
Beginning Balance \$761.32
reconciliation (\$20 check posted that was issued 10/15/10 before initial bank balance for first board report) -20
Register Balance \$741.32

Accounts Receivable
Remaining Annie B's Fundraiser (NVCF) \$1,873.16
Current Assets \$2,614.48

Accounts Payable (NVCF)
MWM 02-01-11 Invoice \$222.00 *waiting for amended invoice
Total Liabilities \$222.00
Net Assets \$2,392.48

Fundraising Last Period		214.41
Fundraising This Period		
Coffee		
	Other	
	\$0.00	\$0.00
	Total	\$0.00

Item #: 5.4

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Instructional Policies Committee/C, Cassady
Re: WOC School Calendar
Date: March 9, 2011

ISSUE:

Review and approval of year 1 – school calendar

RECOMMENDATION:

Approve year 1 calendar understanding that review and revision may be needed as needs are assessed with hired school director and teachers.

DISCUSSION:

Committee comments/ feelings regarding school calendar:

- 1) Possible review of furlough days- need to check with the state.
- 2) Feel strongly that too many weeks of school between the March break and the end of school.
- 3) Want to keep April for Spring Break
- 4) Half-day retains ADA because students still in school but other activities done (enrichment, mixers, etc.)

Wildflower Open Classroom Charter School Calendar 2011-2012

Total	Week Day	Relevant Day	Title/ Holiday
3	Aug. 29 - Sept 2	Aug.31	First Day of School
4	Sept. 5 -Sept. 9	Sept.5	Labor Day - No School
5	Sept. 12- Sept. 16		
5	Sept. 19 - Sept. 23		
5	Sept. 26 - Sept. 30	Sept. 30	Half day- Staff Development- School but Parent/ Sub run activities
5	Oct. 3- Oct. 7		
5	Oct. 10 - Oct. 14		
5	Oct. 17 - Oct. 21		
5	Oct. 24 - Oct. 28	Oct. 28	Half day- Staff Development- School but Parent/ Sub run activities
5	Oct. 31 - Nov. 4		
4	Nov. 7 - Nov. 11	Nov. 11	Veterans Day - No School
5	Nov. 14 - Nov. 18		
0	Nov. 21 - Nov. 25	Whole Week	Thanksgiving Break - No School
5	Nov. 28 - Dec. 2		
5	Dec. 5 - Dec. 9	Dec. 9	Half day- Staff Development- School but Parent/ Sub run activities
5	Dec. 12 - Dec. 16		
0	Dec. 19 - Dec. 23	Whole Week	Winter Break - No School
0	Dec. 26 - Dec. 30	Whole Week	Winter Break - No School
5	Jan. 2 - Jan. 6		
5	Jan. 9 - Jan. 13		
4	Jan. 16 - Jan. 20	Jan. 16	MLK Day - No School
5	Jan. 23 - Jan. 27	Jan. 27	Half day- Staff Development- School but Parent/ Sub run activities
5	Jan. 30 - Feb. 3		
5	Feb. 6 - Feb. 10		
4	Feb. 13 - Feb. 17	Feb. 17	Lincoln's Birthday- No School
4	Feb. 20 - Feb. 24	Feb. 20; Feb 24	President's Day - No School Half day- Staff Development- School but Parents/ Subs run activities
5	Feb. 27 - Mar. 2		
5	Mar. 5 - Mar. 9		
5	Mar. 12 - Mar. 16		
5	Mar. 19 - Mar. 23		
5	Mar. 26 - Mar. 30	Mar. 30	Half day- Staff Development- School but Parent/ Sub run activities
5	Apr. 2 - Apr. 6		
0	Apr. 9 - Apr. 13	Whole Week	Spring Break - No School
5	Apr. 16 - Apr. 20		
5	Apr. 23 - Apr. 27	Apr. 27	Half day- Staff Development- School but Parent/ Sub run activities
5	Apr. 30 - May 4		
5	May 7 - May 11		
5	May 14 - May 18		
5	May 21 - May 25	May. 25	Half day- Staff Development- School but Parent/ Sub run activities
4	May 28 - June 1	May. 28	Memorial Day - No School
5	June 4 - June 8		
3	June 11 - June 15	June. 13	Last Day of School
180			

Item # 5.5

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jonas Herzog, Chair

Re: Thank You Cards

ISSUE:

Thank You Cards

RECOMMENDATION:

Identify, sign, and send thank you cards.

Item #: 5.6
