

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle

Re: Business and Non-Instruction Report

ISSUE:

Discus Outreach Cost Expenses and Update report and discussion on Business & Non-Instruction Activities

RECOMMENDATION:

Approve Outreach Expense, Receive Report, and Discus

DISCUSSION:

1. Expenditure Approvals
 - Approve up to \$300 for WOC portion of advertisement.**
 - Approve up to \$100 for WOC portion of charter faire.**
2. Outreach Activities
 - Charter school ad:
7 charter schools going in on a full page ad coming out in next CARD brochure (ad attached).
 - Charter Faire: March 24, 2011 from 6-8:30pm Need 1-2 People to assist with Faire
Dorothy Johnson Center
775 East 16th Street
Chico, CA 95928-6656

Most charter schools are attending. We've also invited district schools (emails to district and to individual alternative programs). Michelle Yezbick (director of Sherwood Montessori) is coordinating. Sherwood paid the \$400 fee for the Dorothy Johnson Center.

Michelle is coordinating efforts to get media attention with our help. Ellie will be at the event.

- Outreach materials need to be improved;
We need a volunteer to put together a bid (lowest prices for each of these) to present to board for approval.
A vinyl banner w/our logo, website and phone number (3x6?)
A foam core board with our logo and website (1x3?)
Table throw (table banner)

- 1) **Fliers:** could still be handed out...the whole list is NOT done.
- 2) **Large Fundraising Event:** NOT HAPPENING...Vicki and Crew got back to me and they had decided they were NOT into doing it. They want to donate their own money. I told her great and gave her the website to get the address to send money to the address.
- 3) **New parent Help:** YES that would be great! I will get the list from Ellie and make some calls. I will look for a fundraiser leader
- 5) **Outreach Box:** Ellie and I are putting together a file box of all the important docs for outreach (registration forms, applications, etc...) it will be kept at my house if anyone needs it.
- 6) **Fundraising:** I think we need to talk about how important fundraising is at this point...get the board members on board.7) **Board Members:** I called Myron, I am waiting for him to call back. I also E-mailed my friend casey (girl) I am waiting to see if she would be interested. I think we NEED more board members, so that we should talk about too.

Attachments:

Business and Non-Instruction Prioritization Report
Group Charter Outreach Advertisement

Item #: 15

Wildflower Open Classroom

Business and Non-Instruction Operation

A = To get completed by end of second quarter 2011

- Proposed Budget April Meeting
- Purchasing Policies\Bids Draft at April meeting
<http://www.cde.ca.gov/sp/cs/as/csexpenses.asp>
<http://www.cde.ca.gov/sp/cs/as/csexpenses.asp>
- Payment for Goods and Services Draft at April meeting
<http://www.cde.ca.gov/sp/cs/as/csexpenses.asp>
- ~~Draft Budget~~ March meeting
- ~~Travel Expenses~~ Policy for Approval at February Meeting
- Contracts Draft at May meeting at May meeting
-
- Management of School Assets/ Accounts GAAP-Fund Accounting-Draft at May meeting
- Financial Reports and Accountability CCSA and CDE Requirements-PCSGP Requirements-Draft at May meeting
- Insurance Management Report at March Meeting
- ~~Conflict Resolution~~
- ~~Conflict of Interest~~

B = To complete before start of school August/ Sept. 2011

- *Budget Planning and Administration
 - *Annual Diversity and Outreach Policy/plan
 - *Expenditures/Spending Authority
- *Indicates areas where director can be involved

~~Indicates completed policies~~

- Claims and Actions Against the School
- Inventories*
- Operations and Maintenance of School*
- Tobacco-Free Schools/ Smoking*
- Environmental Safety*
- Hazardous Substances*
- School Safety and Security*
- Fundraising Plan*
- Grant writing Plan

C = To complete 2011-2012

- Sale and Disposal of Books, Equipment and Supplies

- Gifts, Grants and Bequests
- Investing
- Student Activity Funds
- Recovery of Property Loss or Damage
- Food Service*
- Free and Reduced Lunch Program*
- Other Food Sales*

What the heck are these? Unsure if needed.

- Fees and Charges
- Disruptions
- Program Council Operating Policies
- Annual Site Visitation Protocol

MEMORANDUM/REPORT

To: WOC Board of Directors
From: D.Saake
Re: Student Policies and Procedures
Regular Agenda Item
Date: March 9, 2011

ISSUE:

Update on student policies. Adopt the attached policies.

RECOMMENDATION:

Receive update. Give information on prioritizing policies.

DISCUSSION:

Gather feedback on attached policies. These policies were previously presented to the Board but no action was taken. The Board is asked to consider adoption of these policies. Solicit feedback on prioritization.

Attachments:

Report

Draft policies:

- Non-Custodial Parents
- Promotion/Acceleration/Retention
- Immunizations
- Nondiscrimination
- Parent Notification

Item #: 16

Wildflower Open Classroom Charter School

Parental Notifications Policy

DRAFT POLICY

PARENTAL NOTIFICATIONS

The Governing Board recognizes that notifications are essential to effective communication between WOC and the home. The Director or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

The Director or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school.

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand WOC's printed notifications, the director or designee shall work with the parent/guardian to establish other appropriate means of communication.

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Approved _____

Wildflower Open Classroom Charter School

Immunization Policy

DRAFT POLICY

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Education desires to cooperate with state and local health agencies to encourage immunization of all Wildflower Open Classroom (WOC) students against preventable diseases.

Students entering a WOC shall present an immunization record which shows at least the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student shall present written documentation by a physician, nurse or clinic, showing that the required immunizations were received. If such documentation is not presented, the student shall be excluded from school until immunization requirements are met.

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Approved _____

Wildflower Open Classroom Charter School

Promotion/ Acceleration/ Retention Policy

DRAFT POLICY

PROMOTION/ACCELERATION/RETENTION

The Board of WOC expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

When academic achievement is below established standards, as early as possible in the school year and in students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the basis of WOC evaluations, and multiple measures assessments (including the state's Standardized Testing and Reporting Program).

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer school programs and/or the establishment of a student study team.

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Approved _____

Wildflower Open Classroom Charter School

Non-Custodial Parents Policy

DRAFT POLICY

NONCUSTODIAL PARENTS

"Parent" means a natural parent, an adopted parent, or legal guardian. If the parents are divorced or legally separated, only a parent having legal custody of the pupil may challenge the content of a record pursuant to Section 49070, offer a written response to a record pursuant to Section 49072, or consent to release records to others pursuant to Section 49075. Either parent may grant consent if both parents have notified, in writing, Wildflower Open Classroom (WOC) that an agreement has been made.

Noncustodial parents generally retain the same rights as custodial parents unless a court order restricts the rights of the noncustodial parent. These rights include but are not limited to accessing his/her child's student records, participating in school activities and visiting the child at school. If a completed or pending legal action curtails the noncustodial parent's rights, the parent/guardian with custody shall provide evidence of this action to the Superintendent or designee.

Upon request, the WOC shall provide noncustodial parents with announcements and notices that are sent to the custodial parent.

While both parents can visit the child at school, only the custodial parent has the right to remove the child from school property. Only a verified note or an emergency card from the custodial parent will be cause for exception to this provision.

In the event of an attempted violation of a court order that restricts access to a student, staff shall contact the custodial parent and local law enforcement officials.

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Approved _____

Wildflower Open Classroom Charter School

Non-Discrimination/ Harassment Policy

WOC programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Board of Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits discrimination, intimidation or harassment of any student by any employee, student or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation of other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment or prohibited discrimination is subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies:

Director XXXXXXX
WOC
Address
Phone Number

Any student who feels that he/she is being subjected to discrimination or harassment should immediately contact the Coordinator for Nondiscrimination, the director or any other staff member. Any student who observes an incident of discrimination or harassment should report the incident to a school employee.

Employees who become aware of an act of harassment shall immediately report the incident to their immediate Supervisor or the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the immediate Supervisor or Coordinator shall immediately investigate the complaint. Where the immediate Supervisor or Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The immediate Supervisor or Coordinator shall also advise the victim of any other remedies that may be available. The immediate Supervisor or Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Item #: 16

Approved _____

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Admissions Committee/D.Saake
Re: Discussion/possible Action: Registration Event on 2/26/2011
Date: March 9, 2011

ISSUE:

Review the attached report for information on the registration event, comments/questions received, and update on registration progress.

RECOMMENDATION:

Receive report from Admissions Committee.

DISCUSSION:

Consider the structure and grade levels to be offered by WOC for the upcoming year. Discuss any targeted outreach that may be necessary to meet those goals.

Attachments:

Report from Admissions Committee

Item #: 17

February 26, 2011 Report on Registration Event

On February 26, 2011, WOC held a registration event at Bustolinis. There was a steady stream of families throughout the event (2-4 PM). Ultimately we registered 40 students for WOC. We currently have 105 admitted students. The breakdown is as follows:

K: 24 (10 registered)
1: 12 (4R)
2: 12 (5R)
3: 15 (8R)
4: 11 (2R)
5: 13 (7R)
6: 15 (3R)
7: 3 (1R)

WOC needs to make a decision on closing admissions for certain grade levels. Of special consideration is 3rd grade. Of the various interested students for 3rd grade only 2 are from Blue Oak. Of all the applicants, only one student has indicated they no longer wish to attend (6th grade, not included in totals).

WOC must schedule additional registration dates. The committee recommends holding one event on a weeknight evening, and an additional event on a subsequent weekend. Both of these events should occur soon. Currently we are targeting an event for March 10, 2011 (location TBD). Once these events occur, WOC will need to affirmatively contact families to inform that they must register to continue to hold their location.

Also of interest to the Board is the questions received at the event. The question of school location was by far the most common question, followed by Director and teachers details. Parents/guardians expressed interest in an open house type event where they could meet the teachers, understand the structure, and be certain that the school fits with their family. Parents were informed that as hires are completed, a location is selected, and details develop, that there will be additional events inviting the families to learn about and tour the school. Proposed FAQ info is below:

1. Where will the school be located?

Wildflower Open Classroom is currently in the process of securing a facility. We have applied for facilities from CUSD under Proposition 39, and are engaged in a private site search as well. Our goal is to find a location within 15 minutes bike ride of downtown Chico. We plan to have a site secured by the end of the first quarter of 2011.

2. How many students will the school have in its first year and also

projected into future years?

The charter petition set a goal of 130 students in the first year in grades k-8 and a projection of 200 by year 5. Size is, of course, contingent on number of applications received.

3. How will the grades be grouped?

Multi-age classrooms are an important part of the Open Classroom philosophy. Most of the time, those classrooms are arranged as such: k, 1-2, 3-4, 5-6, 7-8. However, this will again depend on number of applicants. Also, the WOC curriculum and calendar committees are discussing these questions in relation to the philosophical goals of the program. All meetings are open to the public, check the web calendar for dates.

4. How big will classrooms be?

Wildflower Open Classroom is committed to a small learning environment, with a goal of 20:1 in the primary grades.

The event received donations from Bustolini's of a T-shirt, a gift certificate, and tickets to a comedy event, in addition to the space for holding registration, and Bustolini's should be thanked and recognized for their willingness to support WOC.

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Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jonas Herzog, Chair

Re: Discussion

ISSUE:

Board of Directors Insurance

DISCUSSION:

BOD Insurance would cost \$1,183 annually. Funds need to be raised for this expense.

Item #: 18

Board Consideration: 03/09/11

To: Wildflower Open Classroom Board of Directors

From: Jonas Herzog

Information: Philosophy committee update

ISSUE:

Committee has begun drafting "guiding principles" based on work done at Founders Retreat on 2/19. Committee will be meeting to finalize draft for board review/approval at April 2011 meeting. Committee members: Jonas Herzog, Victoria Shumway, Michael Mann, Ellie Ertle.

RECOMMENDATION:

Receive report

DISCUSSION:

Regarding next steps of developing these core values to support program philosophy.

Item #:19