



Board of Directors
Regular Meeting
July 13, 2011
6:45pm
210 W. 6th St.

Board Packet

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: WOC BOD Regular Meeting Minutes
Date: July 13, 2011

ISSUE:

Board Approval of Meeting minutes

RECOMMENDATION:

Review and approval of regular meeting minutes from 06/08/2011.

DISCUSSION:

None

AGENDA ITEM #: 3.1

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
June 8, 2011
210 W. 6th Street – Chico, CA 95928
Minutes

Present: Tom Hicks, Jillian Hopewell, Stephen Ertle, Jonas Herzog, Dylan Saake, Victoria Shumway, Wendy O'Neal, Christina Cassady, Mary Cox, Lindsey Serrao

Meeting begins at 6:57 pm

I. Call to Order (Introductions and sign-in)

II. Additions and Deletions to the Consent Agenda

III. CONSENT AGENDA

- 3.1 By Consent, approve minutes 05/11/11 regular meeting
- 3.2 By Consent, approve minutes 05/31/11 special meeting
- 3.3 By Consent, Accept Report: CFO Monthly Financial Report
- ~~3.4 By Consent, Accept Report: Insurance Update~~
- 3.5 By Consent, Accept Report: Student Policies Update

J. Hopewell made motion to approve all except Item 3.4, S. Ertle seconded, all approved.

IV. REGULAR AGENDA

- 4. Items removed from the Consent Agenda for Board consideration and action.
 - 3.4 - Accept Report: Insurance Update: Jonas pulled consent agenda item and went into more detail to provide WOC Board with inclusions of the Insurance Proposal. **S. Ertle made a motion to accept input and review of the Insurance proposal after Jonas, Christina and Tom determine as sufficient coverage for WOC.**
- 5. Review Master Calendar on Google Calendar and Grant "to-do" list – Jillian highlighted several areas which need to be developed to meet grant to-do list: Teacher evaluation/ effectiveness, teacher training, etc. Master calendar – Jonas updated things that are due to be done from the calendar.
- 6. CSUC Surplus – Next surplus day will June (6/9) – 1:00 pm; Bonnie to coordinate and additional volunteers.
- 7. Budget Update –Stephen provided update on State budget; and financials.
- 8. Curriculum Committee Update –C. Cassady provided update and plans for teacher/ Director training development. Share committee ideas for all school gatherings. Briefly discussed of daily schedule development.
- 9. Registration and Enrollment Update – Reviewed report; current enrollment 60. Discussed outreach– Nani Teves and Lindsey Serrao to coordinate more outreach.
- 10. FUA Update – J. Herzog/ C. Cassady – Provided information on meeting from 6/1 with CUSD representatives. Plan to draft FUA and present at July 13 meeting for review.

AGENDA ITEM #: 3.1

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
June 8, 2011
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11. Personnel Report – J. Hopewell – Policies still being drafted; Tom and Jillian to proceed. Teacher hiring has progressed and candidates selected for interviews.
12. Student Policy: Sexual Abuse Prevention Policy – Reviewed and comments made; Jonas to ask for Dylan to review further and perhaps find some other samples. Will review at July 13 Board Meeting.
13. Board Agenda Creation Process – J. Herzog/T. Hicks– **S. Ertle made motion to approve draft process, J. Hopewell seconded, all approved.**
14. All School Camping Trip – J. Herzog– reviewed and move forward with opportunities. Planned dates would be 8/26–8/28. Update at July 13th Meeting.
15. Appoint Director as CUSD Liaison – **S. Ertle made a motion that New WOC Director, Tom Hicks, act as ongoing CUSD Liaison, J. Hopewell seconded, all approved.**
16. Adjourn to Closed Session – None
17. Announcements from Closed Session – None
18. Other Business – Business Office Manager –Discussed what next steps are for use of an outside business consultant; WOC Director, Tom Hicks will review services offered by candidates and make determination. Update will be provided at July 13th Board Meeting.
19. Public Comment Period – None
20. **Adjournment:**
Meeting adjourned 9:46 pm. **Next meeting: 07/13/2011**
Respectfully submitted by C. Cassady

AGENDA ITEM #: 3.1

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: WOC BOD Special Meeting Minutes
Date: July 13, 2011

ISSUE:

Board Approval of Meeting minutes

RECOMMENDATION:

Review and approval of Special meeting minutes from 06/14/2011.

DISCUSSION:

None

AGENDA ITEM #: 3.2

DRAFT
Wildflower Open Classroom
Board of Director's Special Meeting
June 14, 2011
210 W. 6th Street – Chico, CA 95928
Minutes

Present: Stephen Ertle, Dylan Saake, Jillian Hopewell, Tom Hicks

Meeting begins at 8:05 pm

- I. **Call to Order (Introductions and sign-in)**
- II. **REGULAR AGENDA**
 2. Adjourn to Closed Session – Insurance Review and Business Manager Salary
 3. Announcements from Closed Session – Discussed and approved.
 4. Public Comment Period – None
 5. **Adjournment:**
Meeting adjourned 8:50 pm. **Next meeting: 07/13/2011**
Respectfully submitted by C. Cassady

AGENDA ITEM #: 3.2

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: WOC BOD Special Meeting Minutes
Date: July 13, 2011

ISSUE:

Board Approval of Meeting minutes

RECOMMENDATION:

Review and approval of Special meeting minutes from 06/29/2011.

DISCUSSION:

None

AGENDA ITEM #: 3.3

DRAFT
Wildflower Open Classroom
Board of Director's Special Meeting
June 29, 2011
210 W. 6th Street – Chico, CA 95928
Minutes

Present: Jonas Herzog, Christina Cassady, Dylan Saake, Tom Hicks

Meeting begins at 9:07 pm

I. Call to Order (Introductions and sign-in)

II. REGULAR AGENDA

2. Adjourn to Closed Session – Lead Teacher Contract Review
3. Announcements from Closed Session – Lead Teacher contract approved.
4. Public Comment Period – None
5. **Adjournment:**
Meeting adjourned 9:35 pm. **Next meeting: 07/13/2011**
Respectfully submitted by C. Cassady

AGENDA ITEM #: 3.3

Board Consideration: 06/08/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle/Tom Hicks

Information: Receive Monthly Financial Report

ISSUE:

Status of receivables, payables and assets

RECOMMENDATION:

Receive report

DISCUSSION:

Consent

AGENDA ITEM #: 3.4

WILDFLOWER OPEN CLASSROOM	
K-8 Public Charter School	
July 13, 2011 Board Meeting	
Financial Status	
Checking Account	
Beginning Balance	178,250.61
CCSA JPA - Insurance	-4,635.22
Contract Services	-4,375.00
End Balance	169,240.39
Accounts Receivable	
Remaining Annie B's Fundraiser	1,873.16
Current Assets	171,113.55
Accounts Payable	
Total Liabilities	0.00
Net Assets	171,113.55
Fundraising Last Period	0.00
Fundraising This Period	0.00
Total	264.00

AGENDA ITEM #: 3.4

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: MOU & FUA Update and Discussion
Board Consideration: July 13, 2011

ISSUE:

WOC representatives are working with CUSD representatives to complete the Memorandum of Understanding and the Facilities Use Agreement.

RECOMMENDATION:

Review documents and provide feedback. Develop a plan of action and timeline for completion of the MOU and FUA.

DISCUSSION:

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks/Stephen Ertle
Re: Budget
Board Consideration: July 13, 2011

ISSUE:

WOC Budget 2011-2012.

RECOMMENDATION:

Receive budget report. Review and Discuss. Approve budget if appropriate.

DISCUSSION:

AGENDA ITEM #: 7

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: Instructional Policies-WOC Daily Schedule 2011-2012
Date: July 13, 2011

ISSUE:

Review draft samples of Daily Schedule proposals.

RECOMMENDATION:

Review and Discuss Board Report.

DISCUSSION:

- Review draft samples of WOC Daily Schedule 2011-2012; consider recommendations and provide direction for Curriculum Committee's next steps to finalize proposed daily schedule.
- Plan to approve Daily Schedule for 2011-2012 school year as soon as possible.

AGENDA ITEM #: 8

WOC Daily Schedule - SAMPLES

Daily Schedule- Sample #1:

	Start Time	AM Break Times (20)	Lunch Recess (35)	Lunch Time (20)	PM Break Times (20)	End Time	Total Minutes per day			
K	8:30	To be Determined				11:50	200		8:30-9:20	50
1st	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300		9:40-11:00	80
2nd	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300		11:55-1:40	105
3rd	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300		2:00-3:05	65
4th	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300			300
5th	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300			
6th	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300			
7th	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300			
8th	8:30	9:20-9:40	11:00-11:35	11:35-11:55	1:40 - 2:00	3:05	300	2600		

Daily Schedule- Sample #2:

	Start Time	AM Break Times (15)	Lunch Recess (35)	Lunch Time (20)	PM Break Times (25)	End Time	Total Minutes per day			
K	8:30	To be Determined				11:50	200		8:45-11:00	135
1st	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300		11:55-1:40	105
2nd	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300		2:05-3:05	60
3rd	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			300
4th	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			
5th	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			
6th	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			
7th	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			
8th	8:30	8:30-8:45	11:00-11:35	11:35-11:55	1:40 - 2:05	3:05	300			
		snack in class						2600		

Daily Schedule- Sample #3:

	Start Time	AM Break Times (25)	Lunch Recess (25)	Lunch Time (20)	PM Break Times (None?)	End Time	Total Minutes per day			
K	8:30	To be Determined				11:50	200		8:30-10:30	125
1st	8:30	10:35-11:00	1:10-1:35	1:35-1:55	??	3:00	320		11:00-1:10	130
2nd	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320		1:55-3:00	65
3rd	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			
4th	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			320
5th	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			
6th	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			
7th	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			
8th	8:30	10:35-11:00	1:10-1:30	1:30-1:55	??	3:00	320			
		snack in class			snack in class			2760		

Instructional minutes (minimum required by State):									
	Per Year	Per day							
K	36,000	200							
1st	50,400	280							
2nd	50,400	280							
3rd	50,400	280							
4th	54,000	300							
5th	54,000	300							
6th	54,000	300							
7th	54,000	300							
8th	54,000	300							
	457,200	2540							

Total Instructional Days = 180



AGENDA ITEM #: 8

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: Retirement System - STRS
Board Consideration: July 13, 2011

ISSUE:

WOC is considering retirement systems and benefits for its employees.

RECOMMENDATION:

Review retirement plan options including California State Teacher Retirement System and take action if appropriate.

DISCUSSION:

AGENDA ITEM #: 10

To: WOC Board of Directors
From: Tom Hicks
Re: Personnel Report
Board Consideration: July 13, 2011

ISSUE:

Status update on teacher hiring process.

RECOMMENDATION:

Receive report.

DISCUSSION:

AGENDA ITEM #: 11

Board Consideration: 07/13/11

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle

Information: Board Fundraiser: Annie B's Letter Writing Campaign

ISSUE:

As board transitions from "working" status of planning year, the focus of the board will be on fundraising, governance/oversight, and outreach. Suggestion that the board take on two large-scale external fundraising efforts each year, Annie B's in August/Sept. and an event in February/March. Annie B's is coming up. Victoria will sign us up on July 1. Suggestion that the board organize a letter writing campaign for Annie B's.

RECOMMENDATION:

Receive recommendation; create committee (board person as chair), and commitment from entire board for support and active involvement. Begin discussion about winter event (what, who, when).

Attachments:

"Behind the Scenes at Annie B"

AGENDA ITEM #: 12

Behind the Scenes of the ANNIE B'S COMMUNITY DRIVE?

Mon, 04/26/2010 - 12:15pm — avalavanis

In 2005, I had the wonderful opportunity to meet with two local residents who by the very nature of the way they live and GIVE make the world a better place. Sure, that is true about hundreds of generous people in the north state; however, there is a small albeit magnificent twist to their giving. These two individuals decided to make their gift in a way that would not only support hundreds of nonprofits but also promote the very act of giving.

This is the origin of the Annie B's Community Drive and the reason for these nouns and verbs. For many weeks the three of us sat down and talked. I learned all sorts of amazing things about these "angels", their passion for the charitable sector, hopes for the region and dedication to philanthropy. I shared with them my commitment to develop a program through the North Valley Community Foundation that would be equal to their passion for giving.

Together, we developed a grant program called the Annie B's Community Drive that has in its first three years (24 weeks total) gathered and gathered more than \$3 million to more than 400 local nonprofits.

I am proud of the Foundation's (and its many helpers) efforts to create and run Annie B's but even more I am endlessly moved by the compassion, wisdom and generosity of our two Annie B's angels.

With love,

Alexa Valavanis, CEO

North Valley Community Foundation

Annie B's Community Drive Rules

I understand that North Valley Community Foundation (NVCF) will accept donations on behalf of our organization starting August 1 and 100% of these donations will be distributed to our organization within 30 days of the close of the drive on September 30. As with all funds, NVCF will keep 2% of gross revenues for administrative expenses, to be paid exclusively from matching grant funds. No NVCF fees will be deducted from designated donations.

Checks will be made out to "Annie B's" and the name of our organization and sent from the donor directly to:

North Valley Community Foundation
3120 Cohasset Road, Suite 8
Chico, CA 95973

AGENDA ITEM #: 12

I understand that receipts will be issued only by North Valley Community Foundation. NVCF will send a receipt with an acknowledgment letter to each donor. You will be provided with the donor's name and address and are encouraged to also send a thank you. The amount of each donation will be provided once the drive is concluded.

I understand that funds directed to this effort are to be contributions from donations only.

No funds allowed from special events or fundraisers.

No goods or services will be provided in exchange for donations.

No fees for membership, drawings, dinners, or other activities are allowed.

No funds in fulfillment of prior pledges.

Donations of cash are discouraged and will be accepted only with prior arrangements. Call NVCF for details.

Donations of stock (securities) can be accepted. Call NVCF for details.

Donations received before the drive begins or after the deadline closes will be passed through to the participating organization, but will not count towards matching grants.

I agree to support the marketing efforts of the Annie B's Community Drive and will participate in these marketing efforts to the degree possible, including participation of a representative of our organization in the culminating event at Chico City Plaza on October 17.

The marketing activities of our organization will be consistent with the goals and efforts of the Annie B's Community Drive and will include the Annie B's logo in printed material, on-line information, or other media.

NVCF has permission to use the name of our organization in marketing and promotional material as a participant in the Annie B's Community Drive.

I understand that grant funds from NVCF will be distributed to each participating organization proportionate to the total amount raised by the Annie B's Community Drive. Grants will be given as a match up to the first \$25,000 raised by any one participating organization.

I verify that these funds will not be used to promote activities that are primarily religious or political in nature.

I understand that all funds received by North Valley Community Foundation are subject to the variance power* of the NVCF board of directors.

*The Board of Directors shall have the power to modify or eliminate any restriction, condition, limitation or trust imposed with respect to any funds or property the title to which has become vested in this corporation if, in the sole judgment of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.

Deadline for application is August 1 to be included in Annie B's marketing materials.