



Wildflower
OPEN CLASSROOM
K-8 Public Charter School

Regular Meeting
August 10, 2011
6:45pm
210 W. 6th St.

Board Packet

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: WOC BOD Special Meeting Minutes
Date: August 10, 2011

ISSUE:

Board Approval of Meeting minutes

RECOMMENDATION:

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

DISCUSSION:

None

AGENDA ITEM #: 3.1

DRAFT
Wildflower Open Classroom
Board of Director's Special Meeting
June 14, 2011
1721 Arbutus Ave - Chico, CA 95926
Minutes

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

Meeting begins at 8:03 pm

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

II. REGULAR AGENDA

2. School participation in Cal STRS- T. Hicks presents resolution to participate in Cal STRS Program. **D. Saake made motion to adopt resolution, J. Hopewell seconded, all approved.**
3. Approved expenditure for CBO- T. Hicks presented need and scope for expenditure for set up and moving forward to hire CBO. **D. Saake made motion to approve \$3000 expenditure, J. Hopewell, all approved.**
4. **Adjournment:**

Meeting adjourned 8:17 pm. **Next regular 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 Regular Meeting Minutes
Date: August 10, 2011

ISSUE:

Board Approval of Meeting minutes

RECOMMENDATION:

Review and approval of Regular meeting minutes from 07/13/2011.

DISCUSSION:

None

AGENDA ITEM #: 3.2

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
July 13, 2011
210 W. 6th Street - Chico, CA 95928
Minutes

Present: Tom Hicks, Stephen Ertle, Linda Holm, Dylan Saake, Victoria Shumway, Wendy O'Neal, Christina Cassady, Ellie Ertle, Lisa Speegle, Mary Cox, Kaneeta Brown-Roberts, Maria Galindo, Bonnie Parkin,

Meeting begins at 6:50 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 06/08/11 regular meeting
- 3.2** By Consent, approve minutes 06/14/11 special meeting
- 3.3** By Consent, approve minutes 06/29/11 special meeting
- 3.4** By Consent, Accept Report: CFO Monthly Financial Report

C. Cassady made motion to approve all consent agenda items, D. Saake seconded, all approved.

IV. REGULAR AGENDA

- 4. Items removed from the Consent Agenda for Board consideration and action. - None
- 5. Review Master Calendar on Google Calendar and Grant "to-do" list – S. Ertle and T. Hicks briefly reviewed upcoming dates on the calendar.
- 6. MOU and FUA Update. – D. Saake reviewed purpose of the MOU and FUA for attendees; discussed need to get information to CUSD for classroom furniture. MOU and FUA need to be approved before we can move into the classrooms. MOU pending response from CUSD regarding recent edits provided by WOC; FUA pending meeting with CUSD on 07/20/11 and a draft FUA to review. Expect MOU final and approved next week and FUA finalized and approved within the next two weeks.
- 7. Budget Update and Review – T. Hicks reviewed scope of budget and preparation and development of the budget. **D. Saake made motion to approve initial budget, C. Cassady seconded, all approved.**
- 8. Curriculum Committee Update- WOC Daily Schedule 2011-2012 – C. Cassady presented the 4 samples and there was discussed from all attendees regarding the samples and a draft single schedule was created based on this discussion. Next steps include final draft distribution and proposed final draft being presented to the Board for approval.

AGENDA ITEM #: 3.2

DRAFT
Wildflower Open Classroom
Board of Director's Meeting
July 13, 2011
210 W. 6th Street - Chico, CA 95928
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9. Registration and Enrollment Update – registration forms still coming; doing outreach and PR within the community; Next week radio outreach; adds in local publications; etc.
10. WOC Retirement System – Discuss options and the two plans; plan to discuss detail in closed session. **D. Saake made motion to discuss in closed session, C. Cassady seconded, all approved. D. Saake made motion void resolution adopted at the 6/14/11 Special Meeting of the Board of Directors, C. Cassady second, all approved.** Board will take no action on adopting a retirement plan or program until all options are explored.
11. Personnel Report – T. Hicks welcomed Linda Holm to Wildflower and she will be our Lead Teacher. Director and Lead Teacher are working closely to review all applications and set up interviews for remaining positions.
12. Board Fundraiser – S. Ertle discussed fundraising, governance and outreach will be focused role of the Board after moving from the working Board to a regular formal board. Ideas shared.
- 13 (16). Adjourn to Closed Session – Discussed STRS participation and adopted resolution.
- 14 (17). Announcements from Closed Session – STRS was discussed with Lead teacher present.
- 15 (18). Other Business – None
19. Public Comment Period – V. Shumway announced that we are working on getting on box tops for education. E. Ertle in beginning of school we will be developing the Parent Teacher Council which will work more on internal fundraising.
20. **Adjournment:**
Meeting adjourned 9:46 pm. **Next meeting: 08/10/2011**
Respectfully submitted by C. Cassady

AGENDA ITEM #: 3.2

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: Monthly Financial Report
Date: August 10, 2011

ISSUE:

Status of receivables, payables and assets

RECOMMENDATION:

Receive report.

DISCUSSION:

Consent

AGENDA ITEM #: 3.3

WILDFLOWER OPEN CLASSROOM	
K-8 Public Charter School	
August 10 2011 Board Meeting	
Financial Status	
Checking Account	
Beginning Balance	169,240.39
Camp Lassen	-350.00
Contract Services	-4,375.00
End Balance	164,515.39
Accounts Receivable	
Remaining Annie B's Fundraiser	1,873.16
Current Assets	166,388.55
Accounts Payable	
Total Liabilities	0.00
Net Assets	166,388.55
Fundraising Last Period	0.00
Fundraising This Period	0.00
Total	264.00

AGENDA ITEM #: 3.3

MEMORANDUM/REPORT

To: WOC Board of Directors
From: C. Cassady
Re: Instructional Policies-WOC Daily Schedule 2011-2012
Date: August 10, 2011

ISSUE:

Review draft of Daily Schedule proposals.

RECOMMENDATION:

Review and Discuss Board Report.

DISCUSSION:

- Review draft of WOC Daily Schedule 2011-2012 to finalize proposed daily schedule.
- Plan to approve Daily Schedule for 2011-2012 school year as soon as possible

AGENDA ITEM #: 6

WOC Daily Schedule - 2011-2012 School Year

Daily Schedule

		Start Time	AM Break Times (15)	Lunch Recess (30)	Lunch Time (20)	PM Break Times (20)	End Time	
K	Before School (teacher prep, early student arrival, etc.) 6:30 - 8:30 am	8:30	To be Determined				11:50	After School (tutoring, teacher prep, "after-school special", late student pick-up, enrichments, etc.) 2:45 - 6:00 pm
1st		8:30	9:30-9:45	10:55-11:25	11:25-11:45	1:40 - 2:00	2:45	
2nd		8:30	9:30-9:45	10:55-11:25	11:25-11:45	1:40 - 2:00	2:45	
3rd		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	
4th		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	
5th		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	
6th		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	
7th		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	
8th		8:30		10:55-11:25	11:25-11:45	*1:40 - 2:00	2:45	

Grades 3rd-8th: *Flexible between morning "AM Break" and "PM Break" depending on teacher preference.

	K	1st-2nd	3rd-8th	
8:30-9:30	0	60	(8:30-10:55)	
9:45-10:55	(8:30-11:50)	70	145	
11:45-1:40	0	115	115	
2:00 - 2:45	0	45	45	
	200	290	305	Total daily minutes

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 in WOC Calendar 2011-2012 = 180

Charter schools required 170

AGENDA ITEM #: 6

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: Line of Credit
Date: August 10, 2011

ISSUE:

Establish a Line of Credit with Northern California National Bank for cash flow purposes.

RECOMMENDATION:

Receive recommendation and approve if appropriate.

DISCUSSION:

The following resolution language should be proposed and included in signed board minutes:

Be it resolved that the Wildflower Open Classroom 501c3 on behalf of the Wildflower Open Classroom Charter School hereby requests a Line of Credit from the Northern California National Bank in the amount of \$100,000. The Board of Directors of Wildflower Open Classroom has voted to allow members Jonas Herzog and Stephen Ertle to be co-signatories on the Line of Credit application and subsequent materials as necessary.

AGENDA ITEM #: 7

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: MOU & FUA Update and Discussion
Board Consideration: August 10, 2011

ISSUE:

WOC representatives have worked with CUSD representatives to complete the Memorandum of Understanding and the Facilities Use Agreement.

RECOMMENDATION:

Review documents and approve if appropriate.

DISCUSSION:

AGENDA ITEM #: 8

MEMORANDUM/REPORT

To: WOC Board of Directors
From: J. Herzog
Re: Board of Directors
Date: August 10, 2011

ISSUE:

The board should now begin focusing on the support roles for Wildflower.

RECOMMENDATION:

1. Review and discuss board roles and responsibilities.
2. Transition the BOD out of day to day business operations of WOC and move into support roles.

In addition to the Chair, CFO and Secretary positions we should create specific roles for each board member. Such as:

- **Outreach Director:** Responsible for overseeing board outreach efforts. Assisting parents and director with outreach efforts. Chair of board outreach committee.
 - **Fundraising Director:** Responsible for overseeing board fundraising efforts (external fundraising). Chair of board fundraising committee.
 - **Philosophy Director:** Responsible for overseeing school community adherence to OC philosophy and charter petition. Chair of philosophy committee.
 - **School community liaison:** Director elected as chairperson of parent teacher association. Sits on board as voting member.
 -
3. Establish committees.

DISCUSSION:

- Review Board roles and make recommendations.