

Forest Charter School

Monthly Charter Council Meeting Minutes—January 17, 2016

5:30 Regular Session
470 Searls Avenue
Nevada City, CA 95959

Council Members:

Dan Thiem, Chair
Julie Coffin, Parent Representative
Katia Hull, Parent Representative
Kaleen Ojeda-Chatigny, Parent Representative
Jean Watson, Parent Representative
Ruthanne Buckley, Community Rep., Vice Chair
Zoe Favour, Student Representative
Dave Stanger, ST Representative
Alex Torres, ST Representative
Nancy Nobles, Secretary (retiring)
Shawn Flynn (new Secretary)

Minutes

Present: Dan Thiem, Dave Stanger, Alex Torres, Julie Coffin, Jean Watson** (via conference call), Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, Paul Simoes and Nancy Nobles

Absent: Ruthanne Buckley, Katia Hull, Zoe Favour

- 1. Call to Order: 5:33 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of December 13, 2016**

Dave Stanger made the motion to approve the Minutes. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

- 4. Action: Adoption of the Agenda**

Alex Torres made the motion to approve the Agenda. Dave Stanger seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

5. Discussion: Other

Nothing to report.

6. Information/Action: New Council Secretary/Retiring Secretary—Dan Thiem

Peter announced that Nancy Nobles will be retiring as Council Secretary, effective January 18, 2017, and that Shawn Flynn will be taking her place. Peter presented Nancy with a letter of appreciation signed by himself and Dan Thiem.

Alex Torres made the motion to approve appointing Shawn Flynn as Council Secretary. Dave Stanger seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

7. Information: Cash Flow—Debbie Carter

Debbie reviewed the November/December Cash Flow with the Council.

8. Information/Action: Charter Renewal—Peter Sagebiel

Peter asked the Council to approve the final version of the FCS Charter Renewal Petition, which had been sent to the Council prior to the meeting for review. He explained that some minor changes had been made to several of the graphs and the submission date of February 1, 2017, had been added. Peter said that after Council approval, the document will be submitted to the Nevada City Office of Education.

Kaleen Ojeda-Chatigny made a motion to approve the final version of the Charter Renewal, with the changes. Julie Coffin seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

****Jean Watson arrived at the Truckee Learning Center**

9. Information/Action: Substitute and Supplemental Revised Salary Schedules—Debbie Carter

Debbie informed the Council that while the State of California increased the Minimum Wage from \$10.00 per hour to \$10.50, effective January 1, 2017, Forest Charter School recommends raising our minimum to \$15.00. Dan asked how much it would impact the budget. Debbie responded that it wouldn't have a significant impact, but it would help attract and maintain qualified applicants for employment as aides, etc.

Dave Stanger made a motion to approve the revised salary schedule. Alex Torres seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Jean Watson, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

10. Information/Action: College Readiness Grant—Debbie Carter

There was no feedback from the public on Forest Charter School's College Readiness Grant spending plan. Debbie said the \$75,000 grant funding will be available as soon as the final spending plan is approved and is good until 2018. The funds will be used to support high school students, primarily low income, in achieving college readiness through test preparation/support, college visits, part-time support for the college counselors, and Sierra College class costs. Dan asked whether there were any metrics for measuring success; Debbie explained that expenditures will be audited and tracked, and we will report the numbers of low-income students aided through the grant. Dave suggested a list of low-income students for outreach purposes; Janice Eggers agreed that she and Dawn Anthney would coordinate outreach to low-income students.

Julie Coffin made a motion to approve the College Readiness Grant spending plan. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Jean Watson, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

11. Information: Audit Report—Debbie Carter

The Audit Report was sent to the Council prior to the meeting for review, and the Council so acknowledged. Debbie announced that the Audit Report passed with no audit exceptions for Forest Charter School.

12. Information/Action: 2016/17 School Accountability Report Card (SARC)—BJ Hatcher, Peter Sagebiel

BJ explained that the SARC, which is a state requirement for all schools, is made available for prospective parents to compare school performances and is to be posted on the school website. The SARC is based on CBEDS and contains general information and hard data/numbers gathered from the previous school year. As it is geared more toward site-based schools, some sections are difficult for a personalized learning school to fill out.

BJ pointed out that the SARC shows our graduation rate at 46.93 percent, which is not accurate due to our data being lumped together with other County-sponsored schools, some with low graduation rates. Forest Charter School actually holds at about 90 percent. We are unable to change how that data is presented, but the Council discussed how it might be clarified (i.e., an explanation in red font).

Dave Stanger made a motion to approve the 2016/17 SARC. Alex Torres seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Jean Watson, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

13. Information: WASC Update—Paul Simoes

Paul was home sick, so Peter updated the Council on WASC progress. He said they've been reviewing existing ESLRs and brainstorming on new goals, and that parents, students, and Council members will also be asked for input. They selected three main outcomes: Think Creatively and

Critically, Empathize and Embrace Diversity, and Persevere. From the brainstorming they also compiled a list of “value” words, which staff and students will have a chance to vote on, and narrow down to ten or so words to be formed into a tree-shaped graphic. A final draft will be presented to the Council for approval.

14. Information: LCAP (Local Control Funding Formula)—Peter Sagebiel, Debbie Carter

Peter announced that Forest Charter School will begin work on the LCAP soon. Peter will work with stakeholders to gather input, including the Charter Council. FCS has received a lot of positive feedback on the Intervention Program, which came from the LCAP process.

15. Discussion: Director’s Evaluation Committee—Dan Thiem

Dan explained the Director evaluation process: the committee will set up a narrative and goals and, using Survey Monkey, solicit input regarding Peter’s role and where his attention would best be directed. Dan then asked for volunteers to be on the committee. Jean and Dave volunteered, BJ will assist. BJ asked the Council to bring any specific questions they would like to see in the survey.

16. Information: Auburn Office Space—Peter Sagebiel, Debbie Carter

Peter and Debbie updated the Council on the Auburn office space that FCS is looking at leasing to support STs and families in the Auburn area. Debbie said that while process is moving forward, the attorneys had several comments after reviewing the 2-year lease. She has written a letter to the property manager, who is in communication with the owner of the property.

17. Information: Foresthill Learning Center Building Improvements—Debbie Carter

Debbie reviewed the possible building improvements for the Foresthill Learning Center. She is in negotiations with the pastor of the church from whom we rent the three portables. Brandon Johnson and Richard Baker (Siteline Architecture) will be going to look at the structure this week.

18. Information/Action: A & B may be considered for Consent Agenda—Debbie Carter

Debbie asked the Council for approval of the new contracts and warrants.

Julie Coffin made a motion to approve the consent agenda. Dave Stanger seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Jean Watson, Alex Torres, and Dave Stanger

Nays: None

Abstain: None

19. Information: Director’s Update—Peter Sagebiel

- **2016/17 Enrollment:** Enrollment is holding steady at approximately 730–735; NC and Foresthill are at capacity and have growing wait lists.
- **Advertising in Truckee Area:** FCS is pursuing different types of advertising in Truckee (local paper, radio station, on-screen cinema, and the Rec & Park District (pool and Activity Guide).
- **Giving Event:** The Foundation’s annual fundraiser raised \$7150, double last year’s event. The Foundation is also promoting a new fundraiser called the “Benefit Mobile App” and has raised \$92 so far.

- **Staff Appreciation Lunch:** The annual holiday luncheon was held after the December staff meeting; the menu included a taco bar and desserts.
- **Other:** Nothing to report.

20. Information: Future Agenda Items

- Affiliation Agreement with University of Phoenix
- WASC Update
- Foresthill Building Improvements Update
- Director's Review
- Second Interim Budget
- Safety Plan (February)
- LCAP (February)
- Charter Renewal (February)
- Foundation Report (as needed)
- Action Plan Update (as needed) – February
- Energy Plan Update (as needed)
- Benchmark Assessment – Student Achievement (BJ)
- One-Time Funds (Peter and Debbie)
- Classified Job Descriptions
- SB740 (February)
- SB277 – Immunizations (as needed)
- Salary Analysis (Jan/Feb—Debbie)
- Employee Handbook (sick leave—Debbie)
- FCS 2015 taxes/Form 990 (February—Debbie)

21. Information: Reminder of Future Meetings

2017: 2/7**; 3/14; 4/18; **5/23; 6/6

****Budget Meetings**

Dan Thiem will not be able to attend the 2/7/17 Council meeting.

22. Action: Adjourn at 6:26 p.m.

Respectfully submitted:

Shawn Flynn, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Ruthanne Buckley, Vice Chair

Date