

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—January 21, 2014**

**5:30 p.m. Closed Session**  
**5:45 p.m. Regular Session**  
**470 Searls Avenue**  
**Nevada City, CA 95959**

### **Council Members:**

Dan Thiem, Chair  
Debbie Marchi, Parent Representative  
Nicole McCulloch, Parent Representative  
Leslie Whitcomb, Parent Representative  
Ruthanne Buckley, Community Rep., Vice Chair  
Sarah Rongey, Student Representative  
Linda Katz, ST Representative  
Gina Holbrook, ST Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz, Gina Holbrook, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher and Nancy Nobles.

**Absent:** Leslie Whitcomb

#### **1. Call to Order: 5:33**

#### **2. Pledge of Allegiance**

#### **3. Action: Closed Session**

The council met in closed session on two items:

- Truckee Student Certificate of Completion; student #78244
- Personnel ; resignation of ST Marcie Martinez

The Council reconvened to regular session and reported that both items had been approved.

#### **4. Action: Approval of Minutes of November 12, 2013.**

Ruthanne Buckley made the motion to accept the Minutes as amended to add Ruthanne Buckley as present at the November meeting. Linda Katz seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**5. Action: Adoption of the Agenda**

Debbie Marchi made the motion to adopt the agenda. Nicole McCulloch seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**6. Discussion: Other**

Nothing to report.

**7. Information/Action: Articulated Board Job Descriptions —Dan Thiem**

Dan asked the Council if there was any input on the Articulated Board Job Descriptions. The Council felt the descriptions were ready for approval.

Ruthanne Buckley made a motion to approve the Articulated Board Job Descriptions. Debbie Marchi seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**8. Information/Action: Committee for Director's Evaluation Resolution—Dan Thiem**

Dan explained the process and expectations of the committee. The committee will work to find a more efficient and effective evaluation tool and will bring ideas to the Council. Dan said that the committee should consist of STs, administrators and parents and that he felt the voting members should hold more spots than administrators. Volunteers for the committee: Dan Thiem, Ruthanne Buckley, Linda Katz and BJ Hatcher.

Gina Holbrook made a motion to approve the Resolution. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**9. Information/Action: Director's Job Description—Peter Sagebiel, Dan Thiem**

Peter presented to the Council an updated Director's Job Description for review and input. He explained that he felt the old description was too specific in some areas and not enough in others and that he had based the format on the STs job description. It was noted that salary information and physical demands need to be added on the last page.

Dan added that this will be a “living document” as the school changes and grows. Action on the item was tabled until the next meeting to allow the Council time for review.

**10. Information: Cash Flow — Debbie Carter**

Debbie explained to the Council that the cash reserve is strong. Governor Brown’s “proposed” 2014-15 budget includes a complete buyback of all K-12 deferrals. Debbie added that if the Governor’s budget is approved, the schools will “come out ahead.”

**11. Information/Action: Common Core Spending Plan—Debbie Carter, Peter Sagebiel**

Debbie and Peter explained to the Council the Common Core Spending Plan which provides one-time funds to schools to support implementing the Common Core State Standards. Testing for the 2013-14 school year will be a pilot test, with the new standards in place for the 2014-15 school year. The Common Core Funding is \$134,854.

Bids are being gathered for the purchase or lease of computers and carts for all learning centers to be used for this new testing process. Bids are being presented at approximately \$120,000.

Nicole McCulloch made a motion to approve the FCS Common Core Spending Plan as amended: with an additional \$5,000 going to Technology and \$3,000 going to Staff Development. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**12. Information: Local Control Accountability Plan (LCAP)—Debbie Carter, Peter Sagebiel**

Peter explained the Local Control Accountability Plan with the Council and went over each of the State’s Priorities. He said that basically the plan shows where the school’s money will be spent. Peter asked the Council to review the LCAP and contact him before the next meeting if they have any questions or input. The administration is hoping to bring the LCAP will come to the Council for approval in March or April and then will be sent to the County.

**13. Information/Action: School Accountability Report Card (SARC) – Peter Sagebiel, BJ Hatcher**

BJ and Peter presented the SARC for the 2012-13 school year for approval. They explained that the SARC is required by the State for all schools and is to be posted on school websites. It includes hard, factual data (numbers) and is set up more for site based schools than home study programs, thereby making some sections difficult for a personalized learning school to fill out. The SARC is made available for prospective parents to compare school performances. BJ reminded the Council that the SARC uses information from the previous year and is based on CBEDS.

Debbie Marchi made a motion to approve the SARC. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None  
**Abstain:** None

**14. Information/Action: Single Plan for Student Achievement— Peter Sagebiel**

Peter went over the Single Plan and explained it contains basic information on students and is done once a year. He also explained the changes made for 2013-14. New this year the Single Plan re-evaluates academic plans, which FCS already does with the School Wide Action Plan. He reminded the Council that the Single Plan is basically a review of our Action Plan and that it serves as a reminder to administrators on the goals, focus and where FCS is headed.

Gina Holbrook made a motion to approve the revised Single Plan. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**15. Information: SB 740 – Debbie Carter**

Debbie presented to the Council information on the SB 740 application process. The application has been submitted and FCS is on the February 7<sup>th</sup> ACCS agenda for approval. Debbie added that they have recommended the school receive a three year approval at 100% funding, which will coincide with FCS's charter expiration.

**16. Information/Action: Strategic Plan—Facility Acquisition – Peter Sagebiel**

Peter discussed with the Council approval of a \$300,000 reserve to be held for the possible purchase of our current facility once the lease has expired.

Nicole McCulloch made a motion to approve a hold in reserve funds for possible facility purchase. Debbie Marchi seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**17. Information/Action: PACE Enrollment Policy—Peter Sagebiel**

Peter discussed with the Council a new enrollment policy that has been written for the PACE co-op. He will also talk to the other co-ops about implementing this policy school-wide. The policy would put in place academic skill guidelines for placement in co-ops. This policy will be brought back to the council as an action item in February.

**18. Information: Student Achievement – BJ Hatcher**

BJ reported on the recent CAHSEE 11<sup>th</sup> and 12<sup>th</sup> grade testing that took place the first week of November. The number of seniors needing to pass has dropped from 14 to 7. BJ explained that FCS has mandatory tutoring for seniors needing to pass the CAHSEE. The

tutoring is 3 hours a week and is set up for the month before the test. He added that we are seeing success from the intervention.

**19. Information: Energy Plan—Debbie Carter**

Debbie explained that the school will be receiving \$54,000 a year for the next five years from the State. The money is to be used towards supporting energy efficiency and alternative energy projects which will be outlined within an Energy Plan. A crew from the California Conservation Corps (CCC) came out this week to the Nevada City campus and did a thorough canvassing of all of the rooms to develop an energy survey. The CCC is working with UC Davis and will provide us with recommendations. Debbie hopes to have an energy plan in place by March based on their recommendations. She added that FCS hopes to work with NCSd on the proposed recommendations.

**20. Information: Core Placer Partnership—Peter Sagebiel**

Peter presented to the Council information on a possible partnership with the Core Placer Charter School. Core Placer was recently denied a renewal with their sponsor and they are looking at options. The school is similar to the FCS structure and could be an opportunity to increase enrollment numbers, if FCS were to take on part or all of their three learning centers.

Core Placer is presently appealing to Placer County Office of Education for sponsorship and will know within the next two months if they have approval. Peter will keep the Council informed.

Peter led a discussion with the Council on the pros and cons of increasing enrollment size. The Council will discuss this further at the Strategic Planning meeting later this year.

**21. Information/Action: Surplus of Laptop—Debbie Carter**

Debbie asked the Council to approve the surplus of a 2007 Macbook laptop. The laptop will be sent to e-waste.

Gina Holbrook made a motion to approve the surplus of a 2007 Macbook laptop. Linda Katz seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

**22. Information/Action: A & B may be considered for Consent Agenda –Debbie Carter**

Debbie presented the consent agenda for approval.

Gina Holbrook made a motion to approve the consent agenda. Debbie Marchi seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

### **23. Information: Director's Update –Peter Sagebiel**

- **2013-14 Enrollment:** Presently at approximately 660; attendance is starting to increase at the Truckee Learning Center; there is a waiting list for openings at the N.C. Learning Center.
- **Holiday Celebrations:** There were parties at each of the learning centers went very well; Peter thanked everyone that was involved in set-up, crafts, etc. A suggestion was made that the K-8 Block Class party music/choir pieces be shortened to one song each.
- **News & Review Update:** The insert will be distributed in The Union newspaper later this week. Copies will be available for review at the main office and at the next meeting.
- **Foundation Giving Campaign:** Over \$6,000 has been donated.
- **County Tournaments:** Linda reported that FCS students have already competed in both the math and spelling tournaments and that the speech tournament will be coming up in March.
- **Other:**
  - There was a Letter to the Editor titled *Teacher Goes the Extra Mile* complimenting Paul Simoes and the help he gave to a student from out of the area that needed help proctoring a test for an online class.
  - There is a K-8 Math/Common Core parent training scheduled on January 29<sup>th</sup> at 1:30. Another training is scheduled for March.

### **23. Discussion: Future Agenda Items**

- Director's Evaluation Committee Report
- LCAP Update
- Strategic Planning Date
- PACE Enrollment Policy (Action)
- Director's Job Description (Action)
- Benefit Rebate Policy (Action)
- Common Core Plan
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Copy of News and Review

### **22. Information: Reminder of Future Meetings**

**2014:** \*February 11; March 18; April 22; \*May 27; June 10

\*dates set to coincide with budget deadlines

### **23. Action: Adjourn at 7:27 p.m.**

Gina Holbrook made the motion to adjourn. Debbie Marchi seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Sarah Rongey, Nicole McCulloch, Debbie Marchi, Linda Katz and Gina Holbrook

**Nays:** None

**Abstain:** None

***Respectfully submitted:***

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Nancy Nobles, Secretary

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Date

***Charter Council Approved:***

\_\_\_\_\_  
Dan Thiem, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ruthanne Buckley, Vice Chair

\_\_\_\_\_  
Date