

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—October 25, 2016**

**5:30 Regular Session**  
**5:35 Closed 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

### **Minutes**

**Present:** Dan Thiem, Ruthanne Buckley, Dave Stanger, Zoe Favour, Alex Torres, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, BJ Hatcher, Paul Simoes and Nancy Nobles

**Absent:** Katia Hull

- 1. Call to Order: 5:34**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of September 20, 2016**

Jean Watson made the motion to approve the Minutes with amendments as presented. Julie Coffin seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Zoe Favour, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

Dave Stanger made the motion to approve the agenda. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Zoe Favour, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny,

Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

**5. Information: Closed Session**

No action taken.

**6. Discussion: Other**

Nothing to report.

**7. Information/Action: Election of Chair and Vice Chair—Dan Thiem**

Dan asked the Council approve the election of a Chair and a Vice-Chair for the 2016/17 school year. Both Dan and Ruthanne offered to continue holding their respective positions. There were no other volunteers.

Jean Watson made the motion to elect Dan Thiem as chair and Ruthanne Buckley as vice-chair. Zoe Favour seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Zoe Favour, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

**8. Information: 2016/17 Budget—Debbie Carter**

Debbie provided a review of the cash flow, adding that FCS is on target with money spent. She explained the cash vs. accrual.

**9. Information: 1st Interim Salary Increase—Debbie Carter**

Debbie discussed a possible salary increase for the 1st Interim. She explained that FCS was the only charter that did not give employee raises this year; the school was being conservative due to the number of graduates last year. At this time, she would like to look at an approximate 5% raise and hopes to implement retroactive to the start of the employment agreements. Debbie and Peter would like to acknowledge how committed the staff is to the school. She asked the Council for direction and feedback. The Council agreed this is a good idea and direction.

Debbie and Peter added that they are also looking at stipends for STs holding more than 25 students and a possible HSA contribution in January. Debbie will be providing a salary comparison in the spring.

**10. Information/Action: Building Acquisition Reserve—Debbie Carter**

Debbie discussed with the Council approval of an increase from the ending fund balance to the Building Acquisition reserve of an additional \$300,000 bringing the total to \$600,000.

Ruthanne Buckley made the motion authorize the transfer of funds to the Building Acquisition Reserve. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Zoe Favour, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

#### **11. Information: Student Achievement – BJ Hatcher**

BJ gave a presentation on the recent CAASPP testing results and explained each of the break-downs. The presentation included: comparisons of 2015-2016 Math and ELA scores; FCS testing result subgroup details; and the ELA and math scale score ranges. He explained that the statistics give direction on which areas to concentrate. BJ added that scoring was in line with the state results and a “mixed bag” comparing local averages.

#### **12. Information/Action: Enrollment Policy Revisions —Peter Sagebiel**

Peter asked the Council approve the Enrollment Policy revision. The ‘Online Interest Application Form’ will now be titled ‘Online Form’. The form will be submitted by families with questions about the program or wanting to start the enrollment process.

Jean Watson made a motion to approve the enrollment policy revision. Dave Stanger seconded.

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

**Nays:** None

**Abstain:** None

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

Peter reviewed a letter sent to the Council from Superintendent Holly Hermansen. The letter serves to provide information and feedback regarding both the LCAP submission and the County oversight visit last spring. The Superintendent wrote that FCS’s LCAP was “excellent” and added that her office will continue to work with the Director with support and any assistance needed. In mentioning the County oversight visit, the Superintendent complimented FCS and the focus on benchmark assessment tools, addition of an intervention specialist and ongoing support to staff with professional development options. Peter added that it was a very positive review.

#### **14. Information/Action: Employee Handbook—Debbie Carter**

Debbie is still working on refining the sick leave portion of the Employee Handbook and will bring that to the Council for approval at a future date. She explained that there are new changes to the law in regards to maternity/adoption leave that she is reviewing. Debbie added that she will be checking with other schools to see what they are doing regarding possible caps, etc., and will bring options to the Council.

No action taken.

#### **15. Information: Charter Renewal—Peter Sagebiel**

Peter reported on the Charter Renewal timeline and reviewed the contents. He added that the renewal is a long process, but that FCS has a solid original document and much of the work will be updating.

The draft was just returned from the attorneys earlier in the day, Peter is hoping to have the draft to the County next Monday or Tuesday. The draft renewal will be forwarded to the Council as soon as possible. The Council said they preferred receiving the draft after the County has reviewed it.

#### **16. Information/Action: Surplus Laptops—Debbie Carter**

Debbie asked the Council to approve the surplus of eight Macbook and Dell laptop computers.

Dave Stanger made a motion to approve the surplus of eight computers. Julie Coffin seconded.

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

**Nays:** None

**Abstain:** None

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

The Council approved the Consent Agenda including the new hire (Cheryl Benson.)

Zoe Favour made a motion to approve the consent agenda. Kaleen Ojeda-Chatigny seconded.

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

**Nays:** None

**Abstain:** None

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

- **2016/17 Enrollment:** Going very well, enrollment is at approximately 730; there is a waitlist at the NC learning center.
- **New ST Hire:** Cheryl Benson has been hired; she was an ST with FCS in the past and is very familiar with independent study.
- **Epi Pen and CPR Trainings:** The staff is in the process of completing epi-pen and CPR trainings.
- **Staff Development:** Staff recently attended the A+ Conference; feedback was enthusiastic.
- **Giving Event:** The fundraiser is moving forward and the mailing will be going out soon.
- **Auburn Facility Information:** Looking for a small office space in the Auburn area to be used as meeting space for STs in that area.
- **Online Portfolios:** The project is moving forward; student and class information will be bridged from Pathways to the online portfolios.
- **Other:** nothing to report

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

- LCAP (monthly)
- Charter Renewal (monthly)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- One-Time Funds (as needed)
- Energy Plan Update-May
- Classified Job Descriptions
- SB740
- SB277 (immunization update)
- Revision to Employee Handbook (Debbie—spring)
- Salary Analysis
- Employee Handbook (sick leave)

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

**2016:** \*\*11/8; 12/13

**2017:** 1/17; 2/7; 3/14; 4/18; \*\*5/23; 6/6

**\*\*Budget**

**Note:** Dan Thiem will not be at the November meeting

## **21. Action: Adjourn at 7:00p.m.**

***Respectfully submitted:***

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Nancy Nobles, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date