

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—February 10, 2015**

**5:30 p.m. Closed Session**  
**5:40 p.m. Regular Session**  
**470 Searls Avenue**  
**Nevada City, CA 95959**

### **Council Members:**

Dan Thiem, Chair  
Leslie Whitcomb, Parent Representative  
Kaleen Ojeda-Chatigny, Parent Representative  
Ruthanne Buckley, Community Rep., Vice Chair  
Sarah Rongey, Student Representative  
Dave Stanger, ST Representative  
Gina Holbrook, ST Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Dan Thiem, Gina Holbrook, Dave Stanger, Ruthanne Buckley, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Janice Eggers, Kelli Foster and Nancy Nobles

**Absent:** Leslie Whitcomb and Sarah Rongey

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

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

#### **3. Closed Session: 5:35**

##### **Information: Director's Evaluation**

Nothing to report.

##### **Open Session: 6:48**

#### **4. Action: Approval of Minutes of January 20, 2015**

Dave Stanger made the motion to accept the Minutes. Gina Holbrook seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

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

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

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

## **6. Discussion: Other**

Dan announced that Peter had been awarded the Charter School Administrator of the Year last week, presented by Superintendent Holly Hermansen. Staff, friends and family were at the event to surprise Peter. Congratulations to Peter!

## **7. Information: Resigning Member—Peter Sagebiel**

Dan informed the Council that parent representative Debbie Marchi has resigned; her student is no longer attending FCS. There are two vacancies on the board for parent representatives. Peter added that there is interest from a parent in Truckee.

## **8. Information/Action: 2014/15 2<sup>nd</sup> Interim Budget—Debbie Carter**

Debbie presented to the Council the 2<sup>nd</sup> Interim Budget and Narrative, 3 Year Projections, Budget Summary and Cash Flow. The Council was sent the budget information electronically for review. Debbie explained the narrative to the Council and the budget breakdown. She said that there were adjustments for the ADA (up to 720), lottery funds and carry over money.

Gina Holbrook made a motion to approve the 2014/15 2<sup>nd</sup> Interim Budget. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

Debbie reviewed the EPA for the Council and asked for approval.

Dave Stanger made a motion to approve the Education Protection Act. Gina Holbrook seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

## **9. Information: Student Achievement—BJ Hatcher**

BJ reported that the recent 12<sup>th</sup> grade CAHSEE testing well. Nine students needed to test; one student was absent. The results will be in week of the first week of April. BJ added that STs will continue to continue to prepare for the May test, should they need to take it.

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

The SARC is a state requirement for all schools and is to be posted on school website. The data is gathered from the previous school year, and is based on CBEDS. It includes hard, factual data (numbers.) It 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.

Dave Sanger made the motion to approve the SARC. Gina Holbrook seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

**11. Information: Local Control Accountability Plan (LCAP)—Peter Sagebiel**

Peter updated the Council on the 2015/16 LCAP. He explained the plan with the Council and said that it covers goals set out in the Single Plan and the WASC Action Plan; goals are updated each year. The staff was surveyed and supported academic intervention as a goal. The administration will bring the LCAP to the Council in a public session for approval in April. The plan is due to the County in July.

**12. Action: Job Descriptions—Debbie Carter**

Debbie asked the Council to approve the job description for the Nevada City learning center receptionist.

Ruthanne Buckley made the motion to approve the job description. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

Debbie asked the Council to approve the job description for the Truckee learning center receptionist position. She explained that this is a new position for Truckee and will evolve over the next year as Truckee enrollment increases.

Ruthanne Buckley made the motion to approve the job description. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

**13. Information/Discussion: Comprehensive School Safety Plan—Peter Sagebiel**

Peter presented information on the FCS Comprehensive School Safety Plan. The completed plan (55 pages) was sent to the Council for review and is ready for approval. This plan has been put in place to meet federal requirements and includes the original approved safety plan, which is specific to the three learning centers, as an appendix. The new plan includes information on reunification sites and transportation. Debbie added that she is working to have all the MOUs in place and that they are almost completed.

Dave Stanger made the motion to approve the Comprehensive School Safety Plan. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

**14. Information: WASC Mid-Term Report Update—Paul Simoes**

Paul presented information on the recent of the WASC mid-term representative visit. He reported that the visit went very well. A highlight was the representative meeting with FCS students. After a few minor changes are made, the final report will be submitted electronically to WASC.

**15. Information/Discussion: One-Time Funds—Peter Sagebiel, Debbie Carter**

Debbie updated the Council on feedback from various stakeholders regarding the use of FCS's one-time funds. She presented a report to the Council with suggestions from department heads, STs and students regarding use of the funds. The next step is to prioritize the list, as some items will need to be purchased quickly. Debbie added that some have already been purchased (e.g.: safety items).

**16. Information: Block Class Teacher Salaries—Debbie Carter**

Debbie presented information gathered from a staff survey regarding the possible changes to the block class teacher salaries. The majority of the staff felt that it is important to move ahead and increase the block class teacher salaries. Debbie explained the present pay rates and is looking at a "sustainable" increase. Peter added that our block class teachers are a valuable resource for FCS as 78% of our students participate in block classes.

**17. Information: Health Benefits—Debbie Carter**

Debbie presented information on possible changes to the health benefit options for the FCS staff. She is looking at research/comparisons, staff survey results and speaking with the insurance broker. Open enrollment is in May so a decision will need to be made soon. Debbie will bring more information back to the council.

**18. Discussion: Measles—Peter Sagebiel**

Peter undated the council on the measles outbreak in California and the Public Health Director's instructions to exclude students and staff not considered immune to measles from school, should there be a confirmed case. Peter explained that FCS is presently collecting immunity/vaccine information from the entire staff. Unvaccinated students and staff would be removed by the health department from school for 21 days if there is a confirmed case at FCS.

**19. Information/Action: Surplus of Laptop and Netbook— Debbie Carter**

Debbie asked the Council to approve the surplus of a laptop and a Netbook.

Gina Holbrook made the motion to approve the surplus of a laptop and a netbook. Dave Stanger seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

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

Ruthanne Buckley made a motion to approve the consent agenda. Gina Holbrook seconded.

Kaleen's contract was part of the Consent Agenda and made a declaration that stated she felt she was not in conflict voting on this item.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Kaleen Ojeda-Chatigny and Ruthanne Buckley.

**Nays:** None

**Abstain:** None

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

- **2014-15 Enrollment:** Enrollment is at 724; the projected enrollment was 700.
- **Student Competitions:** Two FCS 8<sup>th</sup> graders participated in the 7/8<sup>th</sup> math tournament and with one placing 3<sup>rd</sup>; three FCS 6<sup>th</sup> graders placed in the 6<sup>th</sup> math tournament with Reagan Moore placing as the 6<sup>th</sup> Grade Nevada County Math Tournament Champion. Congratulations to all of the participants!
- **New Family Information Nights:** Two information nights are scheduled for the NC learning center (February & April); information nights are also planned at the other learning centers for the upcoming school year.
- **ST Professional Development:** The professional development is ongoing with the most recent at the January staff meeting; the STs participated in the second Common Core training; the STs are looking at specific curriculum trainings; also County presentations for STs.
- **News & Review:** The insert that was developed last year will be going in to the Truckee area newspapers in February; looking at expansion at the Truckee learning center over the next two years.
- **Other:**

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

- Foundation Report (as needed)
- Action Plan Update (as needed)
- Student Achievement (as needed)
- Energy Plan Update (Debbie)
- One-Time Funds (Peter and Debbie) January
- Comprehensive School Safety Plan (Discussion/Action)
- Director's Evaluation (Closed Session)
- Assistant Director's Job Description
- Staff Survey Results

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

**2015:** March 17; April 21; May 26; June 9

**24. Action: Adjourn at 7:17 p.m.**

Ruthanne Buckley made the motion to adjourn. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

***Respectfully submitted:***

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Nancy Nobles, Secretary

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Date

***Charter Council Approved:***

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Dan Thiem, Chair

\_\_\_\_\_  
Date

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Ruthanne Buckley, Vice Chair

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Date