

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—February 11, 2014**

**5:30 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, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher and Nancy Nobles.

**Absent:** Gina Holbrook and Leslie Whitcomb

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

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

#### **3. Action: Approval of Minutes of February 11, 2014.**

Debbie Marchi made the motion to accept the Minutes. Sarah Rongey seconded.

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

**Nays:** None

**Abstain:** None

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

Ruthanne Buckley made the motion to adopt the agenda. Sarah Rongey seconded.

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

**Nays:** None

**Abstain:** None

**5. Discussion: Other**

Nothing to report.

**6. Information/Action: Committee for Director's Evaluation Report—Dan Thiem**

Dan reported on the progress of the committee after two meetings. The committee is working to find a more efficient and effective evaluation tool using comments and a direct narrative format. The committee is using the director's job description as a model, matching evaluation categories to the job description. The committee has also discussed the evaluation process and will bring suggestions to the Council. Dan added that the committee will bring a draft to the next meeting for approval.

**7. Action: Approval of Minutes of January 28, 2014, Committee Meeting.**

Item tabled until March meeting.

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

Peter presented to the Council the Director's Job Description with the suggested additions: physical demands, 'other duties as needed', salary placement and adding "Leadership" to the section titled "School Community & Public Relations."

Nicole McCulloch made a motion to approve the Director's Job Description as amended. Sarah Rongey seconded.

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

**Nays:** None

**Abstain:** None

**9. Information: Homeschool Budgets — Debbie Carter, Peter Sagebiel**

Debbie and Peter explained to the Council a possible change to the 'homeschool student budgets' from \$1200 to \$1600 a year. Debbie provided a demographic analysis of the FCS homeschool population and the impact of an increase on the schools budget. The increase would also allow FCS to be more competitive with other homeschool programs.

Dan added that a comprehensive plan to target the homeschool families that includes more than just a change in budget should be in place. This will be discussed at the Strategic Planning Meeting.

**10. Information/Action: 2013-14 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. There were not many changes from the last budget because the focus is on next year's budget from the State.

Debbie said that there will be no mid-year cuts for the first time in 7 years. The cash flow looks “solid” and doesn’t reflect any deferrals. She added that this is a “strong budget” and is hopeful that the Governor will be buying back the majority of deferrals next year.

Debbie Marchi made a motion to approve the 2013-14 2<sup>nd</sup> Interim Budget and the 3 Year Projection. Nicole McCulloch seconded

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

**Nays:** None

**Abstain:** None

**11. Information: Administrative and Classified Salary Schedule—Debbie Carter, Peter Sagebiel**

Debbie explained to the Council proposed changes to the administrative and classified salary schedule. They are proposing to add steps and/or provisions for staff who have reached the top step of the salary schedule. She shared information on salary comparisons to other charter schools and traditional schools. Peter explained the ‘step’ process. He added that the key is the proposed salary schedule has to be sustainable and will be applied to all employees.

Debbie and Peter asked for feedback from the Council by the March meeting. The new salary schedule will need to be voted on at the April Council meeting.

**12. Information: ST Salary Options – Peter Sagebiel, Debbie Carter**

Peter and Debbie presented information on the ST salary options to the Council. They explained and compared the two contract options: ‘Per Student Employment Agreement’ and ‘Annual Employment Agreement’. Peter added that the salary options were shared with the STs and were well received. The proposed ST salary options will be brought to the Council next month for approval.

**13. Information: Action Plan Update— Peter Sagebiel**

Peter presented to the Council the new goals for the School Wide Action Plan. He went over the School Wide Action Plan summary and discussed changes, additions and new goals. Peter reported that the changes were shared with the staff and were well received. The Action Plan will be brought to the March Council meeting for approval.

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

Debbie presented to the Council an update on the SB 740 application process and the ACCS meeting she attended on February 7<sup>th</sup>. Debbie said that FCS received a three year approval, which will coincide with FCS’s charter renewal.

**15. Information/Action: Common Core Plan—Debbie Carter**

Debbie explained to the Council the funding increase of \$997.00 and asked the Council to approve the revised Common Core State Standards Spending Plan.

Ruthanne Buckley made a motion to approve the revised Common Core Spending Plan. Nicole McCulloch seconded.

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

**Nays:** None

**Abstain:** None

**16. Information/Action: K-8 Co-op Enrollment Policy—Peter Sagebiel**

Peter discussed with the Council the K-8 co-op enrollment policy and reviewed the STs recommended changes. He explained the need for the policy due to the multi grade split and the dimensions this structure adds to the classroom. FCS continues to strive for appropriate placement for each student enrolled in the school.

Linda Katz made a motion to approve the K-8 Co-op Enrollment Policy. Sarah Rongey seconded.

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

**Nays:** None

**Abstain:** None

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

BJ reported on the recent CAHSEE testing for 12<sup>th</sup> grade. The five students that needed to test were present and the results will be received in April. BJ added that 10<sup>th</sup> graders will test in March.

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

Debbie explained that she has not heard from the California Conservation Camp (CCC) / UC Davis with the recommendations. Debbie hopes to have an energy plan in place by March and will report to the Council at that time.

**19. Information: Core Placer Partnership Update—Peter Sagebiel**

Peter presented to the Council an update on the possible partnership with the Core Placer Charter School. Core Placer was recently denied a renewal with their sponsor and they are looking at options, they are presently in the appeal process.

Core Placer is has gone to Placer County district soon for sponsorship and will know within the next couple of weeks if they have approval. Peter will keep the Council informed. The Council will discuss increasing the future enrollment of FCS at the Strategic Planning meeting later this year.

**20. Information: Strategic Planning Meeting Date—Dan Thiem**

Dan explained to the Council the purpose of the meeting and asked for suggestions on a time and date. The Council agreed on March 18<sup>th</sup> from 3-5:00 (before the March regular meeting.)

## **21. Information: Foundation Report—Peter Sagebiel**

Peter presented information on the Amazon Affiliate Program and asked the Council for input. The Council felt that it could be a good fundraiser for FCS and that it would be a good idea to have a link on the website but some had concerns that this association would not promote shopping locally. Linda recommended that the idea be brought to a staff meeting. Peter will bring the information and suggestions to the Foundation

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

Debbie presented the consent agenda for approval.

Ruthanne Buckley made a motion to approve the consent agenda. Debbie Marchi seconded.

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

**Nays:** None

**Abstain:** None

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

- **News & Review :** Copies of the insert were made available to the Council; the insert was recently distributed in The Union newspaper.
- **Country Art's Breakfast:** Peter attended this breakfast meeting representing FCS; the group promotes the arts in Nevada County.
- **Professional Development:** STs took a practice Common Core test at the last staff meeting; information gathered will help assist the students testing.
- **Gold Country Charter Leader's Meeting & APlus Regional:** These events provided good information for charter schools and networking opportunities.
- **Common Core Trainings:** There are plans to provide two more teacher trainings on the new Common Core State Standards at the February and March staff meetings. FCS provided its first parent training on January 29<sup>th</sup>; it was well attended.
- **Upcoming CCSA Conference:** FCS has six staff members going to the event in San Jose.
- **Other:** Linda reported that FCS students have already competed in math with students placing in the 4<sup>th</sup>/5<sup>th</sup> grade levels and the 6<sup>th</sup> grade level; speech will be coming up in March.

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

- Director's Evaluation Committee Report
- LCAP (approval March or April)
- Minutes for January Special Meeting
- New Director's Evaluation Process (approval)
- Energy Plan Update
- Foundation Report (as needed)
- Action Plan (approval)

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

**2014:** March 18; April 22; \*May 27; June 10  
**Special Meeting: March 18<sup>th</sup>; 3-5:00**

\*dates set to coincide with budget deadlines

**23. Action: Adjourn at 7:44 p.m.**

Sarah Rongey made the motion to adjourn. Linda Katz seconded.

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

**Nays:** None

**Abstain:** None

***Respectfully submitted:***

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Nancy Nobles, Secretary

\_\_\_\_\_  
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