

Forest Charter School

Monthly Charter Council Meeting Minutes—February 23, 2010

Tuesday, February 23, 2010

5:30 p.m.

224 Church Street

Nevada City, CA 95959

Council Members:

Pam Barram, Chair/Parent Representative
Kelly Chandler, Parent Representative
Sunshine Heaps, Parent Representative
Kathy Rodrigue, Parent Representative
Melody Wilson, Vice-Chair/ Parent Representative
Janice Eggers, ES Representative
Linda Hill, ES Representative
Gary Wright, Community Representative
Samantha Buck, Student Representative
Nancy Nobles, Secretary

Minutes

Present: Peter Sagebiel, Paul Simoes, BJ Hatcher, Linda Hill, Janice Eggers, Pam Barram, Debbie Ayala-Carter, Kathy Rodrigue, Samantha Buck, Gary Wright, Kelly Chandler, Melody Wilson and Nancy Nobles.

Absent: Sunny Heaps

1. **Call to Order:** 5:30 pm
2. **Pledge of Allegiance**
3. **Action: Approval of January 19, 2009 Minutes**

Linda Hill made the motion to accept the Minutes from November 9, 2009. Kathy Rodrigue seconded.

Ayes: All Nays: None Abstain: None

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

Linda Hill made the motion to adopt the Agenda. Janice Eggers seconded.

Ayes: All Nays: None Abstain: None

5. **Discussion: Other**

Nothing to report.

6. **Information: TTUSD Update** – Peter Sagebiel

Peter met with Council member Melody Wilson about the TTUSD situation and they decided not to invite Superintendent Holly Hermansen to the Council meeting at this time. They agreed that the Council may want to set goals and deadlines if this continues to stall. Peter reported that Holly is trying to set a March 5 meeting and Peter was hopeful that there will be something solid in place after that meeting.

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

- The February 2nd and 3rd CAHSEE testing for 12th graders was completed and results will be in the first week of April.
- BJ gave the Council a presentation on SARC (School Accountability Report Card) using the edPlan Online database. This new tool stores data from CBEDS and other specific data collected from FCS. Information including enrollment, demographics, AYP and API is now easily available using this database. The approved SARC will be provided on the FCS website. BJ asked the Council to approve the SARC document.

Janice made a motion to accept the SARC document. Linda Hill seconded.

Ayes: All Nays: None Abstain: None

8. **Information/Action: Field Trips** – Debbie Carter

Debbie asked the Council to approve three field trips:

- Pennies for Peace fundraising event to Santa Cruz; February 11th and 12th
It was explained to the Council that this field trip came up unexpectedly after the last Council meeting; it was an excellent opportunity for students that had been working on this fundraiser and the administration approved the trip.
- Bridgeport field study for PACE 3rd and 4th graders; April 15, 2010
- Monterey Bay Aquarium for 9th-12th graders; date TBA

The Agenda listed a fourth field trip to Boreal that was canceled

Kelly Chandler made a motion to approve all of the field trips with the exception of the cancelled Boreal ski trip. Gary Wright seconded.

Ayes: All Nays: None Abstain: None

9. **Information: G.R.A.S.P. Update (Governance, Renewal, Assessment, Strategic Planning)** – Peter Sagebiel

- Peter reminded the Council of the GRASP training on March 23 from 9:00 to 4:00. He had a copy of the training agenda for the Council to see.
- Peter gave a presentation to the Council on the Best Practices Action Plan that was provided by GRASP. The plan was put together from information gathered through questionnaires completed by FCS staff and Council members last year. Peter explained how FCS plans to prioritize the plan. It was a compliment to the school that so many pieces were already in place.

10. **Information: Budget Training** – Debbie Carter

Debbie presented to the Council a Power Point presentation on the FCS budget revenue process and how our revenue is generated and received. The presentation was followed by Q & A. Debbie will do a second presentation at the March meeting on budget expenses.

11. **Information/Action: 2009/2010 2nd Interim Budget** – Debbie Carter

Debbie presented hand-outs of the 2009-10 2nd Interim Budget and the Budget Narrative to the Council, identifying the fiscal challenges schools are currently facing and how FCS is meeting these challenges. She also provided and explained the FCS Multi-year Projection Overview, which covered a three year projection.

Debbie explained the importance of remaining conservative when budgeting projected numbers and that with the present economy FCS continues to look at solutions for budget and cash flow challenges expected to continue into next year.

Peter said that the goal is to not dip too far into our reserves. He told the Council that FCS has good strategies in place: enrollment is going up, ESs are taking on extra students and we have new co-ops that are attracting interest.

Debbie asked the Council to approve the 2009/10 2nd Interim Budget that she will be submitting this month.

Linda Hill made a motion to approve the 2009/10 2nd Interim Budget. Kathy Rodrigue seconded.

Ayes: All Nays: None Abstain: None

12. **Information/Action: FCS Foundation Update** – Debbie Carter

- Debbie reported to the Council that she has found a CPA to do the Foundation taxes and will be getting that information to them.
- Debbie asked the Council for a volunteer to be the Foundation signatory. Nancy Markson is still on the account but is no longer a member of the Council and Debbie felt it would be easier to have a Council member available to sign checks as needed. Melody Wilson volunteered to be added as signatory.

- Debbie opened a discussion with the Council in regards to the necessity of forming a separate board for the Foundation. The Council agreed that ‘thought and brainstorming’ needs to be put towards this. It was agreed that this should be brought to the Faculty Council for ideas and focus. The Council members will discuss this further at the next meeting and Debbie will report on Faculty Council ideas.

13. Information/Action: FCS Safety Plan – Peter Sagebiel

Peter asked the Council to approve the updated FCS Safety Plan. Registrar Becca Armstrong updated this plan which includes emergency phone numbers and site exit plans. A copy will be made available for each of the FCS sites.

Melody Wilson made a motion to approve the updated FCS Safety Plan. Kelly Chandler seconded.

Ayes: All Nays: None Abstain: None

14. Information/Action: Field Trip Policy – Peter Sagebiel, Debbie Carter

Peter and Debbie asked the Council to consider changing the existing field trip policy to include approval of some field trips through administrative discretion. Peter said that it seems necessary to have more flexibility so that students don’t miss opportunities that come up on short notice. The Council agreed that smaller field trips should be approved by the administration while larger overnight or high risk trips still need to come to the Council for approval. The Council would still like to have a report on all field trips.

Peter and Debbie will draft a change to the existing policy to bring to the Council in the future.

15. Information/Action: FCS Giving Campaign – Peter Sagebiel

Peter updated the Council on the school wide Giving Campaign. It was discussed that FCS wants the families to know that the school is in a strong position and that this is not in reaction to the current budget situation but will be an annual campaign. The Council felt that the fall will be a better time to send out the first fund campaign request instead of this spring and that the request should come from the Foundation instead of the administration. Peter will send the draft letter to Council members via e-mail for input.

Peter will promote the need for Foundation members in the next newsletter.

16. Discussion: Sports Program – Kelly Chandler

Kelly presented to the Council that she knows of many families that are looking for a sports program and that they don’t consider FCS for enrollment because we don’t offer league sports. Debbie shared that FCS had attempted league sports 3 or 4 years ago

with the CIF but it was very time-intensive and there was not enough school-wide interest to support the effort.

Janice shared that the Truckee site had looked into this issue recently in hopes of starting a ski team, but it was a very complicated procedure which included the need for coaches, additional insurance, paid referees, administrators available for each game/sport, teams in a variety of sports, etc. Janice recommended that Kelly look into the sports programs available in her district of residence.

Peter will continue to look into the possibilities by checking with other charter administrators.

17. Information: SB 740 - Peter Sagebiel, Debbie Carter

Peter and Debbie reported to the Council that they had received the SB 740 funding determination and FCS will receive four years of funding at 100%. This is the best determination that FCS has been allotted.

18. Information: Siteline Update – Peter Sagebiel

Peter told the Council that he and Debbie met with a potential property group on January 27th to discuss possibilities of a planned building but that the cost for a newly built site was cost prohibitive.

Energy is still moving towards a new building that could combine the sites in the Nevada City/Grass Valley area. Debbie and Peter visited the old Miner's Clinic building which is being considered, although it is smaller than hoped for at 11,000 sq. ft. Debbie added that the lease for the current FCS Nevada City building now has a 90 day exit clause included which provides flexibility during this search.

The Truckee site is also looking at the possibility of moving into the old Sierra College building.

19. Information: Online Classes – Peter Sagebiel

Peter reported on the presentation made by Dave Taylor and the American Virtual Academy (AVA) about an online curriculum. This new tool would provide FCS with possibility for growth as a draw to new students and also gives existing students more options. ES Steve Ross is researching this impressive program and will report at the next Council meeting on his findings. AVA is checking to see if this will effect FCS compliance as an independent study program (at no charge to the school.)

20. Information Action: Form 700 – Debbie Carter, Nancy Nobles

Debbie gave the returning Council members the Form 700 and asked that they be filled out and returned to Nancy as soon as possible.

21. Action: Consent Agenda – Debbie Carter

Debbie asked the Council to approve the new contracts and warrants.

Melody Wilson made the motion to approve the Consent Agenda contracts and warrants. Linda Hill seconded.

Ayes: All Nays: None Abstain: None

22. Information: Director's Update – Peter Sagebiel

- **Enrollment:** Enrollment is at 630 and continues to increase; enrollment will close on March 26
- **PACE:** The co-op had an open enrollment the first two weeks of February; the kindergarten grade is full with a waiting list

- **Teaching and Parenting with Love and Logic Workshop:** Peter reported that the workshop was well attended; the speaker was engaging and the presentation was well done; Kelly added that we should put the Love and Logic website link in the newsletter
- **FCS information nights:** The first information night was successful; FCS has two more parent information nights scheduled on March 31 and May 19 from 5:30-7:30; Dawn Anthney and Paul Simoes are heading these
- **New FCS brochure:** Peter had copies of the new FCS brochure for the Council
- **Co-op development:** A 6th, 7th, 8th co-op is being discussed in the Nevada City area; 4th, 5th co-op is being developed in Truckee
- **Other:** Nothing to report

23. Discussion: Future Agenda Items

- Foundation Board
- AVA presentation with Dave Taylor and ES Steve Ross
- Debbie's budget training

24. Information: Reminder of Future Meetings

- March 24 (note this is a Wednesday), April 20, May 18, June 15

25. Action: Adjourn at 7:51 PM

Linda Hill made the motion to adjourn. Kathy Rodrigue seconded.

Ayes: All Nays: None Abstain: None

Respectfully submitted:

Nancy Nobles, Secretary

Date

Charter Council Approved:

Pam Barram, Chair

Date

Melody Wilson, Vice-Chair

Date
