

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—February 7, 2017**

**5:30 Regular 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  
Shawn Flynn, Secretary

### **Minutes**

**Present:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, Alex Torres, Jean Watson\*\* (via conference call), Peter Sagebiel, Debbie Carter, Paul Simoes, and Shawn Flynn

**Absent:** Dan Thiem, Kaleen Ojeda-Chatigny

- 1. Call to Order: 5:32 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of January 17, 2017**

Dave Stanger made the motion to approve the Minutes. Alex Torres seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

Julie Coffin made the motion to approve the Agenda. Dave Stanger seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

**\*\*Jean Watson arrived at the Truckee Learning Center**

**5. Discussion: Other**

Nothing to report.

**6. Information/Action: 2016/17 2nd Interim Budget—Debbie Carter**

Debbie presented to the Council the 2016/17 2nd Interim Budget, 3-Year Projection, Budget Narrative, and Cash Flow, all of which were emailed to the Council prior to the meeting. She noted several fiscal updates in the 2nd Interim Budget, including the \$75K College Readiness Grant funds, a one-time \$500 contribution to employees' HSAs, and the ad campaign in Truckee. Dave asked about the Special Education increase, and Peter explained that it was a staffing increase due to more Special Education students with more intensive needs.

Jean asked about spending down some of the school's ending fund balance. Debbie said there will be a brainstorming session on the March agenda on how to reinvest in the school and she will bring a 4–5 year projection to review fiscal impact. Jean wondered if the funds could be used to increase the one-time HSA contribution from \$500 to \$1000.

Jean Watson made the motion to approve the Budget with a change to increase the one-time HSA contribution from \$500 to \$1000, effective March 2017. Dave Stanger seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

Zoe Favour made the motion to approve the Cash Flow. Katia Hull seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

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

Peter updated the Council on the High School Benchmark Assessments. He said the committee is working on making sure the ELA test directions are very clear, and there will be another Benchmark test within the next few months, so students will have two scores. They are also looking at revising the K-8 Math Benchmark test to make it more standardized.

**8. Information: LCAP (Local Control Funding Formula)—Peter Sagebiel, Debbie Carter**

Peter reviewed the LCAP goals. These goals are primarily to improve English and Math skills. They will be sending out surveys to stakeholders in the next few months for input on the goals as well as the State priorities.

**9. Information: FCS 2015 taxes/Form 990—Debbie Carter**

Item tabled until March meeting.

**10. Information: SB740 (Charter School Facility Grants and Funding Determination)—Debbie Carter**

Debbie informed the Council of the status of the SB740 Application and explained that State regulations require the school to meet specific spending percentages on certificated employees and student instruction. The school has met these requirements and Debbie will be going to the Department of Education in Sacramento on February 13, 2017.

**11. Information/Action: Comprehensive School Safety Plan—Peter Sagebiel**

Peter explained that all schools are required by the state to have a Comprehensive School Safety Plan, and that much of it is general but some parts are very site-specific. Only minor changes and updates have been made. The Plan may be updated by March 1, 2017. The Plan is also updated every August and presented to the Council for approval.

Julie Coffin made a motion to adopt the current Comprehensive School Safety Plan. Dave Stanger seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

**12. Information: Student Discipline—Peter Sagebiel**

Peter informed the Council that FCS staff is dealing with a discipline issue that may result in a student's expulsion. He wanted the Council to know that if it does, Council members may be required to attend an additional special Charter Council meeting before the scheduled March meeting.

**13. Information: Action Plan Update—Peter Sagebiel, Paul Simoes**

Peter reported to the Council on the Action Plan Update. BJ Hatcher is working on Goal 1.1, Data Analysis Program, and has begun using Multiple Measures to analyze our data. The program can break down multiple levels of data and allows us to transfer data from Pathways using a .csv file. Regarding Goal 1.2, Intervention Process, Peter said the Intervention Group (comprised of all the SST Coordinators) is working to identify various curricula to support students who need help. They will select one or two that they feel are most effective, and these will become our standard "go-to" curricula.

Paul spoke about progress on the Goal 2, Parent Training, or how we can ensure that new families become acquainted with FCS processes and the software. He said Michelle Ogaidi had created some helpful how-to video instructions, a PowerPoint presentation is in progress, and Bethany Knott led the creation of a Student Information Sheet.

**14. Information: WASC Update—Paul Simoes**

Paul updated the Council on the WASC progress since the last Council meeting. In addition to the main outcomes (Think Creatively and Critically, Empathize and Embrace Diversity, and Persevere), staff came up with a list of 24 "value" words to create a "word cloud." Council members were given the list and asked to choose the 10 they felt were most important.

Ruthanne asked when the WASC Committee would be visiting, and Paul said possibly in November. Peter added that the self-study report process had been started at the February 3, 2017, staff meeting.

#### **15. Discussion: Director's Evaluation Committee—BJ Hatcher**

Item tabled until March meeting, as neither Dan Thiem nor BJ were in attendance.

#### **16. Information/Action: A, B, C may be considered for Consent Agenda—Debbie Carter**

Debbie informed the Council that all concerns regarding the Auburn facility lease have been addressed, and that we will begin tenancy of the building on February 15, 2017. She asked the Council for approval of the Auburn facility lease, as well as for the new contracts and warrants.

Katia Hull made a motion to approve the Auburn facility lease and the new contracts and warrants. Dave Stanger seconded.

**Ayes:** Ruthanne Buckley, Julie Coffin, Katia Hull, Zoe Favour, Dave Stanger, and Alex Torres

**Nays:** None

**Abstain:** None

#### **17. Information: Director's Update—Peter Sagebiel**

- **2016/17 Enrollment:** Enrollment is holding steady at approximately 720–735, with minor fluctuations.
- **Advertising in Truckee Area:** FCS is promoting the Truckee Learning Center with advertising spots on local radio, on-screen cinema, Moonshine Ink, and the Rec & Park District pool and Activity Guide.
- **Charter Renewal:** The Renewal Petition has been submitted to the Nevada County Office of Education. It will be on their February meeting agenda for a public hearing and be voted on at their March meeting.
- **Website Update:** A small group has been formed to update the FCS website. It will have a new template and an area for prospective students.
- **Other:** Nothing to report.

#### **18. Information: Future Agenda Items**

- 2017-18 School Calendar (March)
- Planning for 2017-18 Adopted Budget (March—Debbie)
- Salary Analysis (March—Debbie)
- FCS 2015 taxes/Form 990 (March—Debbie Carter)
- Foresthill Building Improvements Update
- Director's Review
- Classified Job Descriptions
- WASC Update (as needed)
- LCAP (as needed)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Energy Plan Update (as needed)
- One-Time Funds (Peter and Debbie)
- SB277 – Immunizations (as needed)

- Employee Handbook (sick leave—Debbie)

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

**2017:** 3/14; 4/18; \*\*5/23; 6/6

**\*\*Budget Meetings**

**20. Action: Adjourn at 6:33 p.m.**

***Respectfully submitted:***

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Shawn Flynn, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

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Dan Thiem, Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date