

Forest Charter School

Monthly Charter Council Meeting Minutes—March 14, 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: Dan Thiem, Ruthanne Buckley, Julie Coffin, Kaleen Ojeda-Chatigny***, Jean Watson, Zoe Favour, Dave Stanger, Alex Torres, Peter Sagebiel, Debbie Carter, BJ Hatcher, and Shawn Flynn

Absent: Katia Hull

- 1. Call to Order: 5:32 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of February 7, 2017**

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

Ayes: Ruthanne Buckley, Zoe Favour, Alex Torres

Nays: None

Abstain: Dan Thiem, Kaleen Ojeda-Chatigny

- 4. Action: Adoption of the Agenda**

Dave Stanger made the motion to approve the Minutes. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Julie Coffin, Zoe Favour, Alex Torres

Nays: None

Abstain: None

5. Discussion: Other

Nothing to report.

6. Information: Cash Flow—Debbie Carter

Debbie reviewed the 2016/2017 Cash Flow with the Council, pointing out that the increase in February was due to the HSA contribution

7. Information: Student Achievement—BJ Hatcher

BJ updated the Council on the High School Benchmark Assessments. We have the results of the first round of high school testing (done in October/November) and are currently conducting the second round, so they will soon have two scores. He explained the California Accountability Model & School Dashboard, the state's new accountability system for measuring and reporting schools' performance and progress in multiple areas. The information is both driven by and included in the LCAP.

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

Peter updated the Council on the LCAP progress, noting that the LCAP has a new template. We are getting good returns from the stakeholder surveys. When the survey closes on March 17th, we will compile the results. Improving Math and Language Arts scores will continue to be the LCAP's primary goals. We are adding a separate goal for School Climate because, even though the FCS's climate is good, we want to take steps to maintain it.

Peter announced that on May 30, he will present the draft LCAP in a public hearing session to give the public an opportunity to provide feedback. The May 23rd regular meeting will be rescheduled to May 31, and the Council will vote to approve the LCAP and budget then. The June meeting may be canceled because it is so soon after the May meeting, but for now it will remain on the calendar.

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

Debbie presented a copy of the 2015 taxes to Council members for their review.

10. Information: 2017-2018 Salary Analysis—Debbie

Debbie passed out the results of her Salary Analysis and explained them to the Council. For comparison purposes, she looked at two personalized learning schools, four charter schools, and five traditional schools. For Classified Staff and Administrative positions, our salaries remain competitive.

Debbie provided a proposal to update the Executive Director salary schedule. It was decided that the Council will discuss the proposal during the Executive Director's Evaluation at the April meeting, and then vote to approve an Action item which would reflect a more competitive option.

FCS teachers' salaries currently have 15 steps, and Debbie explained that comparing with other schools is complicated by the fact that some have a different numbers of steps, or frozen steps, or salaries based on the number of units a teacher has. FCS is very competitive with the various local schools and personalized learning program schools. She provided a proposal for further review and Discussion/Action at the April meeting. At the March Staff Meeting Debbie will review the proposal, which includes increasing the MA stipend from \$500 to \$1000.

11. Information: Planning for 2017-2018 Adopted Budget—Debbie Carter

Debbie handed out the Multi-Year Projection to the Council and provided clarification on the 2017-2018 adopted budget. While the school's ending fund balance is good, she said to keep in mind that much of it is earmarked for specific items (e.g., professional development) and that we need to keep funds in reserve for economic uncertainties. Our Unappropriated Reserve funds can be used to address the various needs of our Learning Centers.

Peter informed the Council that he met with the Nevada City School District regarding FCS's lease for the NC Learning Center at 470 Searls Avenue, which is now in its sixth year, to begin negotiations for extending the lease. We are also evaluating the benefits and fiscal impact of purchasing this facility, if the District would prefer to sell it.

*****Kaleen Ojeda-Chatigny left the meeting.**

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

Debbie announced to the Council that she went to the Department of Education in Sacramento on February 13, and we received four years at 100% funding for our SB740 Determination.

13. Information/Action: 2017-2018 School Calendar—Peter Sagebiel

Peter presented the Calendar to the Council for approval, noting that it is very much the same as the previous school year. Local Grass Valley schools take the week of March 26–30 for spring break, and TTUSD takes April 9–13, but March seemed too early. He conducted a staff survey and they voted for the April dates by a margin of 2:1.

Jean Watson made the motion to adopt the 2017-2018 School Calendar. Zoe Favour seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Julie Coffin, Dave Stanger, Alex Torres

Nays: None

Abstain: None

14. Information/Action: Surplus Old Laptops—Debbie Carter

Debbie asked the Council to approve the surplus of two laser printers, five desktop computers, and six laptops.

Zoe Favour made the motion to approve the surplus of older laptops. Julie Coffin seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Alex Torres

Nays: None

Abstain: None

15. Information: WASC Update—Paul Simoes

Paul was not in attendance, so Peter updated the Council on the progress of the WASC Self-Study. He said staff are being thorough, the first drafts are nearly done, and the Draft Progress Report has been completed. Paul Simoes is working on the Community information chapter, gathering local

data, and the ESLR revision will be completed at the March Staff Meeting. The WASC Committee visit will be in November 2017.

16. Discussion: Director's Evaluation Committee—Dan Thiem, BJ Hatcher

Dan reported to the Council on the progress of the Committee, which met and discussed the evaluation procedure. The parent survey was sent out and the results will be compiled after it closes next week. Then Peter will complete his self-evaluation. Dan hopes to get information back from the Charter Council and draft a Summary Narrative. The evaluation will be discussed in closed session at the April Charter Council meeting.

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

Debbie asked the Council for approval of the new contracts and warrants.

Dave Stanger made a motion to approve the new contracts and warrants. Zoe Favour seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Julie Coffin, Katia Hull, Alex Torres

Nays: None

Abstain: None

18. Information: Director's Update—Peter Sagebiel

- **2016/17 Enrollment:** Enrollment continues to hold steady at approximately 720, with minor fluctuations.
- **Parent Information Nights:** There was a good turnout at the Nevada City Learning Center on April 25th and also at Truckee in February. We are maintaining a high level of interest in the community.
- **Safety Drills:** The Earthquake and Fire Safety Drills are being conducted this week at Nevada City and Truckee.
- **Teacher Who Makes a Difference:** FCS nominated Susan Binon for this award given annually by the County.
- **Advertising in Truckee Area:** The advertising in Truckee is going well. Jean Watson pointed out that the ads should mention our flexible schedule in order to appeal to area athletes.
- **Charter Renewal:** There were no comments or concerns from the public at the Nevada County Office of Education's February meeting. The Renewal Petition will be voted on at their March 15th meeting.
- **Website Update:** The updates to the FCS website are being made, and some content changes will be made soon. We plan to be finished before the new school year begins.
- **Other:** A legal alert came out notifying the administration that in the event of a lawsuit, personal text and email accounts can be requested if used for school business.

19. Information: Future Agenda Items

- Director's Review (April—closed session)
- Draft LCAP Public Hearing (May)
- LCAP Approval (May)
- 2017-2018 Salary Schedule (April—Debbie)
- 2017-2018 Charter Council Elections (April—Peter)

- Planning for 2017-2018 Adopted Budget (March—Debbie)
- Foresthill Building Improvements Update
- Classified Job Descriptions
- WASC Update (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)

20. Information: Reminder of Future Meetings

2017: 4/18, *5/30, **5/31, 6/6

***Special Meeting**

****Budget Meeting**

21. Action: Adjourn at 6:54 p.m.

Respectfully submitted:

Shawn Flynn, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Ruthanne Buckley, Vice Chair

Date