

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—March 17, 2015**

**5:30 p.m. Closed Session**

**5:45 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, Sarah Rongey, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Janice Eggers, Jean Watson and Nancy Nobles

**Absent:** Leslie Whitcomb and Ruthanne Buckley

#### **1. Call to Order: 5:30**

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

#### **3. Closed Session: 5:33**

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

BJ and Paul remained in the session by request of the Council.

##### **Open Session: 5:48**

Motion for the Director's Evaluation was approved in closed session.

#### **4. Action: Approval of Minutes of February 10, 2015**

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

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

**Nays:** None

**Abstain:** None

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

Dave Sanger made the motion to approve the agenda with correction to date on first page.  
Kaleen Ojeda-Chatigny seconded.

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

**Nays:** None

**Abstain:** None

## **6. Discussion: Other**

Nothing to report

## **7. Information/Action: New Member—Dan Thiem**

Dan introduced Truckee Learning Center parent Jean Watson to the Council. He asked the Council to approve her appointment as Parent Representative (filling the seat vacated by Debbie Marchi) for the 2014/15 school year.

Sarah Rongey made the motion to approve the appointment of Jean Watson as Parent Representative. Gina Holbrook seconded.

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

**Nays:** None

**Abstain:** None

## **8. Discussion: Upcoming Elections—Dan Thiem**

Dan presented the timeline for with the upcoming 2015-16 Charter Council election and clarified the term issues. Gina Holbrook and Sarah Rongey will be stepping down as representatives. The Council will be looking to fill ST Representative, Student Representative and three parent representative spots.

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

BJ reported that the 10<sup>th</sup> grade CAHSEE testing has started today and will be completed tomorrow. He also explained the test preparation FCS has done for the upcoming CAASPP testing and reported that almost all STs have registered at the testing site.

## **10. Information/Action: 2015-16 School Calendar—Peter Sagebiel**

Peter presented the 2015/16 school calendar for approval. He explained the details and changes to the calendar and the process used in developing the yearly school calendar. Peter noted that this calendar matches the Tahoe/Truckee spring break rather than the spring break for the Nevada City/Grass Valley area.

Dave Sanger made the motion to approve the 2015/16 School Calendar. Gina Holbrook seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**12. Information: Parent Survey Update—Peter Sagebiel**

Peter and BJ shared results from the recent parent survey. The survey was completed by 10% of FCS families and the results were well rounded over the K-12 grade levels. BJ gave a breakdown of questions and responses. BJ and Peter were surprised at the response regarding e-mail vs. newsletter as a communication tool (100% prefer e-mail) and that “educational philosophy” was the top choice in response to what type of training parents would like to have.

**13. Information/Action: Assistant Director Job Description—Peter Sagebiel**

Peter asked the Council to approve the new Assistant Director Job Description. The job description has been reviewed by the administration and faculty council. Peter added that the updated job description is more thorough and accurate than the previous one.

Sarah Rongey made the motion to approve the Assistant Director Job Description. Gina Holbrook seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

**14. Information/Action: School Wide Action Plan – Peter Sagebiel**

Peter presented the updates to the School Wide Action Plan for approval. Changes have been made to the goals after the Mid-term WASC renewal. Items that have been completed were removed (e.g. VPSS, Benchmark Assessments, peer tutoring) and goal timelines were adjusted.

Kaleen Ojeda-Chatigny made the motion to approve the School Wide Action Plan. Dave Stanger seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

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

Peter updated the Council on the 2015/16 LCAP. He explained the LCAP process and reminded the Council that this is the second year for the LCAP. FCS continues with the goals set out last year of improvement in both math and ELA with an emphasis on academic intervention. These goals were supported by the results of both the Parent and Staff Surveys.

**16. Information/Discussion: One-Time Funds – Peter Sagebiel**

Peter updated the Council on the feedback from various stakeholders regarding the use of FCS's one-time funds. He 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 and others will be purchased during year one or year two. Peter added that some have already been purchased (e.g.: safety items). Estimated costs at this time are \$480,00.00 if we buy everything on the list.

**17. Information/Action: Substitute Teacher Salary Schedule—Peter Sagebiel**

Peter presented to the Council the new Substitute Teacher Salary Schedule for approval. He explained that needed to add a line for a long-term substitute if an ST goes on leave. Peter added that the schedule is based on 2014/15 ST salaries.

Dave Stanger made the motion to approve the Substitute Teacher Salary Schedule. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

**18. Information: Block Class Instructor Salary Schedule—Peter Sagebiel**

Peter gave information regarding the possible changes to the new Block Class Instructor Salary Schedule. He explained the present pay rates and that FCS is looking at a sustainable, competitive increase. The salaries are based in part with Sierra College teacher salaries as well as other Personalized Learning schools. Peter added that the block class teachers are a valuable resource for FCS as 78% of our students participate in block classes. Peter added that the final salary schedule will be brought to the Council in May with the adopted budget.

**19. Information/Action: Personal Illness and Sick Leave Policy—Peter Sagebiel**

Peter explained to the Council the additions and changes to the existing Personal Illness and Sick Leave Policy. Provisions have been added for long term illnesses. FCS attorneys have been helping with suggestions.

Gina Holbrook made the motion to approve Personal Illness and Sick Leave Policy. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson and Kaleen Ojeda-Chatigny.

Nays: None

Abstain: None

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

Peter updated the council on the measles immunization status for the FCS staff. The process is going well with almost all STs' information collected. He added that the instructors are still working to get their information in, and that overall the process is going well.

**21. Information: Health Benefits—Peter Sagebiel**

Peter updated the Council on the health benefit options for the FCS staff. FCS continues to look at options including “large group” benefits by pairing with other charter schools in the cooperative. Peter explained the two likely options are an HSA plan with a cash front load with a cap or a tiered cap. FCS is moving quickly to put a new plan in place as soon as possible for the staff. He added that more information will be presented at the next council meeting.

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

Dan Thiem made a motion to approve the consent agenda. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Kaleen Ojeda-Chatigny, Jean Watson and Sarah Rongey.

**Nays:** None

**Abstain:** None

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

- **2014-15 Enrollment:** Enrollment is at 733.
- **News & Review Inserts:** The insert went out in Truckee area newspapers in February; looking at expansion at the Truckee learning center over the next two years with an emphasis on the Tree Top co-op expansion.
- **Online Learning Records and Master Agreements:** Staff attended recent webinar on this option; the staff is interested; there will be a pilot group next year to test the system pending approval from our auditors.
- **New Family Information Nights:** Over 50 people attended the February information night at the NC Learning Center with the next one on April 29; Truckee also had a well attended information night.
- **February K-8 Block Class Party:** Well attended and fun!; thank you to all of the staff that helps with this event.
- **ST Professional Development:** Staff is presently attending the yearly CCSA conference in Sacramento; participants include administrators, STs and office staff.
- **Other:** Nothing to report

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

- Foundation Report (as needed)
- Student Achievement (as needed)
- Energy Plan Update (Debbie)
- One-Time Funds (Peter and Debbie)
- Academic Dean’s Job Description
- Staff Survey Results

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

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

## **26. Action: Adjourn at 7:20 p.m.**

Dave Stanger made the motion to adjourn. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Dave Stanger, Gina Holbrook, Sarah Rongey, Jean Watson 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

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Date

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Ruthanne Buckley, Vice Chair

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Date