

Forest Charter School

Monthly Charter Council Meeting Minutes—March 18, 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, Nicole McCulloch, Debbie Marchi, Leslie Whitcomb, Gina Holbrook, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Kaleen Ojeda-Chatigny and Nancy Nobles.

Absent: Linda Katz and Sarah Rongey

1. Call to Order: 5:33

2. Pledge of Allegiance

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

Nicole McCulloch made the motion to accept the Minutes. Ruthanne Buckley seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

4. Action: Approval of Minutes of February 11, 2014, Committee Meeting.

Debbie Marchi made the motion to accept the Minutes. Gina Holbrook seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

5. Action: Approval of Minutes of February 11, 2014.

Nicole McCulloch made the motion to accept the Minutes. Debbie Marchi seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

6. Action: Adoption of the Agenda

Leslie Whitcomb made the motion to adopt the agenda. Ruthanne Buckley seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

7. Discussion: Other

Peter introduced visitor Kaleen Ojeda-Chatigy, a PACE parent.

8. Information: Strategic Planning Meeting—Dan Thiem

Dan reported to the Council on the Strategic Planning Meeting held earlier in the day. He said that the development of the school's LCAP was the primary topic discussed: accountability for socio-economically disadvantaged student (intervention specialist, tutoring, online performance testing programs.) He added that it is important to put a program in place quickly and that a completed LCAP will be brought to the Council at the April meeting for approval.

Dan added that marketing and the FCS website was talked about briefly and that the administration will set up a workshop for parents to gather information and input.

9. Information: Form 700—Nancy Nobles

Nancy gave the Council the Form 700 renewal forms. Forms were signed and then collected and will be sent to The Annex for submission.

10. Discussion: Upcoming Elections—Dan Thiem

Dan discussed with the Council the upcoming 2014-15 Charter Council election. He went over the timeline and the council positions that will be open. Open positions include: student, ST, two parent representatives and a community representative. Dan added that he plans on running for another term.

11. Information: LCAP (Local Control & Accountability Plan)—Peter Sagebiel, Debbie Carter

Peter explained the LCAP was discussed at the Strategic Planning meeting earlier in the day. He offered to share the results of the survey with anyone who hadn't been at the meeting after the evening's Council meeting. Peter added that there had been 176 participants in the online survey and four requests for a paper version.

12. Discussion/Action: Committee for Director's Evaluation Form—Dan Thiem

Dan and BJ explained the changes to the new director's evaluation form. The new form is much more simplistic and easy for anyone to use (staff, parents and administrators.) Peter has expressed that comments were much more useful, the committee added a comment box to the evaluation form. The comment box may reflect comments from more than one person (not only the evaluation committee members.) Dan added that this will be a tool for Peter to help him with the job that is required. The evaluation committee will set the timeline for the evaluation process.

Gina Holbrook made a motion to approve the new the director's evaluation form. Ruthanne Buckley seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

13. Information/Action: Advisory Committee Resolution #1314-081-115—Dan Thiem

Dan explained to the Council the resolution for the Advisory Committee for the Annual Director's Evaluation. The 'evaluation form committee' recommended that a committee be formed to distribute questions, collect and combine data for the annual director's evaluation. The evaluation Dan added that the committee will consist of 3 voting members and that they gather information for a consensus from staff, administrators and parents for the evaluation. Feedback for the evaluation will come from the director's job description. The three appointees for the committee are: Dan Thiem, Ruthanne Buckley and Linda Katz.

Gina recommended that the information be gathered via e-mail. BJ volunteered to set up a 'Survey Monkey' to be sent out for the evaluation.

Nicole McCulloch made a motion to approve the resolution #1314-081-115 for the Advisory Committee for the Director's Evaluation Debbie Marchi seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

14. Information: Budget—Debbie Carter

Debbie reviewed the current year cash flow that was sent electronically to the Council. She added that the Governor's proposed 2014/15 budget makes education and paying down prior year K-12 deferrals possible, which will have a very positive impact on the school's cash flow.

15. Information/Action: Homeschool Budget Increase—Debbie Carter, Peter Sagebiel

Debbie and Peter reviewed for the Council the proposed change to the 'homeschool student

budgets', increasing from \$1200 to \$1600 a year. The increase will allow FCS to be more competitive with other homeschool programs. The budget for students taking block classes as their option will remain the same.

Ruthanne Buckley made a motion to approve the homeschool student budget increase to \$1600. Debbie Marchi seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

16. Information/Action: Business Director's New Salary Schedule—Peter Sagebiel

Peter discussed with the Council a comparison of Nevada County area business director's salaries. He explained to the Council that the position at FCS is comparable to the position of an assistant superintendent at a school district. Dan added that should the position need to be filled in the future; the starting salary in the 15 step option would be very low for the position.

Nicole McCulloch made a motion to approve the Business Director's New Salary Schedule at the current step for 2014/15. Gina Holbrook seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

17. Information/Action: Admin and Classified Salary Schedule—Debbie Carter, Peter Sagebiel

Debbie explained to the Council proposed changes to the administrative and classified salary schedule. The proposal is to add steps to the top of the salary schedule. Debbie reminded the Council of the information on salary comparisons to other charter schools and traditional schools. The present FCS administrative salaries are too low for the area to attract new employees at the entry level in the 15 step option. Peter explained the two proposed salary schedule options (10 and 15 steps) and he recommended the 10 step option. Peter and Debbie recommended the 10 step option for the administrative salary schedule.

Peter explained that FCS differs from many local charter schools because of our high school component. The director's position has more job duties than a principal and that FCS has multiple sites (learning centers.) He added that the added steps for the classified salary schedule honors the longevity of the employees at FCS and is in line with salaries in the area. Debbie added the ST salary schedule will be reviewed next year.

Ruthanne Buckley made a motion to approve the 2014/15 Administrative and Classified Salary Schedules. Nicole McCulloch seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

18. Information/Action: Supervising Teacher Employment Agreement—Debbie Carter

Tabled.

19. Information/Action: Benefit Cap Increase for 2014/15—Debbie Carter

Debbie presented information on the employee insurance benefit cap and asked the Council to approve and increase from \$7000 to \$7500. She explained that this is a benefit paid towards staff health benefits.

Gina Holbrook made a motion to approve the benefit cap Increase for 2014/15. Leslie Whitcomb seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

20. Information/Action: Action Plan— Peter Sagebiel

Peter presented to the Council the new goals for the School Wide Action Plan. He reminded the Council of the changes, additions and new goals and asked the Council for approval. The term “Governing Board” will be changed to Charter Council where needed.

Debbie Marchi made a motion to approve the updates to the Action Plan. Nicole McCulloch seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

21. Information: Student Achievement – BJ Hatcher

BJ reported on the CAASPP (California Assessment of Student Performance and Progress.) He explained that CAASPP is the testing that will be replacing the STAR testing. The State has postponed the start of the testing windows a week because they are not quite ready. FCS has ordered new computers and desks for the computer lab and they are being delivered this week. FCS is well prepared for this change in testing. BJ explained that the Global Studies Academy high schoolers and 3-5th grade PACE students will test the CAASP before the actual test window. He reminded the Council that there will be no test results for students during the first year of testing.

BJ added that there was a CAHSEE testing session for 10th graders earlier in the day. The testing was very well attended by the students. He added the 10th grade class is strong as a whole.

22. Information: Energy Plan—Debbie Carter

Tabled.

23. 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 has been approved by the Placer County Office of Education for sponsorship.

24. Information/Action: 2014-15 School Calendar—Peter Sagebiel

Peter presented the draft 2014/15 School Calendar for approval. He explained that NJUSD had not approved their calendar, but it is expected to be approved soon. If there are any necessary changes, Peter will bring those to the Council.

Nicole McCulloch made a motion to approve the proposed 2014/15 Calendar. Debbie Marchi seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

25. Information: Foundation Report—Peter Sagebiel

Peter explained to the Council that the Foundation is looking at two possible fundraisers for 2014/15 school year. Amazon Affiliate (information was presented to the Council in February) is being researched along with Alumni for America, an online coupon program. The Foundation will present information to the STs at the next staff meeting for input and will update the Council when a decision is made.

Peter added that there is a 'parent run' scholarship program being presented at the Truckee Learning Center. More information will be forthcoming to the Council on the scholarship.

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

Debbie presented the consent agenda for approval.

Leslie Whitcomb made a motion to approve the consent agenda. Debbie Marchi seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

27. Information: Director's Update –Peter Sagebiel

- **Common Core Trainings:** There are plans to provide one more teacher training on the new Common Core State Standards in both math and ELA at the March staff meeting; the staff breaks in to two groups K-5 and 6-12th.

- **CCSA Conference:** FCS had six staff members go to the event in San Jose; Peter received good feedback from staff that attended.
- **New Family Information Nights:** The first event in February was very successful with approximately 50 people attending; the next information night is on April 30th.
- **Federal Testing Waiver for California:** There was supposed to be one more year of STAR testing; California was able to obtain approval of a waiver from the Federal Government.
- **February K-8 Block Class Party:** Nicely done event with a Valentine's theme.
- **PACE Poetry Reading:** The event was fun for both the students and the parents who were invited to observe.
- **Rube Goldberg Event:** ST Nancy Markson held an event with her students; a large version of a 'mousetrap game' as part of her physics class.
- **Homeschool Department Chair:** The department chair position is being developed to support FCS's large home school population; ST Susan Binon has volunteered for the position.
- **Safety Drills:** Both fire and lock down drills have been held recently and were very successful; both students and staff did well; earthquake drills will be added next school year.
- **Foreign Language:** FCS is looking at online class options for foreign language classes in 2014/15; classes might include teacher/tutor support, labs and "language cafes." Different providers are being looked at (Apex, BYU, Middlebury/Aventa.)
- **Other:** STs are using the multi-purpose room for many events: Yo-Yo team visit, birder visit (raptors.)

28. Discussion: Future Agenda Items

- Foundation Report (as needed)
- Director's Evaluation Committee Meeting
- LCAP (approval March or April)
- Benefit Rebate Policy
- Energy Plan Update
- ST Employment Agreement

29. Information: Reminder of Future Meetings

2014: April 22; *May 27; June 10

*dates set to coincide with budget deadlines

30. Action: Adjourn at 7:12 p.m.

Gina Holbrook made the motion to adjourn. Ruthanne Buckley seconded.

Ayes: Dan Thiem, Ruthanne Buckley, Nicole McCulloch, Debbie Marchi, Gina Holbrook and Leslie Whitcomb.

Nays: None

Abstain: None

Respectfully submitted:

Nancy Nobles, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Ruthanne Buckley, Vice Chair

Date