

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—March 19, 2013**

**Tuesday, March 19, 2013**  
**5:30 p.m. Closed Session**  
**5:45 p.m. Regular Session**  
**470 Searls Avenue**  
**Nevada City, CA 95959**

### **Council Members**

Dan Thiem, Chair  
Matt Heaps, Parent Representative  
Cheri Ray, Parent Representative  
Tracy Steele, Parent Representative  
Dawn Koerber, Parent Representative  
Ruthanne Buckley, Community Representative  
Zach Barram, Student Representative  
Linda Katz, ES Representative  
Steve Ross, ES Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Dan Thiem, Ruthanne Buckley, Dawn Koerber, Cheri Rey, Zach Barram, Linda Katz, Steve Ross, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher and Nancy Nobles.

**Absent:** Tracy Steele and Matt Heaps.

#### **1. Call to Order: 5:35**

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

#### **3. Discussion/Action: Closed Session**

CAHSEE waiver (math) for student #53597.

Steve Ross made the motion to approve the CAHSEE waiver. Linda Katz seconded.

Ayes: All    Nays: None    Abstain: None

#### **4. Information: Closed Session**

CAHSEE waiver (math only) approved for student #53597.

#### **5. Action: Approval of Minutes of February 12, 2013.**

Cheri Ray made the motion to accept the Minutes. Zach Barram seconded.

Ayes: Six Nays: None Abstain: One

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

Ruthanne Buckley made the motion to adopt the agenda. Steve Ross seconded.

Ayes: All Nays: None Abstain: None

#### **7. Discussion: Other**

Dan and Steve opened the discussion of having classified staff representation on the Council. Debbie said that both she and Nancy are 'classified' and can give input to the Council. Dan suggested that the classified staff report to the ES representatives as an option and he added that there is security in representation instead of facing 10-15 people at a meeting. Peter said that he would check the bylaws to see if a classified employee could be added to the Council and what the wording of the by-laws states. Debbie added that the classified staff can always come to either herself or Peter for support.

#### **8. Information: Form 700—Nancy Nobles**

Nancy handed out the Statement of Economic Interests, Form 700. Council members filled out the forms and returned them at the end of the meeting.

#### **9. Information/Action: Report on Strategic Planning Meeting—Dan Thiem**

Dan gave a brief report on the Strategic Planning meeting that was held earlier in the day. The group discussed the broader strategic goals what the school is doing well and what can be done better. They focused on student success, the safe and welcoming environment, improving how the parents teach, making curriculum stronger and ESs sharing information and resources. Dan added that the overall meeting was "very good."

Dan and Peter thanked everyone that participated.

#### **10. Information/Action: Classroom Portable Approval—Peter Sagebiel**

Peter asked the Council to approve the expenditure for a refurbished classroom portable for [no more than] \$60,000. The cost will include the utilities, design, permits and installation. Peter said the hope is that the total cost will be between \$42-55,000. Consideration is also being taken on lease options, which at this time does not seem a practical choice. Peter added that the Nevada City School District has already approved the addition; but will need to approve the final plans.

Steve Ross made the motion to approve the portable expenditure. Zach Barram seconded.

Ayes: All Nays: None Abstain: None

**11. Information/Action: Budget—Debbie Carter**

Debbie presented the adopted budget timeline as set by the County. The County has extended the deadline for the adopted budget so that schools can implement the most current information from the Governor's revise. Debbie asked the Council to re-schedule the May council meeting to Tuesday the 28<sup>th</sup> to reflect the new timeline. She added that the Governor's budget coming out on May 20<sup>th</sup> will reflect the biggest changes in 40 years. Council members are to get back to Nancy for confirmation that they can make the meeting on the 28<sup>th</sup>.

**12. Information/Action: Revision to the 2012-13 Salary Schedule—Debbie Carter**

Debbie asked the Council to approve paying the ESs on the 'end of month payroll' in March, April, May and June based on their January student roster for the 2012-13 school year only. She explained that there are special circumstances this year and feels that this action will show support back to the ESs, who had all held an extra load during the recent budget crunch. Debbie added that this will protect also their STRS benefits.

Ruthanne Buckley made a motion to approve the revision to the 2012-13 Salary Schedule. Zach Barram seconded.

Ayes: All    Nays: None    Abstain: None

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

BJ reported on the March CAHSEE testing held for 10<sup>th</sup> graders. Only eight students out of approximately 70 missed the testing. BJ added that this was the first test held at the Searls site and it went very well.

**14. Information: Action Plan Update—Peter Sagebiel**

Peter presented information on the VPSS and Professional Development.

- VPSS has been completed in math. Peter hasn't debriefed the staff yet but understands there were both pros and cons. He will look at the program with the rest of the staff and report back to the Council.
- A draft of the new ES job description will be presented to the Council by the fall.

**15. Information/Action: Block Class Salary Restructure—Peter Sagebiel, Debbie Carter**

Peter and Debbie presented to the Council the proposed block class salary restructure for the 2013-14 school year for approval. The restructure has been presented at a staff meeting and discussed with ESs that will be effected by the changes. Debbie went over the cost impact to the school budget and answered questions

Zach Barram made a motion to approve the block class salary restructure. Cheri Ray seconded.

Ayes: All    Nays: None    Abstain: None

**16. Information/Action: Parental Visitations Draft Policy —Peter Sagebiel**

Peter presented information on the policy regarding parental visitations. Visiting students, workers and classroom presenters are to sign in at the office. Peter reported that local police agencies are recommending that there is a check-in for ALL visitors. However, this may not be for FCS. He added that police officials also stressed the importance of “accountability.” Peter will present the changes at the next staff meeting.

Dan questioned the policy regarding who is in charge in the case of emergencies. Peter, Paul and BJ are the designees and will assign a teacher (ES) if they are all going to be off campus. 9-1-1 is the best response for all staff if there is an emergency.

Steve Ross made a motion to approve the block class salary restructure. Cheri Ray seconded.

Ayes: All   Nays: None   Abstain: None

**17. Information/Action: Block Class and Cooperative Class Removal Policy—Peter Sagebiel**

Peter presented to the Council the policy regarding student enrollment in block and cooperative classes for review and approval. The policy will allow the school to remove a student who is disruptive, not doing work or not attending class. Peter added that this would include a thorough process before a student would be removed from classes and put on independent study.

Zach Barram made a motion to approve the Block Class and Cooperative Class Removal Policy. Linda Katz seconded.

Ayes: All   Nays: None   Abstain: None

**18. Information: Student/ES Assignment Policy —Peter Sagebiel**

Peter presented to the Council the policy regarding the assignment of students to ESs. The policy will allow the school to move a student from one ES to another against the family/student’s wishes. Peter added that this would only be done in “extreme cases.” New placement would depend on ES availability.

Steve Ross made a motion to approve the Student/ES Assignment Policy. Cheri Ray seconded.

Ayes: All   Nays: None   Abstain: None

**19. Information: Enrollment Policy—Peter Sagebiel**

Peter presented to the Council the existing enrollment policy with revisions. He explained the changes and asked for approval.

Dawn Koerber made a motion to approve the revised Enrollments Policy. Ruthanne Buckley seconded.

Ayes: All   Nays: None   Abstain: None

**20. Information/Action: 2013-14 School Calendar—Peter Sagebiel**

This item was tabled until the next meeting.

**21. Information: Director's Evaluation—Dan Thiem**

Dan gave the evaluation forms to the Council members and answered questions. The forms are to be completed for the next meeting and he asked that council members be diligent with their feedback. Anyone unable to make the meeting should get their evaluation to Nancy for review during the meeting. Dan reminded the Council that he will not be at the next meeting but that Cheri will stand in as vice-chair. The April meeting will start at 5:00.

**22. Information: Charter Council Positions 2013-14—Dan Thiem**

Dan discussed with the Council the terms and positions available for the next school year. The student representative, ES representative and one or two parent representative positions will be open. Dan added that if anyone knows of someone that would be interested in sitting on the Council for the next school year they should contact either him or Peter.

**23. Information/Action: Consent Agenda – Debbie Carter**

Debbie asked the Council to approve the Consent Agenda.

Ruthanne Buckley made the motion to approve the Consent Agenda. Steve Ross seconded.

Ayes: All              Nays: None              Abstain: None

**24. Information: Director's Update – Peter Sagebiel**

- **2012-13 Enrollment:** Enrollment for the school year is strong and holding at approximately 700 students; FCS is "on target" for ADA projections.
- **March Dance:** The spring dance was a success with approximately 50 students from both FCS and Bitney attending; BJ served as the DJ for the evening and Paul, Jenna and Valerie helped as chaperones.
- **Tournaments:** Linda reported that the last tournament was speech and that FCS was in the semi-finals in all grade levels and placed 2<sup>nd</sup> and 3<sup>rd</sup> in the County; very positive experience.
- **Common Core:** The ESs have been attending workshops and working hard on the math portion, the next meeting will cover the subject of English; this is a good fit for FCS students.
- **SB 740:** It has been filed and is on the April 10<sup>th</sup> state agenda.
- **Teacher Who Makes a Difference:** Yearly awards ceremony that honors teachers and Linda Katz was this year's recipient for FCS.
- **Truckee Facility Update:** The businesses have moved out and the Truckee site has taken over the entire upstairs.
- **Other:**

**25. Discussion: Future Agenda Items**

- Foundation Report (as needed); ( APRIL)
- Possible May meeting in Foresthill with an early meeting time; it was discussed and decided that there would be no meeting in Foresthill this year.

- Classified personnel on the Council or report to ES representative? Check bylaws (May)
- Calendar

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

**2013:** April 16 (note: 5:00 start); May14; June 11

**27. Action: Adjourn at 7:00 p.m.**

Linda Katz made the motion to adjourn. Cheri Ray seconded.

Ayes: All

Nayes: None

Abstain: None

***Respectfully submitted:***

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Nancy Nobles, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

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Dan Thiem, Chair

\_\_\_\_\_  
Date

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Cheri Ray, Vice Chair

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Date