

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—April 19, 2016**

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

### **Council Members:**

Dan Thiem, Chair  
Katia Hull, Parent Representative  
Kaleen Ojeda-Chatigny, Parent Representative  
Jean Watson, Parent Representative  
Ruthanne Buckley, Community Rep., Vice Chair  
Davia Pratschner, Student Representative  
Dave Stanger, ST Representative  
Alex Torres, ST Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Dan Thiem, Dave Stanger, Alex Torres, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, BJ Hatcher and Nancy Nobles

### **Absent:**

- 1. Call to Order: 5:34**
- 2. Pledge of Allegiance**
- 3. Closed Session:**

The Council will met in Closed Session in compliance with the Brown Act on this item:

- Director's Evaluation

Back in Session: 6:05  
Director's Evaluation presented.

### **4. Action: Approval of Minutes of March 15, 2016**

Ruthanne Buckley made the motion to approve the Minutes. Alex Torres seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

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

Jean Watson made the motion to approve the agenda. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

## **6. Discussion: Other**

Nothing to report.

## **7. Public Hearing: Local Control & Accountability Plan—Dan Thiem, Peter Sagebiel**

A public hearing was held to give an opportunity to provide feedback on Forest Charter School's draft Local Control & Accountability Plan (LCAP.) There was no public input

Peter gave a quick review of the LCAP process that is the accountability portion of the funding formula. He explained the document and how goals are developed based on the school's action plan and stakeholder input. This is the third year for the LCAP and FCS is still setting up 'baselines' for future use and comparisons. He explained that we are using data from 2014/15 because the current year data is not available for the April report.

The proposed LCAP goals continue to be intervention in ELA/Math and the use of additional funds to support tutoring, etc. for our SED population. Various metrics will be used to identify where the needs are, and how we are meeting our goals. Peter added that the intervention process is positively impacting the students who have support needs and that FCS is staying on the intervention course for now.

Jean suggested that we change the "AP exams with a 3 or higher" outcome to include trying to have more students enrolled in AP classes to take the test. The Council agreed and Pete will make the change.

BJ added that FCS is working with our SIS, Pathways, to set up a data analysis program within the system which will streamline the gathering of information for the LCAP. It is hoped that this will be in place soon, if not he will look at other options.

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

Dan discussed with the Council the upcoming 2016-17 Charter Council election. He explained the timeline and asked the members that have terms coming to an end to let him know if they are interested in running again.

**Terms ending:** Ruthanne Buckley, Dan Thiem, Davia Pratschner, Kaleen Ojeda-Chatigny and Dave Stanger.

## **9. Information: Cash Flow—Debbie Carter**

Debbie presented to the Council the Cash Flow for review. She said that Chicago Park School District tax funds have been received regularly and that FCS is on target with the spending of funds. Debbie added the April supplies and services show an increase due to the purchase of the Chromebooks.

#### **10. Information/Action: 2016-2017 Salary Schedule—Debbie Carter**

Debbie presented the remaining 2016-17 salary schedules and added that there had been no changes.

- Aide Salary Schedule
- Block Class Instructor Salary Schedule
- Stipend Salary Schedule
- Substitute Salary Schedule
- Supplemental Salary Schedule

Ruthanne Buckley made the motion to approve the Salary Schedules presented. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

#### **11. Information/Action: College and Career Advisor Job Description—Debbie Carter**

Debbie reviewed the College and Career Advisor Job Description that was sent electronically and asked the Council for approval.

Kaleen Ojeda- Chatigny made the motion to approve the College and Career Advisor Job Description. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

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

BJ updated the Council on the Benchmark Assessment. He said that the emphasis is now on the 9<sup>th</sup> grade state mandated math placement policy. BJ added that all incoming 9<sup>th</sup> graders will be placed in a math class using objective criterion such as a placement test, CAASP scores, grades, class placement and teacher's recommendation. BJ added that parents will have one month to challenge their student's math placement and in the end, can override the recommended class placement.

BJ reported that FCS is set for the CAASPP testing and that both the PACE 3-5th and the Global Studies Academy had started this week. The majority of the testing will be the week of May 2nd.

BJ added that he thinks the students will do much better this year because of familiarity from last year's trial testing.

**13. Information: Charter Renewal—Peter Sagebiel, Debbie Carter**

Peter and Debbie presented information on the upcoming Charter Renewal. The administrators are starting to prepare the document which is due in the fall. They will be working with the County Oversight Committee for perspective and have consulted the school's attorneys on the proper way to complete the renewal.

**\*\*NOTE: Alex Torres left at 7p.m.**

**14. Information: Measles—Peter Sagebiel, Debbie Carter**

Peter and Debbie presented information on the recent measles case(s) and the impact on FCS students and staff. FCS has approximately 36% of the entire staff (including block class instructors) who are not immunized. Debbie has been in contact with the FCS attorneys to discuss procedures if there was an outbreak at the school.

**15. Information/Action: SB277—Peter Sagebiel**

Peter opened a discussion with the Council about SB277 and shared new information on pending changes and regulations. There is a possibility that the regulation could be clarified as early as this August. The Council discussed possible contingency plans if the State implements stricter rules that might impact the block classes and co-ops. The Council agreed to re-visit this issue at future meetings to implement a transition plan. Debbie added that FCS is tracking students' immunizations and waivers, and which students are in block classes and co-ops.

No action was taken.

**16. Information: Employee Handbook—Debbie Carter**

Debbie has received revisions to the Employee Handbook from the school's attorneys. Peter and Debbie will review the changes and then submit to the Council for review and approval next month.

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

Dave Stanger made a motion to approve the consent agenda. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Davia Pratschner, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

**Nays:** None

**Abstain:** None

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

- **2016/17 Enrollment:** Going very well; co-ops at the NC and Truckee learning centers are full with wait lists.

- **Online Portfolios:** Peter is getting positive feedback from the STs, with only a few concerns; the shift will be helpful with storage; we will have a pilot team of interested teachers next year.
- **Parent Square:** The program will be taking place of Student Messenger; includes an optional app, survey options, two way communications and attendance alerts; connected to Pathways; staff training in May.
- **Steam Expo:** Sponsored by NCSOS's office; the event was a big success; FCS department head Nancy Markson helped to coordinate the two day fair.
- **Administrators' Meetings:** The monthly meetings are going well; meeting before the faculty council meeting.
- **New Family Information Night (April):** The April information night is next Tuesday, the 26<sup>th</sup>; it looks to be very well attended.
- **Safety Drills:** Fire, earthquake and lockdown drills have all been completed and went well.
- **Teacher Who Makes a Difference Award:** Global Studies Academy STs Jen Homan and Josh Miller were honored as a team with this award; they have been coordinating the GSA since 2007.
- **Other:** Approximately 80 laptops will be surplus and replaced with Chromebooks; the laptops will be sold as a fundraiser for the FCS Foundation.

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

- LCAP (monthly)
- Charter Renewal (monthly)
- Foundation Report (as needed)
- Action Plan Update (as needed)-May
- One-Time Funds (as needed)
- Energy Plan Update-May
- Classified Job Descriptions
- SB740
- SB277 update; contingency plan
- Employee Handbook
- Surplus Laptops

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

**2016:** 5/24\*\*; 6/7

**\*\*Budget Meetings**

#### **21. Action: Adjourn at 7:28 p.m.**

***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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Ruthanne Buckley, Vice Chair

\_\_\_\_\_  
Date