

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—April 21, 2015**

**5:30 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  
Jean Watson, 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, Jean Watson and Nancy Nobles

**Absent:** Leslie Whitcomb and Ruthanne Buckley

- 1. Call to Order: 5:34**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of March 17, 2015**

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

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

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

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

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

**Nays:** None

**Abstain:** None

## **5. Discussion: Other**

Nothing to report

## **6. Public Hearing: Local Control & Accountability Plan—Dan Thiem**

A public hearing was held to give an opportunity for the public to provide feedback on Forest Charter School's draft LCAP. There was no input.

Peter gave a quick review of the LCAP process that is the accountability portion of the new funding formula. He explained the document and how goals are developed based on the school's action plan and stakeholder input. This is the second year for the LCAP and FCS is still setting up 'baselines' for future use and comparisons.

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. ST Heather Buck heads the intervention program with help in upper level math from ST Colleen Manuola. Various metrics will be used to identify where the needs are, and how we are meeting our goals.

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. This should be in place by the next school year.

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

Dan presented a quick review of the process. The ballot boxes will be out at each of the FCS learning centers on May 11<sup>th</sup>. Results of the election will be presented at the May council meeting.

## **8. Information: Budget—Debbie Carter**

Debbie reviewed the current Cash Flow for the Council. She added that money continues to 'flow' from the State and that the deferred money should be current at the end of June.

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

BJ reported that the CAHSEE testing result showed eight 12<sup>th</sup> graders needing to pass the CAHSEE (all but one only have one subject to pass). He explained that while this is our largest number of 12<sup>th</sup> graders this late in the year, the FCS population is also larger than in past years. BJ said that the students have all doubled their intervention time and that STs are helping them with test taking strategies.

He also explained that the CAASPP testing has started in the co-ops and that they are going smoothly. The majority of the students will test the week of May 4<sup>th</sup>. BJ added that he expects the testing to go well as the students and staff has a familiarity from last year. Peter added a thank you to BJ and the STs who are helping with this process.

**10. Information/Action: Academic Dean Job Description—Peter Sagebiel**

Peter asked the Council to approve the new Academic Dean Job Description. The job description has been reviewed by the administration and several staff members. Peter added that the updated job description is more thorough and accurate than the previous one.

Jean Watson made the motion to approve the Academic Dean Job Description. Dave Stanger seconded.

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

Nays: None

Abstain: None

**11. Information/Discussion: One-Time Funds – Debbie Carter**

Debbie updated the Council regarding the use of FCS's one-time funds. She reviewed two hand-outs: One Time Fund Spending Proposal-2015 and FCS Ending Fund Balance Based on Current Cash. Debbie continues with the process of organizing and researching and will be updating the proposal as bids/costs come in. Items include: PE equipment; projectors in each classroom (NC/Truckee); science equipment; Truckee expansion; Chrome Books (pilot program.)

Peter reminded the Council that some items have already been purchased and that some item projected costs could change as bids come in.

**12. Discussion: Energy Plan Update – Debbie Carter**

Debbie was happy to report exciting news that this program is moving forward! She has contacted two architect companies that are in the process of sending proposals outlining how they could assist the school in collecting, reviewing and submitting documentation to the State to access the Prop 39 energy funds. These funds will add energy efficiency to the FCS Learning Centers (Nevada City/Truckee.) Fees charged for the proposals will be paid from the funds. Debbie added that the funds are approximately \$250,000 to be used over a five year period.

**13. Information: Health Benefits—Debbie Carter**

Debbie reported to the Council the decision on health benefit options for the FCS staff for 2015/16. FCS will now be part of a "large group", pairing with other charter schools in the cooperative which brings the insurance costs down. Debbie explained that FCS has chosen an HSA plan with a cash front load and a tiered cap (single, single w/children, family, spouse.) She explained the changes and how the HSA works and added that this new program will save FCS money in the long run.

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

The Truckee Learning Center lease item was tabled until the May meeting. Dave Stanger 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

#### **15. Information: Director's Update –Peter Sagebiel**

- **2015-16 Enrollment:** Enrollment is at 734 and going well for next school year; Truckee is looking forward to expanding the Tree Top K-8 Co-op.
- **County Oversight:** The recent annual County review went very well; FCS received positive feedback and support.
- **New Family Information Nights:** The next information night is on April 29 at 5:30.
- **New ST Hires in Truckee:** Two new STs have been hired for the Truckee Learning Center Tree-top Co-op; Mindy Adams is returning and will be the K-2 teacher; Tina Cook will be covering the 3-5 grades.
- **New Office Hire in Truckee:** Marley Palmer, former FCS student, has been hired as an office assistant.
- **Teacher Who Makes a Difference:** Colleen Manuola is receiving the honor this year; Colleen is an ST and is also the Math Department head, manages the peer tutoring program and helps with the intervention program.
- **Other:** Nothing to report

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

- Foundation Report (as needed)
- Student Achievement (as needed)
- Energy Plan Update (as needed)
- One-Time Funds (as needed)
- Action Plan Update (as needed) (May-data analysis)
- Staff Job Description
- Election Results
- Approval of LCAP (May)
- Truckee Learning Center lease (May)

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

**2015:** May 26; June 9

#### **18. Action: Adjourn at 6:48 p.m.**

Gina Holbrook 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