

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—May 25, 2010**

**Tuesday, May 25, 2010**

**4:30 p.m.**

**224 Church Street**

**Nevada City, CA 95959**

### **Council Members:**

Pam Barram, Chair/Parent Representative  
Kelly Chandler, Parent Representative  
Sunshine Heaps, Parent Representative  
Kathy Rodrigue, Parent Representative  
Melody Wilson, Vice-Chair/ Parent Representative  
Janice Eggers, ES Representative  
Linda Hill, ES Representative  
Gary Wright, Community Representative  
Samantha Buck, Student Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Peter Sagebiel, Debbie Carter, BJ Hatcher, Paul Simoes, Linda Hill, Janice Eggers, Sunshine Heaps, Pam Barram, Kelly Chandler, Samantha Buck, Melody Wilson and Nancy Nobles. Foresthill parent, Glen Rosenburg of Foresthill was also present after the closed session

**Absent:** Kathy Rodrigue, Gary Wright

**1. Call to Order: 4:43**

**2. Pledge of Allegiance**

**3. Closed session 4:30-5:30**

- FCS Charter Council evaluation of executive director
- Samantha Buck, student, was excused from the closed session

**4. Information/Action: Reconvene to regular session and report on any action taken in closed session**

The Council reconvened to regular session at 5:39. A motion was made by Melody Wilson. Linda Hill seconded.

Ayes: All      Nays: None      Abstain: None

**5. Action: Approval of April 20, 2010 Minutes**

Linda Hill made the motion to accept the Minutes from the meeting. Janice Eggers seconded.

Ayes: Six      Nays: None      Abstain: one

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

Sunny Heaps made the motion to adopt the Agenda. Samantha Buck seconded.

Ayes: All      Nays: None      Abstain: None

**7. Discussion: Other**

Nothing to report.

**8. Information/Action: American Virtual Academy Contract – Peter Sagebiel, Steve Ross**

Peter explained to the Council that FCS has been in discussion with AVA on the contract for next year. At this time FCS is weighing what is like and what the concerns are. Peter and Steve explained the pros and cons of the AVA online program.

Steve presented another option which was an online academy developed in house by FCS. Melody expressed her concern about the trial and error of starting our own program.

Peter will discuss with AVA the possibility of a pilot program and report back to the Council. He will also discuss the concerns about the contract as it presently written.

#### **9. Information/Action: TTUSD Update – Peter Sagebiel**

Peter reported to the Council that the progress with TTUSD in regards to the concept of and the MOU expected check has stalled. He explained that while TTUSD had approved the MOU, the check in closed session, one member was absent and this member raised a concern in the next meeting and this stalled TTUSD approving the MOU. Presently we are functioning without an MOU and we are still waiting for the check. Superintendent Holly Hermansen and Donna Fitting were going to contact TTUSD and request that the check be written immediately. Melody thanked Peter for working at this in such a “speedy manner.”

#### **10. Information: Student Achievement – BJ Hatcher**

BJ reported that our CAHSEE pass result has increased from the past year. He also reported that with the STAR testing we reached 95% participation in all grades and demographics.

Linda Hill added that the added student intervention is showing in their skill levels increasing.

#### **11. Information/Action: Single Plan for Student Achievement – BJ Hatcher, Peter Sagebiel**

BJ and Peter presented the Single Plan to the Council and asked for approval. They shared with the Council a Powerpoint presentation and explained that the Single Plan states ‘who we are and what we are about.’ The presentation included updated student numbers, test scores, demographics and the AYP.

- The Council asked that the term “high school review board” be changed to “review board.”

Linda Hill made a motion to accept the Single Plan and approve with change. Janice Eggers seconded.

Ayes: All      Nays: None      Abstain: None

#### **12. Information/Action: Policy Approval– Peter Sagebiel, Debbie Carter**

Peter and Debbie presented to the Council the following policies for approval:

- Fiscal Controls
- Conflict of Interest
- Uniform Complaint Policy and Procedure
- Policy Against Harassment and Sexual Harassment
- Internal Complaint (“Whistle Blower” Policy)
- Suspension/Expulsion Policy

Each policy was discussed individually. Minor changes to spelling and grammar were noted and will be corrected.

The Council had concerns about wording in the Suspension/Expulsion Policy. Peter explained that it was taken directly from Ed Code and could not be changed. Debbie left the meeting to check the Ed Code version.

The Council also had concerns with parts of the Policy Against Harassment and

Sexual Harassment. Melody suggested that a harassment policy be written specific to students and added to the family handbook. The Council agreed to table this policy. Peter will research with the MYM attorneys on the wording and report back to the Council at the June meeting.

Linda Hill made a motion to approve four policies presented with changes except the Policy Against Harassment and Sexual Harassment. Sunny Heaps seconded.

Ayes: All      Nays: None      Abstain: None

Debbie reported back to the Council that most of the Suspension/Expulsion Policy was taken directly from Ed Code and because of that the wording could not be changed.

Linda Hill made a motion to approve the Suspension/Expulsion Policy with changes. Janice Eggers seconded.

Ayes: Six      Nays: One      Abstain: None

**13. Information: GRASP Update (Governance, Renewal, Assessment, Strategic Planning) – Peter Sagebiel**

Peter presented to the Council information on the progress of the Best Practices Assessment. FCS is updating the policies and has two surveys circulating; one to staff and the other for parents. The administration is looking forward to the results.

**14. Information/ Action: 2010-11 May Adopted Budget – Debbie Carter**

Debbie presented to the Council for approval the May Adopted Budget. Peter explained the term adopted budget which includes projected revenue from the state, student enrollment, and expenses.

Linda Hill made a motion to accept the May Adopted Budget. Janice Eggers seconded.

Ayes: All      Nays: None      Abstain: None

Debbie presented to the Council the Multi-Year Projected Budget. Peter and Debbie explained the economics of this projection and how FCS plans to reduce the current year deficits. Ideas include: asking the ESs to be more conservative with the instructional budgets, implementing the 'Giving Campaign', and students returning materials not being used. Kelly added the possibility of sharing textbooks between the different learning centers.

Melody Wilson moved to approve the Multi-Year Projected Budget. Sunny Heaps seconded.

Ayes: All      Nays: None      Abstain: None

The Budget Narrative and Cash Flow were tabled until the June meeting.

**15. Information/Action: Approval of the MOU with our Sponsoring Agency – Peter Sagebiel**

Peter had a copy of the MOU for the Council to review. He explained the term and purpose of the MOU and asked for feedback from the Council before the next meeting. Peter will ask for approval at the June meeting.

**16. Information/Action: Revised Salary Stipend – Debbie Carter**

Debbie explained the revised salary stipend which amends the drama teacher's salary. The teacher was originally hired as a substitute but held the position for the entire school year.

Linda Hill made a motion to accept the revised salary schedule stipend. Samantha Buck seconded.

Ayes: Seven    Nays: One    Abstain: None

**17. Information/Action: Approval of the JPA – Peter Sagebiel**

Peter reviewed the situation between the County and the Charter Cooperative. He explained the need to get this document approved as soon as it is ready although there is the possibility it will need changes and amendments.

No action was needed.

**18. Information/Action: Appointment of FCS Director to JPA Board – Peter Sagebiel**

Peter explained to the Council the need for a voting designee for FCS.

No action was needed.

**19. Information/Action: 2010-11 HSA Incentive – Debbie Carter**

Debbie explained how the HSA incentive had been set up for employees in the past. This year the rates have gone up and the incentive is not going to be offered to employees. Debbie requested that the Council make a motion to discontinue the incentive.

Melody Wilson made a motion that the HSA incentive be discontinued. Sunny Heaps seconded.

Ayes: All    Nays: None    Abstain: None

**20. Charter Council Elections and Transitions – Peter Sagebiel**

Peter updated the Council on the election process. Pam Barram and Linda Hill will be running for re-election. Form 700s will be made available for Council members who are leaving and we will collect letters of resignation. Council binders should be turned in to Nancy for re-use. The Council has two positions available for parent representatives.

The election will be held at the next Council meeting in June.

## **21. Information/Action: Facilities Update – Peter Sagebiel**

Peter reported on the progress of possible new facilities for FCS. The administrators have visited Nevada City Elementary, which is closing at the end of the school year and will be available for lease. The terms of a lease, cost, affordability for FCS, tenant improvements and District procedure on the lease are all being looked researched. FCS continues to work with commercial realtor Scott Hicks.

Peter asked for approval to submit a bid on prospective sites.

Melody Wilson made a motion to authorize Peter Sagebiel to submit a bid. Sunny Heaps seconded.

Ayes: All    Nays: None Abstain: None

**Note: Sunny Heaps was excused from the meeting at 8:35**

## **22. Action: Consent Agenda – Debbie Carter**

Debbie asked the Council to approve the new contracts and warrants.

Melody Wilson made the motion to approve the Consent Agenda contracts and warrants. Linda Hill seconded.

Ayes: All    Nays: None    Abstain: None

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

- **2010-11 Enrollment:** Early enrollment has been positive; growing in most areas.
- **End of year celebrations:** The Foresthill presentation of 'How the West was Won' was very well done; Peter and BJ attended. Upcoming celebrations: PACE Co-op, St. Canice Open House, 9-12<sup>th</sup> Open House, and Truckee's 8<sup>th</sup> grade project night and 8<sup>th</sup> grade promotion.
- **ES evaluation committee:** A committee of ESs is working with Peter on the ES evaluation process; focus is on professional growth and FCS overall growth.
- **2010-11 Calendar:** Nevada Union did approve their projected calendar, which matches the FCS calendar.
- **Graduation:** June 4<sup>th</sup> at 5:00; 43 grads are planning on walking although others may be added to the list; the keynote speaker is Barry Freidman; Charter Council member Samantha Buck is the student speaker.
- **Prom:** "Great"; there were less students attending which meant the dinner went more quickly which left more time for fun! The food was excellent.
- **Other:** Nothing to report

**24. Discussion: Future Agenda Items**

- Budget expense training
- MOU
- JPA
- Cash Flow
- Text Books (CA/TX—Melody)

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

- June 15 (note: possibility of closed session at 5:00 for Director's Evaluation.)
- August 17

**26. Action: Adjourn at 8:42 PM**

Melody Wilson made the motion to adjourn. Linda Hill seconded.

Ayes: All      Nays: None      Abstain: None

**Respectfully submitted:**

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Nancy Nobles, Secretary

\_\_\_\_\_  
Date

**Charter Council Approved:**

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Pam Barram, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Melody Wilson, Vice-Chair

\_\_\_\_\_  
Date