

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—May 26, 2015**

**5:30 p.m. Closed Session**

**5:40 p.m. Regular Session**

**470 Searls Avenue  
Nevada City, CA 95959**

### **Council Members:**

Dan Thiem, Chair  
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, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Jean Watson, Janice Eggers and Nancy Nobles

**Absent:** Kaleen Ojeda-Chatigny

- 1. Call to Order: 5:38**
- 2. Pledge of Allegiance**
- 3. Information: Employee Leave and CAHSEE Waivers**

The Council reconvened to open session at 5:47. Motions for the extended employee leave and the CAHSEE waivers for students #78478, 63791 and 68662 were both approved in closed session.

Dave Stanger made a motion to approve the employee leave and CAHSEE waivers for students #78478, 63791 and 68662. Jean Watson seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger and Gina Holbrook.

**Nays:** None

**Abstain:** None

**4. Action: Approval of Minutes of April 21, 2015**

Dave Stanger made the motion to accept the Minutes. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

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

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

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

**6. Discussion: Other**

Nothing to report.

**7. Discussion: 2015/16 Election Results—Dan Thiem**

Dan announced the results of the recent Council election. New representatives are: Jean Watson and Katia Hull, Parent Reps; Alex Torres, ST Rep; and Davia Pratschner, Student Rep. The new representatives will be invited to the June meeting to observe.

**8. Information/Action: 2015-16 Local Control and Accountability Plan (LCAP)—Peter Sagebiel, Debbie Carter**

Peter gave a quick overview of the LCAP, reminding the Council that no changes had been made and asked the Council to approve.

Sarah Rongey made the motion to approve the 2015/16 LCAP. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

**9. Information: 2015-16 Budget Narrative—Debbie Carter**

Debbie reviewed the Budget Narrative that was sent electronically to the Council. She explained that the budget is strengthened by FCSs increasing enrollment. FCS is projecting 735 students for the next school year and 750 the following year with an emphasis on the home school population. Debbie added that based on the adopted budget and the school's 3 Year Projection, the school is looking very solid with the State's deferrals all expected in June.

Debbie also explained the impact of the upcoming STRS benefits increase (8.9% to 19%.) New monies coming from the State will be appropriated towards retirement benefits.

**10. Information/Action: 2015-16 Adopted Budget—Debbie Carter**

Debbie reviewed the 2015/16 Adopted Budget, Three Year Projections and the Cash Flow. She explained that differences, changes and increases that are reflected in the Three Year Projections. Debbie also explained the Cash Flow comparisons, which are consistent, and that it is based on the projected budget. The Three Year Projection reflects the STRS retirement increase, rotating out dated computers and the purchase of Chrome Books. Special education funding will continue to come in from state and federal sources and are not reflected in the projections. Debbie added that the State's deferrals are expected to all be in this June and that FCS's budget continues to be in a solid place.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

Ruthanne Buckley made the motion to approve the 2015/16 Adopted Budget including the Three Year Projections and the Cash Flow. Jean Watson seconded.

**11. Information/Action: 2015/16 Education Protection Account (EPA) Resolution and Spending Plan—Debbie Carter**

Debbie reviewed with the Council the 2015/16 EPA Resolution and Spending Plan. She asked the Council to approve the yearly resolution.

Dave Stanger made the motion to approve the 2015/16 Education Protection Account Resolution. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

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

BJ reported that the recent CAHSEE 10<sup>th</sup> grade test results are in. He said that the students scored the highest percentage of 'pass' for FCS in the ELA testing (92%). BJ added a 'good job' to both students and teachers.

BJ reported on the recent CAASPP testing. Overall the testing went better than anticipated. BJ added that there were a few computer 'glitches' (especially in Truckee) and that attendance was lower than hoped for (12% missed, many 'opt outs'.) The ELA portion was challenging for many students due to the typing. FCS is going to work on building that skill with the students in the future.

### **13. Information: Action Plan Update—BJ Hatcher, Peter Sagebiel, Paul Simoes**

#### **Action Plan updates:**

**1.1 Data Analysis** BJ reported that he has been working with Pathways to set up a data analysis program using information that the school already provides to the SIS; he is very impressed with what they are presenting and feels it will do exactly what FCS is looking for.

**1.2 Intervention** Peter explained the benchmarks that are being developed; the benchmarks are needed for LCAP and will be a useful 'toolkit' for SSTs in Math and ELA; benchmarks are in place to elementary and middle school, and soon for high school.

**2.0 Parent Training** Paul reported on a new family training team that has been put in place to develop training programs for FCS families; the program will cover 'how to' trainings, e.g. "how to access the portal" and "hints and habits"—videos offering tips from students to students. Paul added that the hope is to have this in place for the fall, if not for the 2016/17 school year.

### **14. Information/Action: One-Time Funds – Debbie Carter**

Debbie updated the Council regarding the use of FCS's one-time funds. She reviewed the 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 Council as bids/costs come in. Items will be used at all three sites and include: PE equipment; projectors in each classroom (NC/Truckee); science equipment & lab upgrades (NC/Truckee); upgrade to wireless system; Truckee expansion; Chrome Books (pilot program); contributions to staff HSA accounts. The estimated cost is \$315k.

Gina Holbrook made the motion to approve the spending proposal for the One-time Funds. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

### **15. Discussion: Energy Plan Update—Debbie Carter**

Debbie updated the council on the Energy Plan. Discussion was held with two companies who offer support services with energy plans (paperwork, etc.) FCS will be using the company that the District recommended; they were significantly less expensive than the other. Debbie added that the suggestions will be used in a five year plan.

### **16. Information/Action: Online Purchasing System (OPS)—Debbie Carter**

Debbie reviewed with the Council the OPS, which is a purchasing system that interfaces with our SIS Pathways (PWs). The system will expedite our purchasing process, allowing STs to access information and submit purchase orders through PWs. Debbie added that the FCS library will be added next year and expects that it will take a year for the whole system to be up and going. There is a \$6000 set up fee and a monthly charge of \$1000.

Jean Watson made the motion to approve the Online Purchasing System agreement. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None  
**Abstain:** None

**17. Information/Action: 2015/16 Salary Schedule—Debbie Carter**

Debbie reviewed the salary schedule and asked the Council to approve. The schedule included:

- Certificated ST Salary Summary
- Classified Salary Summary
- Administrative Salary Schedule
- Block Class Instructor Salary Schedule
- Stipend Salary Schedule
- Substitute Salary Schedule
- Supplemental Salary Schedule

Dave Stanger made a motion to approve the 2015/16 Salary Schedule. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

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

Gina Holbrook made a motion to approve the consent agenda. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

**19. 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.
- **High School Talent Show:** Very successful; seems to be a better attended event than the school dances; 12 performers; kudos to Valerie Stuart and Brandon Johnson for coordinating the event.
- **Prom:** Huge success; the tickets sold out the last week; students danced until the boat docked!
- **Year End Activities:** Many activities coming up including: K-8<sup>th</sup> & 9-12<sup>th</sup> Open Houses; PACE Field Day; Truckee All School Music Night; Foresthill play; 8<sup>th</sup> Grade Graduations; High School Graduation
- **Newsletter Format for 2015/16:** Survey results showed that parents are not getting there information from the newsletters so they will be cut back to 4 or 5 times a year; more emphasis on getting information out on the website.
- **ST Check-outs:** A chance for STs to go over their goals with Peter; he really enjoys this process.
- **Audit:** The audit went really well; new auditor this year; FCS is "solid".

- **Foreign Language:** BYU is making adjustments for a smoother online program next year; the NC learning center is planning more support next school year in the language lab.
- **Middle School Department Chair:** Kudos to Janice Eggers for her past commitment, she is resigning and Michelle Litton will serve as the new department chair.
- **Cyber Strong:** This program will be added curriculum for 6-8<sup>th</sup> graders starting in the co-ops and hopefully spreading to the home study students; 20 minute video with discussion to follow; wonderful program that presents to students the hazards on the internet with social media, etc.
- **Staff Appreciation Ice Cream Social:** Lazy Dog Ice Cream was on hand at the last staff meeting to provide a yearend treat for all!
- **Other:** Nothing to report

## **20. 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)
- Staff Job Description
- Update Sierra College Policy
- Appointment of Community Representative
- Introduce New Representatives

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

**2015:** June 9

## **22. Action: Adjourn at 7:07 p.m.**

Dave Stanger made the motion to adjourn. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Dave Stanger, Sarah Rongey and Gina Holbrook.

**Nays:** None

**Abstain:** None

***Respectfully submitted:***

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Nancy Nobles, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

\_\_\_\_\_  
Dan Thiem, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ruthanne Buckley, Vice Chair

\_\_\_\_\_  
Date