

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—May 28, 2013**

**Tuesday, May 28, 2013  
5:30 p.m. Closed Session  
6:30 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, Matt Heaps Zach Barram, Steve Ross, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Mary Whittlesey, Jen Rogers and Nancy Nobles.

**Absent:** Cheri Ray and Linda Katz

**1. Call to Order: 5:33**

**2. Pledge of Allegiance**

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

5:41; Director's Evaluation and approval of CAHSEE waivers for two students: 76834 and 77090.

**4. Information: Closed Session**

6:30; no action on Director's Evaluation; approval of two CAHSEE waivers: 76834 and 77090.

**5. Action: Approval of Minutes of April 16, 2013.**

Zach Barram made the motion to accept the Minutes. Steve Ross seconded.

Ayes: All   Nays: None   Abstain: None

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

Steve Ross made the motion to adopt the agenda with changes to agenda item order. Zach Barram seconded.

Ayes: All   Nays: None   Abstain: None

**7. Discussion: Other**

Nothing to report.

**8. Information/Action: Resolution Changing the Education Specialist Title—Peter Sagebiel**

Peter presented to the Council resolution # 1213-081-112. The resolution changes the title of Education Specialist (ES) to Supervising Teacher (ST). Peter explained that the idea was developed by the teaching staff and is part of the Action Plan, Goal #3.

Ruthanne Buckley made the motion to approve resolution # 1213-081-112, changing the title from Education Specialist to Supervising Teacher. Steve Ross seconded.

Ayes: All   Nays: None   Abstain: None

**9. Information/Action: Supervising Teacher Job Description—Peter Sagebiel**

Peter presented the new Supervising Teacher job description to the Council. He explained that the entire teaching staff had been given the opportunity to give input through e-mail.

Steve Ross made the motion to approve the new Supervising Teacher job description. Dawn Koerber seconded.

Ayes: All   Nays: None   Abstain: None

**10. Information: Budget—Debbie Carter**

Debbie reviewed the 2012-13 cash flow and budget. She explained that the cash flow still reflects the projection for May and June, including the new portable. Debbie added that she getting ready to close out the present budget for the year end.

Debbie explained that the State is starting to 'buy down' deferrals and it is anticipated that schools may see funding coming on a monthly basis next school year.

**11. Information/Action: Salary Schedule—Debbie Carter**

Debbie presented to the Council the revised salary schedule for the 2013-14 school year. She explained changes to each category and then asked for approval of the Certified ST Salary Summary, the Administrators Salary Schedule, the Classified Salary Schedule, the Stipend Salary Schedule, the Substitute Salary Schedule and the Supplemental Salary Schedule.

Steve Ross made a motion to approve all of the proposed salary schedules. Zach Barram seconded.

Ayes: All      Nays: None      Abstain: None

**12. Information/Action: Cash-in-Lieu—Debbie Carter**

Debbie asked the Council for approval of continued cash-in-lieu for the two employees who have been grandfathered in to this benefit. The benefit is \$1000 per year/per employee.

Ruthanne Buckley made a motion to approve the cash-in-lieu for the two employees. Matt Heaps seconded.

Ayes: All      Nays: None      Abstain: None

**13. Information/Action: Principal Group Life Insurance—Debbie Carter**

Debbie asked the Council for approval to offer Principal Life Insurance to all employees who are eligible for benefits. In the past, this benefit was only available to employees that had enrolled in health benefits. She added that any impact on the FCS budge, would be minimal.

Matt Heaps made a motion to approve the Principal Life Insurance benefit to all employees. Steve Ross seconded.

Ayes: All      Nays: None      Abstain: None

**14. Information/Action: Health Benefit Cap—Debbie Carter**

Debbie asked the Council to approve an increase to the health benefit cap from \$6500 to \$7000. The increase is reflected in the projected budget.

Steve Ross made a motion to approve the health benefit cap increase. Zach Barram seconded.

Ayes: All      Nays: None      Abstain: None

**15. Information/Action: FCS Cap and HSA Incentive—Debbie Carter**

Debbie asked the Council for approval of the FCS Cap and HSA incentive for 2013-14. She explained that the form is submitted to the County and informs them that FCS has increased the benefit cap to \$7000 and that the school doesn't have an HAS incentive at this time.

Steve Ross made a motion to approve the FCS Cap and HSA Incentive. Matt Heaps seconded.

Ayes: All      Nays: None      Abstain: None

**16. Information: Classroom Portable Update—Peter Sagebiel, Debbie Carter**

Peter updated the Council on the installation of the new classroom portable. He explained that there was a “snag” evolving the Department of State Architecture, but was hopeful it would be resolved soon. The original building had not been signed off by the State and FCS is working with the school district to get this resolved. This snag could delay getting the portable installed. Peter will keep the Council apprised of the situation.

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

- BJ reported to the Council on the recent CAHSEE testing. The ELA dropped by 6% and math slipped by 2%.
- The recent STAR testing went really well. It was a big change having the testing at the new Nevada City site. BJ is hoping there is a net gain in the overall score results.
- BJ reported on the updated 2012 STAR results. The State has updated our API score and it resulted in an increase from 717-722.

**18. Information: Governor’s Workshop—Debbie Carter**

Debbie presented to the Council on the May Governor’s revise workshop she attended. She reported that the workshop had been very beneficial and that she would define the information she was given in the budget narrative.

**19. Information/Action: 2013-14 Adopted Budget—Debbie Carter**

Debbie reviewed the proposed 2013-14 Adopted Budget Narrative highlighting the following key points:

- Reflects a two-salary step increase for all eligible end-of-month credentialed, classified and administrative employees
- COLA increase of 1.565%
- Increase Health Benefit Cap from \$6500 to \$7000
- One-time funding to support Common Core State Standards

Debbie reviewed the proposed 2013-14 Three Year Projections, highlighting the following key points:

- Year 2 reflects ADA growth of 10 students and an additional two-salary step increase to all eligible EOM employees
- Year 3 reflects ADA growth of 13 students

Debbie reviewed the 2013-14 Cash Flow report and answered questions from the Council.

Debbie asked the Council to approve the 2013-14 Adopted School Budget and the Three Year Projections.

Steve Ross made a motion to approve the 2013-14 School Budget and the Three Year Projections. Ruthanne Buckley seconded.

Ayes: All      Nays: None      Abstain: None

**20. Information/Action: Education Protection Act (EPA) Resolution—Debbie Carter**

Debbie presented to the Council resolution #1211-081-111. This resolution clarifies the provisions of voter approved Proposition 30 and the Education Protection Account (EPA)

where funds are held. In addition, the resolution outlines how these monies can be spent. Attached to the resolution is the EPA expenditures for the 2012-2013 school year.

Matt Heaps made a motion to approve resolution #1211-081-111 and the EPA expenditures of \$864,298 for the 2012-2013 fiscal year. Zach Barram seconded.

Ayes: All      Nays: None      Abstain: None

**21. Information: Common Core Funding—Debbie Carter**

Debbie reported that this is a one-time funding opportunity and will be restricted funds. The money will go to curriculum and technology.

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

Dan presented the results of the election to the Council. Parent representatives: Debbie Marchi, Nicole McCulloch and Karen Elisio, ST representative: Gina Holbrook and student representative: Sarah Rongey Community. Representative Ruthanne Buckley's appointment for a second year will be appointed at the next meeting. Dan added that the new representatives will be invited to attend the June meeting.

**23. Information: Action Plan Update—Peter Sagebiel, Paul Simoes**

- Math Benchmark Assessments (Goal 1.1): A pilot group consisting of Peter, Paul and ESs Erin Drew, Amy Biddinger, Colleen Manuola and Heather Buck have been working to create a short assessment to check on students' progress in math throughout the year. Paul said the assessment will be available in the fall semester for the staff. Members have piloted the assessments as well as the online recording tool. Both went well.
- Peer Tutoring (Goal 1.3): Paul reported that the Math Department Chair, Colleen Manuola, is the coordinator of the program. Two high school students have volunteered during this school year to work in the PACE 3-5 classroom twice a week, which is proving successful. Colleen will coordinate and train students for peer tutoring in 2013-14. Peer tutors will be assigned to a specific student and follow their progress. The program will include middle school and high school students.
- Professional Development (Goal 3): Peter reported the committee developed a new job description; everyone worked hard to finish so it could be in place for the 2013-14 school year. Next fall the committee will focus on a new year-end evaluation tool.

**24. Information/Action: Anti-Bullying and Harassment Policy—Peter Sagebiel**

Peter presented to the Council the Anti-Bullying and Harassment Policy for approval. He explained this policy came from the CCSA legal team. So far FCS hasn't had any bullying or harassment issues, but it is a legal requirement to have this policy in place.

Ruthanne Buckley made a motion to approve the Anti-Bullying and Harassment Policy. Matt Heaps seconded.

Ayes: All      Nays: None      Abstain: None

**25. Discussion: Review the Director's Evaluation Process—Dan Thiem**

Item tabled.

**26. Information: Parent and ES Survey—Peter Sagebiel, BJ Hatcher**

- BJ reported on the Parent Survey results, which were the highest number received. Overall parents reported that they felt informed, were satisfied with their ES and had DSL or a fast internet connection. Suggestions included: study skills and organization, more classes in Truckee, better communication about testing, better training to teach.
- Peter reported on the ES Survey results. Overall the ESs felt that communication is good, the website is helpful, technology is progressing and that they would enjoy being a part of a large fundraiser. Comments included: more technology support, more staff training, support for family counseling and more administrator visits to sites.

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

Debbie asked the Council to approve the Consent Agenda.

Steve Ross made the motion to approve the Consent Agenda. Dawn Koerber seconded.

Ayes: All      Nays: None      Abstain: None

**28. Information: Foundation Report—Peter Sagebiel**

- Peter reported that the foundation had purchased new black sweatshirts to add to the grey ones available to students and staff.
- Peter reported the foundation had purchased four computers from funds raised by the 2011-12 Giving Event. Two were for Nevada City, one for Truckee and one for the Foresthill learning center. Peter reported that elementary and high school department heads put a list of books together for purchase by the Foundation from the 2011-12 fund drive. The books are available to all of the learning centers.

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

- **2013-14 Enrollment:** Enrollment for the upcoming school year is going well at all of the FCS sites; hopefully enrollment will be close to full for the start of the 2013-14 school year.
- **Auditor Visit:** The audit went very smoothly; the auditor was impressed and expressed that FCS was "very organized."
- **2013-14 Calendar Update:** The calendar matched up with the NJUHSD calendar that was published. Unfortunately spring break did not match with TTUSD.
- **Yearbook:** ES Yvette Cadeaux worked with the Nevada City students on a yearbook for high schoolers; the yearbook sales have gone well.
- **Prom :** the high school prom was on Friday, May 17<sup>th</sup> and was a great success.
- **Graduation: June 7<sup>th</sup> at 5:00; the Council is all invited to attend.**
- **Science Fair:** Coordinated by ST Nancy Markson; FCS had three students compete at the county fair and two went on to the state competition, including student rep Zach Barram.
- **Year End Activities:** Upcoming: K-8 and 9-12 Open Houses; PACE K-5 Field Day celebration; PACE, Truckee and Foresthill 8<sup>th</sup> grade graduations and a PACE Dance are coming up.

**30. Discussion: Future Agenda Items**

- Foundation Report (as needed)
- Portable Update
- Classified on the Council or report to ES representative

- Director's Evaluation
- Director's Evaluation Process
- Articulated Council Job Descriptions
- Form 700 (exiting members)
- Appoint Ruthanne and introduce new members

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

**2013:** June 11

**32. Action: Adjourn at 8:35 p.m.**

Matt Heaps made the motion to adjourn. Dawn Koerber seconded.

Ayes: All

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

\_\_\_\_\_  
Date

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Cheri Ray, Vice Chair

\_\_\_\_\_  
Date