

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes – May 31, 2017**

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

### **Council Members:**

Dan Thiem, Chair  
Julie Coffin, Parent Representative  
Katia Hull, Parent Representative  
Kaleen Ojeda-Chatigny, Parent Representative  
Jean Watson, Parent Representative  
Ruthanne Buckley, Community Rep., Vice Chair  
Zoe Favour, Student Representative  
Dave Stanger, ST Representative  
Alex Torres, ST Representative  
Shawn Flynn, Secretary

## **Minutes**

**Present:** Dan Thiem, Ruthanne Buckley, Julie Coffin, Kaleen Ojeda-Chatigny, Jean Watson, Dave Stanger, Alex Torres, Peter Sagebiel, Debbie Carter, BJ Hatcher, and Shawn Flynn

**Absent:** Katia Hull, Zoe Favour

- 1. Call to Order: 5:30 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of April 18, 2017**

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

**Ayes:** Dan Thiem, Ruthanne Buckley, Julie Coffin, Jean Watson, Alex Torres  
**Nays:** None  
**Abstain:** None

- 4. Action: Adoption of the Agenda**

Dave Stanger made the motion to approve the Agenda. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Julie Coffin, Jean Watson, Alex Torres  
**Nays:** None  
**Abstain:** None

**5. Discussion: Other**

Nothing to report.

**6. Information: 2016–2017 Cash Flow—Debbie Carter**

Debbie reviewed the 2016/2017 Cash Flow with the Council.

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

BJ was not in attendance, so Peter updated the Council on the CAASPP testing and Benchmark Assessments. All testing has been completed, and we have received 70% of the results from the state. Our scores are improving, but we had an average participation rate of 83–85% and our goal is to raise that to 95%. Discussion ensued regarding how to encourage more participation by explaining to families and students why we have testing and what the repercussions are for low testing turn-out.

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

Peter reviewed the LCAP, which had been sent to the Council prior to the meeting and also presented at the Public Hearing session on May 30, 2017. He noted that one small change needs to be made on page 45: the dollar amount in the Estimated Supplemental and Concentration Grant Funds box and the one in the narrative need to match.

Ruthanne Buckley made the motion to approve the LCAP. Julie Coffin seconded.

**Ayes:** Dan Thiem, Kaleen Ojeda-Chatigny, Jean Watson, Dave Stanger, Alex Torres

**Nays:** None

**Abstain:** None

**9. Discussion: 2017-2018 Charter Council Elections—Peter Sagebiel**

Peter updated the Council on the status of the members whose terms are expiring in June. Alex Torres will continue as Supervising Teacher Representative, as she ran and won the necessary votes. Jean Watson and Katia Hull, Parent Reps; Ruthanne Buckley, Community Rep; and Zoe Favour, Student Rep, will not be returning. Peter is looking for possible parent replacements for Jean and Katia. Peter mentioned that we may not be replacing the Student member position. Dan and Peter extended their thanks to Jean and Ruthanne for serving.

**10. Information/Action: 2017–2018 Cash Flow and Adopted Budget—Debbie Carter**

Debbie reviewed the 2017–2018 Narrative, Cash Flow, Adopted Budget, and Multi-Year Projections for the Council. She explained that the state's approved June budget may not reflect Discretionary Funds proposed in the May Revise. Changes will be made at 1st Interim. Our Special Education encroachment (what we spend over and above state funding to cover Special Education students' needs) has increased, but it is in line with that of other schools. She also noted that the deficit spending at year-end of (\$230,989) is due to the Educator Effectiveness Grant, College Readiness Grant, and Energy Plan funds budgeted as "expenditures only" in addition to the increase in Special Education costs.

Jean Watson made the motion to approve the 2017–2018 Cash Flow, Adopted Budget, and Multi-Year Projections. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Julie Coffin, Kaleen Ojeda-Chatigny, Alex Torres  
**Nays:** None  
**Abstain:** None

**11. Information/Action: Revised Block Class Salary Schedule 2017–2018**

Debbie informed the Council that she is still working with the County on revising the Salary Schedule for part-time and Block Class teachers. New employment laws require us to move them from stipends to an hourly rate. However, we will place them on end-of-month payroll, so that their pay won't fluctuate from month to month, and employment agreements will state very clearly the number of hours per week they are authorized to work. We will also be able to offer them the benefit of direct deposit.

Debbie will bring the revised Block Class Salary Schedule to the August meeting for the Council to approve.

**12. Information/Action: Surplus Old Monitors, Laptops, Computers—Debbie Carter**

Debbie asked the Council to approve the surplus of sixteen old monitors, sixteen desktop computers, and two laptops.

Ruthanne Buckley made the motion to approve the surplus. Julie Coffin seconded.

**Ayes:** Dan Thiem, Kaleen Ojeda-Chatigny, Jean Watson, Dave Stanger, Alex Torres  
**Nays:** None  
**Abstain:** None

**13. Information/Action: Material Revision to FCS Charter Document—Peter Sagebiel**

Peter explained to the Council that the need for the revision arose from a lawsuit filed in Northern California (Anderson Union High School District v. Shasta Secondary Home School). As we have attempted, but been unable to find, suitable facilities in Chicago Park to house Forest Charter School, we will seek a permanent exemption to reside in Nevada City.

Peter will send a letter to the two Nevada City school districts within whose boundaries the Nevada City Learning Center is located, and will submit the Charter revision to the County Superintendent of Schools for their June meeting.

Jean Watson made the motion to approve the request to the Nevada County Board of Education seeking a material revision to our charter to continue operations of a resource center in Nevada City. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Kaleen Ojeda-Chatigny, Julie Coffin, Alex Torres  
**Nays:** None  
**Abstain:** None

**14. Information: WASC Update—Paul Simoes**

Paul updated the Council on the progress of the Western Association of Schools and Colleges (WASC) report. Of the five sections of the report, all but Section 4 (the Summary) are finished or nearly so. He will bring the sections to the Charter Council for review at the August meeting, and we are hoping to send the report to the WASC in September. The

WASC Committee will visit on November 12–15, 2017. Paul also showed the completed ESLRs and value words posters to the Council.

#### **15. Information/Action: Education Protection Account**

Debbie reviewed the 2017–2018 Education Protection Account and Spending Plan for the Council. She explained that the EPA revenue is generated from Proposition 30 and distributed by the state and we are required to report how the funds will be used. FCS's EPA funds are used to cover Supervising Teacher salaries and benefit costs, as well as student curriculum.

Jean Watson made the motion to approve the 2017–2018 EPA Resolution #1617-081-119. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Kaleen Ojeda-Chatigny, Julie Coffin, Dave Stanger, Alex Torres

**Nays:** None

**Abstain:** None

Jean Watson made the motion to approve the EPA Expense Detail and EPA Spending Plan. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Kaleen Ojeda-Chatigny, Julie Coffin, Alex Torres

**Nays:** None

**Abstain:** None

#### **16. Information/Action: A & B may be considered for Consent Agenda—Debbie Carter**

Debbie asked the Council for approval of the new contracts and warrants.

Alex Torres made a motion to approve the new contracts and warrants. Dave Stanger seconded.

**Ayes:** Dan Thiem, Ruthanne Buckley, Jean Watson, Julie Coffin

**Nays:** None

**Abstain:** None

#### **17. Information: Director's Update—Peter Sagebiel**

- **2016/17 Enrollment:** Enrollment for next year is going very well, with a lot of enrollment interviews.
- **ST Reviews:** Peter is working on ST reviews and goal setting.
- **Personnel leaving FCS:** Our Facilities/Business Assistant and Business/Technical Assistant, Brandon and Jenna Johnson, will be leaving FCS at the end of the semester because they are moving. Cheryl Benson, ST, will also not be returning in the fall.
- **New hires:** FCS has hired Tita Fowler (from the County office) to replace Brandon, and Nick Szwarc (from Chapa de) to replace Jenna.
- **Teacher Appreciation:** The administration had Lazy Dog Ice Cream come out to provide treats to celebrate and say thanks to all the STs for their hard work and the great job they do.
- **New County Superintendent visit:** The outgoing Superintendent of Schools, Holly Hermansen, and her replacement, Scott Lay visited FCS on the last day of Block Classes. Scott is the former principal and superintendent of Clear Creek School.

- **PFLAG:** FCS's Queer Alliance Club (QAC) hosted an informational "Welcome to My Gender Night" at the Nevada City Learning Center. Some adult members of the local PFLAG (Parents and Friends of Lesbians and Gays) were on hand to offer support and information.
- **Website update:** The team is still working on content and the website will be completed by Fall Semester.

#### **18. Information: Future Agenda Items**

- Draft LCAP Public Hearing (May)
- LCAP Approval (May)
- 2017–2018 Block Class Salary Schedule (May—Debbie)
- 2017–2018 Charter Council Elections (August—Peter)
- Update Enrollment Policy (September—Peter)
- Classified Job Descriptions
- WASC Update (as needed)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Energy Plan Update (as needed)
- One-Time Funds (Peter and Debbie)
- SB277 – Immunizations (as needed)
- Employee Handbook (sick leave—Debbie)

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

**2017:** 8/22

**\*Special Meeting**

**\*\*Budget Meeting**

#### **20. Action: Adjourn at 6:34 p.m.**

***Respectfully submitted:***

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Shawn Flynn, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

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Dan Thiem, Chair

\_\_\_\_\_  
Date