

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—June 16, 2009**

**Tuesday, June 16, 2009**

**5:30 p.m.**

**224 Church Street**

**Nevada City, CA 95954**

### **Council Members:**

Larry Homan, Chair-Community Member

Nancy Markson, Co-Chair/ES Representative

Linda Hill, ES Representative

Sandy Saccomanno, Parent Representative

Sue Barnickol, Parent Representative

Pam Barram, Parent Representative

Kathy Rodrigue, Parent Representative

Annabelle Ziegenhagen, Student Representative

Nancy Nobles, Secretary

### **Minutes**

**Present:** Larry Homan, Sandy McDivitt, Sandy Saccomanno, BJ Hatcher, Nancy Markson, Linda Hill, Sue Barnickol, Kathy Rodrigue, Pam Barram, Peter Sagebiel, Debbie Ayala-Carter and Nancy Nobles.

**Absent:** Annabelle Ziegenhagen

1. **Call to Order:** 5:40 pm
2. **Pledge of Allegiance**
3. **Action: Approval of Minutes of May 19, 2009**

Linda Hill made the motion to accept the Minutes from May 19, 2009 with edit. Pam Barram seconded.

Ayes: All

Nays: None

Abstain: None

**Closed session at 5:41. Nancy Nobles excused.**

4. **Action: Approval for administrative paid leave for employee #09-102**

The Council discussed and voted on approval for administrative paid leave for employee #09-102.

Sandy Saccomanno made a motion to approve administrative paid leave for employee #09-102. Nancy Markson seconded.

Ayes: All      Nays: None      Abstain: None

**Out of Closed Session at 5:46.**

**5. Information: Closed session action.**

Motion was approved in closed session.

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

Sandy Saccomanno made the motion to adopt the Agenda. Sue Barnickol seconded.

Ayes: All      Nays: None      Abstain: None

**7. Discussion: Other**

Sandy Saccomanno acknowledged BJ Hatcher for all the work that he had done for the recent graduation ceremony. Sandy also acknowledged Debbie Carter and Dawn Anthney for Sandy's retirement party. She noted how well everything went with the last minute change in location.

Debbie reminded the Council that this would be Sandy McDivitt's last Council meeting before her retirement. Larry thanked Sandy for her contributions to the Council and FCS. Sandy said that this group was the "most amazing, heartfelt group of people she had worked with on a board."

**8. Information/Action: Resignation of ES Dominique DelChiaro**

Linda Hill made the motion to accept the resignation of Dominique DelChiaro. Pam Barram seconded.

Ayes: All      Nays: None      Abstain: None

**9. Information: Amendment to Council Bylaws; Article 3, Section 1 – Peter Sagebiel**

Peter presented the proposed amendment to Council bylaws in regards to Council composition and diversity.

Proposed Amendment: The Council shall be comprised of nine voting members. Five members will be parents with enrolled children, two will be certified staff members, one will be a high school student enrolled in the school, and one will be a member of the community. Further, in order to support a diverse board that represents the Forest Charter School community, each family, at any one time, can have a maximum of one representative on the Charter Council.

Sandy Saccomanno made the motion to accept the amendment to the Council by-laws. Nancy Markson seconded.

Ayes: All      Nays: None    Abstain: None

**10. Information: TTUSD On-going update** –Peter Sagebiel, Sandy McDivitt

Sandy informed the Council that there has been some co-operation from TTSUD about the \$250,000. She reports that she heard from Superintendent Holly Hermansen that TTSUD Superintendent Steve Jennings stated that since 17% of students weren't enrolled there that he will give FCS 17% of the \$250,000 (approx. \$42,000.) Sandy hopes that FCS will see the money by November.

Linda Hill said that 'taking the high road and not making TTUSD an adversary has helped in this situation.'

**11. Information: Expanding Co-operatives Update** – Peter Sagebiel

Peter reported on the two FCS co-operatives:

- PACE: Peter said that two teachers have been hired and that the co-op already has between 20-25 students enrolled with a maximum of approximately 35; a classroom has been rented at the Jacobson's Ranch on Cement Hill Road; classes will be three days a week with the option of attending the K-8 block classes; this is a supported home study program.
- Foresthill: The co-op is expanding and going to approximately 40 students; ES Julie Lagorio is a returning ES and will be mentored by Leanne Engel; they have a new facility with more parking and more room at the same cost of the last facility; the co-op will include K-2 block classes and specialty teachers.

Peter also reported that the proposed co-op in Truckee is not feasible at this time. This decision is due to the cost associated with starting a co-op during a time when significant budget cuts. FCS did not feel it was an appropriate time to take this risk.

**12. Information/Action: Approval of FCS Resolution #0910-015-101; Authorization to sign on school checking accounts** – Debbie Carter

Debbie informed the Council that the school maintains two checking accounts:

- Revolving account (petty cash)
- Clearing account (deposit account)

Debbie is seeking approval from the Charter Council to authorize Paul Simoes as cosigner of both of the FCS checking accounts. Sandy McDivitt will be removed upon her retirement.

Linda Hill made a motion to approve the resolution #0910-0150-101.  
Sandy Saccomanno seconded.

Ayes: All      Nays: None    Abstain: None

**13. Information/Action: Approval of Resolution #0910-015-102; Authorization to sign Warrant Orders and Payroll runs – Debbie Carter**

Debbie explained that she is currently the only one authorized to sign Warrant Orders and Payroll Runs. For efficiency, she is requesting the board approve adding Mary Whittelsey, Business Assistant, as an authorized signer.

Linda Hill made a motion to approve Resolution #0910-015-102, authorization to sign warrant orders and payroll runs . Nancy Markson seconded.

Ayes: All      Nays: None      Abstain: None

**14. Information: Education Specialist Evaluations – Sandy McDivitt**

Sandy explained the process of checking out the ES's at year end. The checkout includes a materials checkout for each student; a check out list from Janne Delhez (which includes re-enrollments, drops, graduates, master agreements, portfolios, report cards and learning records); a self evaluation and a narrative.

Reviewing this information with the ES helps with accountability in getting back supplies from students. It also helps to make the ES's jobs more efficient with closure for each teacher at the end of the school year. Sandy enjoys the feedback and learning of each ES's goals for the next school year.

Sandy also said that some of the ES's are already meeting with new students for the 2009-10 school year.

Linda Hill mentioned how much she appreciates the support she gets from the FCS office staff.

**15. Action: 2009/10 Revised Adopted Budget – Debbie Carter**

Debbie handed out a Revised Adopted Budget reflecting the additional budgets cuts implemented by the State, which reduced our General Purpose Revenues by approximately \$260 per student. We continue to wait for the State to pass a budget and hope to update the Charter Council with final numbers at the August meeting.

Debbie also handed out a 3-Year Projection for review. This projection demonstrates that FCS will not need to balance the school budget by using our 3% reserve. If possible, we will continue to grow this reserve as recommended by our county.

Peter said that Debbie is doing a good job keeping a solid, un-appropriated balance. He explained that FCS needs to have the money to support possible unexpected special education students as funding comes in to that program a year after the student.

Sandy said that ES Steve Ross is looking into a technology e-rate that could save FCS over \$5,000.

Pam Barram made a motion to approve the 2009/10 revised adopted budget. Linda Hill seconded.

Ayes: All    Nays: None    Abstain: None

**16. Action: Approval of FCS Stipends – Debbie Carter**

Debbie asked the Council for approval of stipends for extra duties held by FCS such as curriculum development, ESL, mentoring, etc.

Sandy Saccomanno made a motion to approve the stipends for FCS employees. Nancy Markson seconded.

Ayes: All    Nays: None    Abstain: None

**17. Information: FCS Foundation Status –Debbie Carter**

Debbie requested the Council to table the Foundation status until the August meeting.

Linda Hill made a motion to table the Foundation status until the August meeting. Pam Barram seconded.

Ayes: All    Nays: None    Abstain: None

**18. Information/Action: Approval of Field Trip Procedures – Debbie Carter**

Debbie presented the new Field Trip Procedures which have been clarified and reformatted based on recommendations made by the Charter Council. These revisions address risk management and the request by the board to hear presentations for any field trip longer than 5 days or out of State. These revisions gave us the opportunity to brainstorm our unique school with our Risk Management/Insurance team. Some of the highlights covered were:

- Check list for the ES
- Sample itinerary
- Procedure list
- Field trip request form
- Parent permission slip

- Chaperone/driver list
- Medical form

Linda Hill said that this seems to be “very organized” and will help the ES’s to be organized, too.

Nancy Markson made the motion to approve the new field trip procedures. Linda Hill seconded.

Ayes: All      Nays: None      Abstain: None

**19. Information/Action: Fingerprinting Policy – Peter Sagebiel**

Peter presented the fingerprinting policy. The one-time cost of fingerprinting for parent volunteers is currently being paid by the volunteer. Based on budget cuts, the school will probably pass the cost on to vendors also, saving the school approximately \$3000.00 annually.

Pam Barram made the motion to approve the fingerprinting policy. Sandy Saccomanno seconded.

Ayes: All      Nays: None      Abstain: None

**20. Information/Action: G.R.A.S.P. (Governance, Renewal, Assessment, Strategic Planning – Peter Sagebiel**

Peter explained that GRASP needs to have some FCS employees and Council members complete an online survey so that they can better serve FCS needs. He has split the questions between the Council members and explained that they need to be done ASAP—some parts needed to be completed by the end of the week while others had a due date of August 1<sup>st</sup>. Peter walked the Council members through the website and the steps to the survey. He also offered to the Council members that they could use the FCS computers but warned that the survey needed to be completed on the same computer it was started on.

GRASP will make recommendations from this survey, from FCS documents that have been submitted and from meetings with the FCS administrators. There will be a training/meeting that has been tentatively set for September 28<sup>th</sup>. This training will consist of 3 hours in the morning for the administrators and 3-4 hours in the afternoon which will include the Council members. Peter will check to see if the Council secretary needs to be present at this training. He will also confirm this date with GRASP.

No action was needed.

**21. SARC—School Accountability Report Card – Peter Sagebiel, BJ Hatcher)**

Peter and BJ presented the SARC report for the past year and said that it will be posted on the website as the state requires that this information be accessible to the public. The report demographics include: race, sex, English learners, disadvantaged.

BJ reported that FCS cannot use the scores we received while with Twin Ridges so most of our SARC is a three year comparison. Some of the scores will report N/A because the State doesn’t recognize the ‘old FCS’.

Sandy added that Ed Performance also uses only students tested and not the same students always test which skews the scores. FCS is striving to test more of our students in Ed

Performance with the support of ES's and parents so that the scores will be a more accurate portrayal of students.

A motion was made by Linda Hill to accept the SARC as presented. Sandy Saccomanno seconded.

Ayes: All      Nays: None      Abstain: None

**22. Information: Student Achievement – Peter Sagebiel**

Peter asked the Council to table the report on Ed Performance as there will be more information in August.

Sandy Saccomanno made a motion to table the student achievement presentation. Pam Barram seconded.

Ayes: All      Nays: None      Abstain: None

**23. Action: Consent Agenda – Debbie Carter**

Pam Barram made the motion to approve the Consent Agenda new contracts and warrants. Sandy Saccomanno seconded.

Ayes: All      Nays: None      Abstain: None

**24. Information: Director's Update – Sandy McDivitt**

- Thanking community partners: Sandy shared with the Council her gratitude to Dale and Diane Jacobson for their eight years of support to FCS. They have provided a site for the special education department and a co-op. The Jacobsen's also provided a spot on their property for the last minute change of venue for Sandy's retirement party.

She also spoke of the importance of acknowledging all of the FCS community partners that support the school. The June newsletter had a page devoted to those businesses.

- Graduations: Sandy said that our valedictorian, Vienna Saccomanno gave a beautiful speech and that she and students like Josh Barram were far ahead as young leaders. Linda Hill said that Sandy had set the tone for a refined graduation ceremony with the letter that was sent out and she was glad for the 'workshop' on how to speak prior to the ceremony.

Sandy spoke as the keynote speaker at Truckee's 8<sup>th</sup> grade graduation and used Dewitt Jones as her model. The families in Truckee did a wonderful job decorating a hotel for the event.

Sandy also spoke to the students in the Adventure Academy before their graduation ceremony because of the conflict with the Truckee ceremony.

- Open Houses: Sandy suggested that maybe next year the 9-12<sup>th</sup> Open House be held on the last day of classes since the attendance has been low.

The K-8 Open House was a wonderful day with a packed house. Brandon Johnson presented the students doing a production of The Importance of Being Ernest which Sandy said was 'spectacular.' She said that the Open Houses are always a wonderful way to acknowledge the instructors and ES's.

## 25. Discussion: Future Agenda Items

- FCS Foundation Status
- Ed Performance
- Ashland field trip; Global Studies Academy; September 28, 2009

## 26. Discussion: Reminder of future meetings

- August 18, 2009
- September 15, 2009 (Truckee)

## 27. Adjourn: 7:35 PM

Linda Hill made the motion to adjourn. Sandy Saccomanno seconded.

Ayes: All

Nays: None

Abstain: None

Respectfully submitted:

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Nancy Nobles, Secretary

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Date

## Charter Council Approved:

\_\_\_\_\_  
Larry Homan, Chair

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Date

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Nancy Markson, Co-Chair/ES Rep.

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Date