

Forest Charter School

Monthly Charter Council Meeting Minutes—August 21, 2012

Tuesday, August 21, 2012
5:30 p.m. Special Session
5:45 p.m. Regular Session
224 Church Street
Nevada City, CA 95959

Council Members:

Dan Thiem, Chair
Matt Heaps, Parent Representative
Cheri Ray, Parent Representative
Tracy Steele, Parent Representative
Dawn Koeber, Parent Representative
Zach Barram, Student Representative
Linda Katz, ES Representative
Steve Ross, ES Representative
Nancy Nobles, Secretary

Minutes

Present: Dan Thiem, Cheri Ray, Ruthanne Buckley, Tracy Steele, Dawn Koeber, Zach Barram, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher and Nancy Nobles.

Absent: Matt Heaps, Linda Katz and Steve Ross

1. Call to Order: 5:33

2. Pledge of Allegiance

3. Action: Approval of Minutes of June 12, 2012

Cheri Ray made the motion to accept the Minutes. Zach Barram seconded.

Ayes: All Nays: None Abstain: None

4. Action: Approval of Minutes of June 21, 2012

Ruthanne Buckley made the motion to accept the Minutes. Cheri Ray seconded.

Ayes: All Nays: None Abstain: None

5. Action: Adoption of the Agenda

Tracy Steele made the motion to adopt the Agenda with changes to order (#19 & 20 moved to after item # 7.) Dawn Koeber seconded.

Ayes: All Nays: None Abstain: None

6. Closed Session

7. Action: Reconvene to regular session; 5:48

Motion was passed by roll call vote.

Ayes: All Nays: None Abstain: None

8. Discussion: Other

Nothing to report.

9. Information: Welcome to the 2012-13 Council Members—Dan Thiem, Peter Sagebiel

- Dan and Peter welcomed the FCS Council members and reviewed the rules and responsibilities of the Council. Dan added that the Council is 'representative of the school and its' body' and will look at the best interest for the school and it's students.
- Peter followed with a brief overview of the Brown Act.
- Council members will receive a binder at the September meeting.

10. Information: Form 700—Nancy Nobles

Item was tabled until the September meeting.

11. Information: Update on the TTUSD Settlement—Peter Sagebiel

Peter reviewed for the Council the settlement with the Tahoe-Truckee Unified School District. FCS received the agreed upon payment in July of \$715,000.00. Peter explained that this money will be used to help balance the budget during this period of deferrals and State budget cuts.

12. Information: New Searls Facility—Peter Sagebiel

- Peter presented to the Council information on the move to the new FCS facility to the old Gold Run School site on Searls Avenue. Classes are all starting at the new site and the business services will be moving there in mid-September.
- Peter reviewed the main points of the final lease agreement with the Council and answered questions.
- Debbie explained the transitional expenses (e.g. construction to administration building, architect) and went over a "cheat sheet" of the expenses with the Council. She added that construction to the administration building is scheduled to be done by August 17th.
- Debbie presented to the Council the new custodial and yard maintenance agreements and the expected costs. FCS may look to hire a salaried person to cover this at a later date.

13. Information: 2012-13 Budget Information—Debbie Carter

- Debbie reviewed and explained the 2012-13 Adopted Budget for the new Council members. She added that there will be no lottery money for FCS this year because the school is considered “new” due to the charter renewal.
- Debbie reviewed and explained the 2012-13 Cash Flow.
- Debbie updated the Council on the current fiscal climate, explaining that there has been five years of deep sustained cuts and deferrals. FSC is setting the budget with a “worse case scenario” because of the unknown factors of the November election.
- Debbie reported that the 2011-12 closing fiscal budget is still being defined. She was hopeful of a \$68,000.00 carry over.
- Debbie will report to the Council on a fiscal timeline at the September meeting.

14. Information/Action: SB 740—Debbie Carter

Debbie explained to the new Council members Senate Bill 740 and how it affects FCS. She told the Council that because of the recent renewal process FCS is classified as a “new school” and instead of a five year funding determination, will probably only get two years. She is hoping to have this on the State’s November agenda and will bring more information to the Council at the September meeting.

No Action was needed.

15. Information/Action: School’s Liability Insurance Contract—Debbie Carter

Debbie presented to the Council information on the new liability insurance. She explained to the Council that the cost has been lowered because FCS has filed no claims.

Zach Barram made a motion to approve new liability insurance contract. Dawn Koeber seconded.

Ayes: All Nays: None Abstain: None

17. Information/Action: BJ Hatcher, Peter Sagebiel

BJ and Peter presented a review of the parent survey and the results. BJ explained that the biggest parent concern was regarding the student portal and that the administration will be working with the ESs to update grades and assignments in a timely way.

No action was needed.

18. Information: Student Achievement – BJ Hatcher

- BJ presented information on the recent CAHSEE testing results for 10th graders. He said that this BJ added that last year’s 10th graders had done extremely well and that it was the highest pass rate to date.
- BJ reported that the STAR testing results had come in earlier in the day and that they would be going to the ESs next week. He added that there would be no API until late September.

19. Information/Action: Resolution #1213-081-110 to Increase Petty Cash—Debbie Carter

Debbie asked the Council to approve a resolution to increase the petty cash from \$1000.00 to \$2500.00 as of July 1st, 2012.

Cheri Ray made a motion to approve the resolution to increase petty cash. Ruthanne seconded.

Ayes: All Nays: None Abstain: None

20. Information/Action: 2012-13 Salary Schedule Revisions—Debbie Carter

- Debbie presented to the Council the revised ES Salary Schedule for approval. She explained the old schedule and how that impacted the ESs in regards to STRS. ESs are paid “per student”. However, to support ESs in maintaining their 1 FTE of STRS credit the following exceptions apply: Full time ESs will be paid for 19 students during August and September and revert to a “per student” salary in October. Part time ESs will be paid on the “expected commitment” as articulated in their contract. All ESs will be paid based on their March student roster for April, May and June.
Debbie added that the change would be a low financial risk for the school but a high pay off for the ESs in regards to their retirement.

Ruthanne Buckley made a motion to approve the ESs’ revised Salary Schedule. Dawn Koeber seconded.

Ayes: All Nays: None Abstain: None

- Debbie presented a Revised Classified Salary Schedule which changes the Business Director to a classified exempt employee. She asked the Council to approve this change in status.

Zach Barram made a motion to approve the revised Classified Salary Schedule. Tracy Steele seconded.

Ayes: All Nays: None Abstain: None

21. Information/Action: Surplus Items—Debbie Carter

Debbie asked the Council to approve the surplus of an Epson Photo printer.

Zach Barram made the motion to approve the surplus of the photo printer. Tracy Steele seconded.

Ayes: All Nays: None Abstain: None

22. Information/Action: Consent Agenda – Debbie Carter

Debbie asked the Council to approve the Consent Agenda.

Zach Barram made the motion to approve the Consent Agenda. Cheri Ray seconded.

Ayes: All Nays: None Abstain: None

23. Information: Director's Update – Peter Sagebiel

- **2012-13 Enrollment:** Enrollment for the school year is strong; approximately 675 students with enrollment interviews continuing; this is an exciting time for FCS!
- **Staff Team Building Day:** Held this past Friday; this yearly event is a time for the ESs to re-engage; the day was held at the new Searls site instead of Truckee; 2012-13 theme: 'cultivate thinking.'
- **Newsletter Format:** Will focus more on learning tips instead of monthly reports from each learning center and co-op; important dates will be more forefront.
- **VPSS:** Verification Process for Special Settings; a program that will certify teachers in subjects they aren't credentialed in; FCS has 10 or 11 ESs signed on to do math; 4-5 week class.
- **Back to School Open House:** To be held this week at the new site; pictures will be taken for IDs; class sign-ups; meet the teachers.
- **ES Janet Daniels Retirement:** Janet decided to retire over the summer break; she had been a valuable teacher in both the Truckee and NC/GV areas; there will probably be a p/t teacher hired in the Truckee.
- **Other**

23. Discussion: Future Agenda Items

- Special Ed presentation (fall)
- Foundation Report (as needed)
- Summary of 2011-12 Charter Council
- Enrollment Philosophy
- Budget Training
- Form 700
- Binders
- Fiscal Timeline
- Possible Spring meeting in Foresthill

24. Information: Reminder of Future Meetings

Dates were set for the 2012/13 school year Council meetings.

- 2012: September 18; October 9 OR 23; November 27; December 18 (if needed)
- 2013: January 22; February 26; March 19; April 16; May 21; June 11

26. Action: Adjourn at 7:24 p.m.

Zach Barram made the motion to adjourn. Cheri Ray seconded.

Ayes: All Nays: None Abstain: None

Respectfully submitted:

Nancy Nobles, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Vice Chair

Date