

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—August 26, 2014**

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

### **Council Members:**

Dan Thiem, Chair  
Nicole McCulloch, Parent Representative  
Leslie Whitcomb, Parent Representative  
Kaleen Ojeda-Chatigny, 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, Sarah Rongey, Dave Stanger, Ruthanne Buckley, Gina Holbrook, Nicole McCulloch, Dave Stanger, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Janice Eggers and Nancy Nobles

**Absent:** Leslie Whitcomb

- 1. Call to Order: 5:31**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of August 26, 2014**

Nicole McCulloch made the motion to accept the Minutes. Gina Holbrook seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** Ruthanne Buckley

#### **4 . Action: Adoption of the Agenda**

Dave Stanger made the motion to approve the agenda. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**5. Discussion: Other**

Nothing to report.

**6. Information/Action: Charter Council Parent Representative Appointment—Dan Thiem**

Dan recommended to the Council the appointment of Debbie Marchi to another term as a Council's Parent Representative.

Kaleen Ojeda-Chatigny made the motion to approve the appointment of Debbie Marchi. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**7. Information : Welcome to the 2014-15 Elected Council Members—Dan Thiem, Peter Sagebiel**

- Dan welcomed the new council members and briefly reviewed the rules and responsibilities of the Council. Dan added that the Council is representative of the school and will look at the best interest for the school and its' students.
- Peter gave a brief overview of the Brown Act. The Council was given a handout to review at home.
- New Council members were given a Council binder.

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

Debbie presented the updated 2014/15 Adopted Budget and Cash Flow that was sent to the Council electronically. She reviewed and explained what the cash flow is for the new members. Debbie reported that deferrals continue to come in from the State. LCAP funding for low income students will be tracked; she will report to the Council on this over the next few months. Debbie will bring the cash flow to the Council each month for review.

**9. Information/Action: Health and Safety Aide Salary Schedule—Debbie Carter**

Debbie reviewed for the Council the salary schedule for classroom aides. The salary will range from \$12-16.00. Debbie proposed an eight step schedule that with a 5% yearly increase after step eight.

Nicole McCulloch made a motion to accept the Health and Safety Aide Salary Schedule with the amendment of the 5% increase after step eight. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**10. Discussion: Review of Fiscal Control & Procedures Policy—Debbie Carter**

Debbie reviewed and explained the Fiscal Control & Procedures Policy that was sent to the Council. There were no changes made.

**11. Information/Action: A-Plus Contract—Peter Sagebiel**

Peter explained the A-Plus program and how it benefits FCS and asked the Council to approve the annual fee of \$5000. He added that the annual fee is based on size of the school and has never increased.

Debbie Marchi made the motion to accept the A-Plus Contract. Nicole McCulloch seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**12. Information/Action: Uniform Complaint Policy Update —Peter Sagebiel**

Peter explained that the Uniform Complaint Policy was originally approved in 2010. The policy is being brought before the Council because of LCAP and updates to the address.

Dave Stanger made the motion to approve the Uniform Complaint Policy updates. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**13. Information/Action: Conflict of Interest Policy Re-Approval —Peter Sagebiel**

Peter explained the Conflict of Interest Policy, which is re-approved annually by the Council. He asked the Council to approve the policy.

Nicole McCulloch made the motion to approve the Conflict of Interest Policy. Ruthanne Buckley seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**14. Information/Action: Cooperative Enrollment Policy Update—Peter Sagebiel**

Peter asked the Council to approve the Cooperative Enrollment Policy to extend to the 9-12<sup>th</sup> grade co-ops.

Gina Holbrook made the motion to approve the Cooperative Enrollment Policy updates. Debbie Marchi seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**15. Information/Action: Emergency Plan Update—Debbie Carter**

Debbie asked the Council to approve the updated Emergency Plan. Changes were made to update phone numbers. Debbie added that the County is revising the 'template' and a new plan will be brought to the Council at a later date.

Dave Stanger made the motion to approve the Emergency Plan updates. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

**16. Information/Action: Liability Insurance Contract—Debbie Carter**

Debbie explained the liability insurance contract which includes: \$3 million in liability and \$5 million in an umbrella coverage. The insurance is paid in the month of July each year and is the council's responsibility to oversee. Debbie added that FCS has a large liability exposure due to the number of learning centers.

Ruthanne Buckley made the motion to approve the liability insurance contract. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

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

Paul presented an overview of the Western Association of Schools & Colleges (WASC). FCS is in the third year of the school's six year approval. Each year there is a visit from a WASC representative who will look at the school's goals and if they are being accomplished. Paul added that the goal is to have the report on progress completed by the end of October.

**18. Information/Discussion: Energy Plan—Debbie Carter**

Debbie reviewed for the Council the Energy Plan, saying that the funding had been appropriated from Proposition 39 a year ago. FCS has received recommendations from UCD as a follow-up to the preliminary evaluation that the California Conservation Corps team had done last year. Debbie will follow-up with the Council after completing a webinar in September. She added that FCS will be working with the school district on the improvements. Possible improvements: HVAC, windows, hot water heaters and lighting.

**19. Information: New Receptionist Position—Debbie Carter**

Debbie explained that she continues to have interviews for the new receptionist's position for the Nevada City office. The position will be primary phone and greeting at the front desk. She

hopes to have the position filled in the next two weeks. The position will start as part time and possibly be fulltime in the future.

**20. Discussion/Action: Set the Director's Evaluation Committee—Dan Thiem**

Dan explained the process to the new council members. He added that he would like to see more frequent, smaller meetings this year and asked for volunteers to sit on the committee. Ruthanne Buckley, Dave Stanger and Nicole McCulloch volunteered. Dan will also be on the committee and BJ Hatcher offered to be an advisor.

Gina Holbrook made the motion to approve the director's evaluation committee for 2014/15. Sarah Rongey seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

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

Debbie presented the consent agenda for approval.

Debbie Marchi made a motion to approve the consent agenda. Sarah McCulloch seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**Nays:** None

**Abstain:** None

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

- **2014-15 Enrollment:** Continues to go wells at all of the learning centers; almost all established STs are full and new STs are being assigned students; we are at our highest enrollment number for this time of the year at 692.
- **Back to School Celebrations/Events:** The NC Learning Center had the second annual 'Field Day' as a welcome back to school. Events were planned on the field for students and there was a book give-away and student IDs were available in the multi-purpose room. Janice added that the Truckee Learning Center had two team building days for students (elementary/high school.)
- **New Supervising Teachers (STs):** New STs Bridget Priest, Joan Naszady, Bethany Knott and Katy Baggett in NC and Lindsay Mercado in FH are all being assigned students and filled with excitement and good energy. Some of the new STs are also teaching block classes.
- **2014/15 School Theme:** The school is focusing on The Happiness Advantage; the theory focuses on less emphasis on success making us happy but happiness leading to more success; there is a companion book written by Shawn Achor.
- **Office Team Building Day:** The office staff and Debbie had their second annual team building in August at Harmony Ridge. They were joined in the afternoon by local family/marriage counselor Emily Gallup who led a personality quiz. The group was given copies of The Happiness Advantage and will be meeting on Fridays to discuss the book.

- **Staff Team Building Day:** The annual staff team building day was held in August at Donner Lake and included a visit to the Truckee Learning Center for the afternoon meeting. Special thanks to BJ and Janice for coordinating the event.
- **Other:** Peter and Janice reported that the fences for the Truckee Learning Center K-1 play area are complete.  
BJ updated on the recent CAHSEE testing results and said that students are doing very well. The two seniors with waivers did not pass, but will have other opportunities.

### 23. Discussion: Future Agenda Items

- Foundation Report (as needed)
- Action Plan Update (as needed)
- Student Achievement (as needed)
- Energy Plan (after September)
- One Time Funds (September)
- Budget Trainings (October)
- Director's Evaluation Process (September)
- One Time Funds (September)
- Action Plan Review (September)

### 24. Information: Reminder of Future Meetings

**2014:** September 16; October 21; November 12; December 16

**2015:** January 20; February 10; March 17; April 21; May 26; June 9

### 25. Action: Adjourn at 7:02 p.m.

Sarah Rongey made the motion to adjourn. Gina Holbrook seconded.

**Ayes:** Dan Thiem, Sarah Rongey, Dave Stanger, Gina Holbrook, Nicole McCulloch, Ruthanne Buckley, Debbie Marchi and Kaleen Ojeda-Chatigny.

**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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Ruthanne Buckley, Vice Chair

\_\_\_\_\_  
Date