

Forest Charter School

Monthly Charter Council Meeting Minutes—September 17, 2013

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

Council Members:

Dan Thiem, Chair
Debbie Marchi, Parent Representative
Nicole McCulloch, Parent Representative
Ruthanne Buckley, Community Representative
Sarah Rongey, Student Representative
Linda Katz, ST Representative
Gina Holbrook, ST Representative
Nancy Nobles, Secretary

Minutes

Present: Dan Thiem, Sarah Rongey, Debbie Marchi, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, Janice Eggers and Nancy Nobles.

Absent: Ruthanne Buckley and Nicole McCulloch

1. Call to Order: 5:33

2. Pledge of Allegiance

3. Action: Approval of Minutes of August 27, 2013.

Gina Holbrook made the motion to accept the Minutes. Dan Thiem seconded.

Ayes: All Nays: None Abstain: None

4. Action: Adoption of the Agenda

Linda Katz made the motion to adopt the agenda. Debbie Marchi seconded.

Ayes: All Nays: None Abstain: None

5. Discussion: Other

Gina read an e-mail she had received from a fellow Supervising Teacher expressing some concerns about action item number 12 on the agenda: Supervising Teacher Salary

6. Information: Council Action Item Summary—Nancy Nobles

Nancy handed out a summary of action items from the 2012-13 school year.

7. Discussion: Articulated Board Job Descriptions —Dan Thiem

Dan presented to the Council the articulated job descriptions and asked for comments, clarification or suggestions. The Council discussed how members are assessed (self-evaluation?); a possible absentee policy; liability insurance to be reviewed by the Council and the Council's general job description. Dan will bring the document back to the Council with the suggested revisions.

8. Action: Appointment of Vice Chair – Dan Thiem

Item tabled.

9. Action: Approval of New Council Member—Dan Thiem

Item tabled.

10. Information: Cash Flow – Debbie Carter

Debbie updated the Council on the 2013-14 Cash Flow. She went over the hand-out and explained that it did not reflect the updated deferrals schedule. Debbie will report to the Council each month on the Cash Flow.

11. Information: Budget — Debbie Carter

Debbie reported to the Council on the closing of the books for the 2012-13 school year. She explained the Unaudited Actuals for 2012-13 and the comparison to the 2012-13 2nd Interim. Debbie reviewed revenue, expenditures and the beginning/ending fund balances. She added that STs are still being conservative with student orders and have continued to use the schools current resources, which continues to be a big help to the budget.

12. Action/ Discussion: Supervising Teacher Salary – Peter Sagebiel, Debbie Carter

Peter and Debbie asked the Council to consider supporting the STs who were full time in 2012-13 and who are expected to continue to be full time in the 2013-14 by paying them their full-time salary, regardless of their student load.

Janice Eggers explained that STs in the Truckee area had been impacted by a new charter school. Peter added that the reality of charter schools is that there is competition and that over the years we see dips in enrollment for different reasons. Debbie said this idea has been discussed for the past few years in an effort to support our teachers by eliminating the impact that a less than full time equivalent status on their CalSTRS.

Gina Holbrook made a motion to approve full-time pay to STs regardless of their student load for the 2013-14 school year. Linda Katz seconded.

Ayes: All Nays: None Abstain: None

13. Action/Discussion: Homeschool Instructional Budgets — Peter Sagebiel, Debbie Carter

Peter and Debbie asked the Council to increase the instructional budget for homeschool students from \$1000 to \$1200 a year. This increase would go in to effect for the 2013-14 school year.

Peter explained the budget choices for FCS families and added that approximately 20% (133 students) of the school's enrollment are full home school students. He added that FCS wants to continue to support these students and feels that raising their budget to \$1200 is a "good start." He is confident the school can financially sustain this amount. He hopes that the budget for homeschool students will continue to rise in the future, as the school's budget permits.

Debbie Marchi made a motion to increase the instructional budget for homeschool students to \$1200 a year. Gina Holbrook seconded.

Ayes: All Nays: None Abstain: None

14. Information/Action: Classroom Portable Update—Peter Sagebiel, Debbie Carter

Peter and Debbie updated the Council on the installation of the new classroom portable and reviewed the construction budget. The portable was installed on Tuesday, September 10th and the finishing touches are being completed (carpet, electrical, phones.) The portable should be ready for use within the next two weeks and will house special education.

Debbie explained the additional costs to the installation which have included ADA upgrades (bathrooms), fire alarm system, paving and fencing. Peter added that these upgrades were all a good investment for the school.

Sarah Rongey made a motion to increase the portable budget from \$60,000 to \$85,000. Debbie Marchi seconded.

Ayes: All Nays: None Abstain: None

15. Information: Student Achievement – BJ Hatcher

BJ reported on the recent STAR (API) results which were up by 13 points, FCS' highest overall score; this was the biggest increase in performance since 2004. BJ added that Common Core will start to replace STAR this year (a blend of the two testing methods.) He feels that Common Core testing will better reflect the students at FCS.

16. Information/Action: Emergency Plan – Peter Sagebiel

Peter asked the Council to approve the updated Emergency Plan. Changes were made to the contact information for the 2013-14 school year. Linda Katz requested clarification on her duties as an ST. The Council asked that the line "but not limited to"(pg. 24, "**Lockdown Procedure**"), be added to the update. A suggestion was made by the Council that a battery powered radio be purchased by the school.

Linda Katz made a motion to approve the 2013-14 Emergency Plan with updates and addition. Gina Holbrook seconded.

Ayes: All Nays: None Abstain: None

17. Information: Credential Audit Consultant – Peter Sagebiel

Peter updated the Council on the recent visit with the credential audit consultant. Debbie and Kelli spent the day training with the consultant; FCS STs also met with the consultant. The consultant clarified what areas need credentials and which can be highly qualified by experience and/or education. Peter said that FCS is in “good shape” for the upcoming spring audit.

18. Information/Action: Employee Handbook – Debbie Carter

Debbie answered questions on the updated 2013-14 Employee Handbook that had been electronically sent to the Council.

Gina Holbrook made a motion to approve the 2013-14 Employee Handbook with updates. Linda Katz seconded.

Ayes: All Nays: None Abstain: None

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

Debbie presented the consent agenda for approval. She explained the contract for the new Foresthill co-op site and said that the monthly cost will rise by \$100 but that the co-op will share the facility with the RSP. The Auburn special education office will now be closed, so there is a savings overall.

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

Ayes: All Nays: None Abstain: None

20. Information: Director’s Update –Peter Sagebiel

- **2013-14 Enrollment:** Presently at 650 with slow increase; there has been a lull in Truckee but expected to pick up soon with the arrival of students who attend during the ski season.
- **Block Classes:** All underway and going smoothly.
- **News & Review:** The publication (insert) will help to market the school in the NC/GV, Truckee, Foresthill and Auburn areas; parents and students will be interviewed to help get the word out about FCS’s program; strong investment for FCS.
- **CPS Training:** At the September staff meeting STs, office staff and administrators attended a mandated training with Child Protective Services; the training was thorough and well received.
- **Other**

21. Discussion: Future Agenda Items

- Foundation Report (as needed)
- Classified on the Council

- Set Committee for Director's Evaluation (October)
- Director's Job Description
- Appointment of Vice Chair
- Approval of Parent Representative
- More detail on credential audit (Peter)
- Insurance Information—liability, etc. (Debbie)

22. Information: Reminder of Future Meetings

Due to the possibility of a lack of quorum, the October meeting will not be held in Truckee.

2013: October 22; *November 12; December 17 (if needed)

2014: January 21; *February 11; March 18; April 22; *May 27; June 10

*dates set to coincide with budget deadlines

23. Action: Adjourn at 7:55 p.m.

Linda Katz made the motion to adjourn. Sarah Rongey seconded.

Ayes: All

Nays: None

Abstain: None

Respectfully submitted:

Nancy Nobles, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Vice Chair

Date