

Forest Charter School

Monthly Charter Council Meeting Minutes—September 20, 2016

5:30 p.m. Regular 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
Nancy Nobles, Secretary

Minutes

Present: Dan Thiem, Dave Stanger, Zoe Favour, Alex Torres, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher and Nancy Nobles

Absent: Ruthanne Buckley

- 1. Call to Order: 5:34**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of August 23, 2016**

Dave Stanger made the motion to approve the Minutes. Julie Coffin seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

- 4. Action: Adoption of the Agenda**

Kaleen Ojeda-Chatigny made the motion to approve the agenda. Alex Torres seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

5. Discussion: Other

Nothing to report.

6. Information/Action 2015/16 Budget—Debbie Carter

Debbie gave a brief overview of the 2015-16 Year End Actuals and explained the Nevada County Charter Co-op Actuals Summary. The summary is a comparison of all of the charters in the co-op. She will present the Cash Flow to the Council at the next meeting. ~~Debbie reminded the Council that the State's deferrals have all been completed.~~

7. Information: Education Protection Account—Debbie Carter

Debbie provided a review of the 2015/16 EPA Actuals. She explained how the Education Protection Account is managed and added that an extension to Prop 30 will be on the November California ballot. Debbie explained that FCS did not spend as much on curriculum as expected; most of the allotment went to teachers' salaries.

8. Information: 2016/17 Budget—Debbie Carter

Debbie provided a hand-out of the 2016/17 cash flow and explained for new members what the cash flow is and ~~what it includes (staff development, Chicago Park money, etc.)~~ **how we use it.**

9. Information: Student Achievement – BJ Hatcher

BJ updated on the CAASPP ~~individual~~ testing results. **Individual** student scores have been received and will be given to the STs to be dispersed to the parents/guardians. BJ added, that as previously reported, scoring was 'on par' with state and local averages. He will follow-up with those numbers at the next meeting.

10. Information/Action: Enrollment Policy Revisions —Peter Sagebiel

Peter asked the Council to approve the Enrollment Policy revisions that were electronically sent for review. The revision includes separating out the co-op participation to a separate policy. The Council considered re-wording of the "online enrollment application"; Peter will discuss options with the FCS attorney and bring suggestions back to the Council at the next meeting. Jean suggested that the use of similar language/terms throughout the policy would be helpful.

Jean Watson made the motion to approve the Enrollment Policy Revisions as presented. Dave Stanger seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

11. Information/Action: Co-op Participation Procedures and Expectation Policy— Peter Sagebiel

Peter asked the Council approve the Cooperative Participation Policy. This policy was previously part of the general enrollment policy. The Council reviewed the policy and recommended that items #3 & 6 (regarding wait list placement) be removed as they are a duplicate to earlier items in the policy.

Dave Stanger made the motion to approve the Co-op Participation Procedures and Expectation Policy with edits. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

12. Information/Action: Educator Effectiveness Plan (EEP)—Debbie Carter

Debbie asked the Council to adopt the 2015/18 Educator Effectiveness Plan. A public hearing was held at last month's meeting; there was no input. She reminded the Council that there were no changes to the plan.

Alex Torres made the motion to approve the 2015/18 Educator Effectiveness Plan. Julie Coffin seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

13. Information/Action: Employee Handbook—Debbie Carter

Debbie asked the Council to approve the Employee Handbook with revisions, which includes the changes requested by the Council at the last meeting. Revisions included: updated table of contents, correction to classified 15 minute break, time clock reference, and expense reimbursement. She is still working on refining the sick leave portion and will bring that **additional information** to the Council for approval at a future date. ~~Debbie explained how sick leave and accumulated leave is applied, caps and financial risks associated with accumulated sick leave (in regards to new hires.)~~

Jean Watson made the motion to approve the Employee Handbook. Katia Hull seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

14. Information: LCAP (Local Control Funding Formula)—Peter Sagebiel, Debbie Carter

Nothing new to report.

15. Information: Charter Renewal—Peter Sagebiel

Peter reported on the Charter Renewal timeline and process. FCS has started the process and a large portion has been completed; the administrators are working on updating the first four sections. Peter reminded the Council of the timeline: draft to the County ASAP; Council review of draft; Nov./Dec. Council approval of document; the petition will go the County in January; approval in February. He added that this is a five year renewal.

16. Information/Action: SB277 Update—Peter Sagebiel

Peter reviewed with the Council FCS's position regarding SB277 (Immunizations). He reported that at this time there are no changes; FCS continues to be classified as a ~~non-site (class room)~~ **non-classroom** based school and is exempt in regards to the new regulations. There are lawsuits pending ~~on~~ **at** the State level, but those will likely take months to years to settle. FCS continues to track student immunizations.

No Action taken.

17. Information/Action: Classified Aide Salary Schedule Revision—Debbie Carter

Debbie asked the Council to approve the 2016/17 Revised Classified Aide Salary Schedule; adding two steps to the present schedule in an effort to keep long term aides on staff at FCS. Debbie ~~said~~ **requested** that this change ~~will~~ go into effect immediately.

Jean Watson made the motion to approve the Revised Classified Aide Salary Schedule. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

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

“New Hires” was tabled until the October meeting

Zoe Favour made a motion to approve the consent agenda. Katia Hall seconded.

Ayes: Dan Thiem, Zoe Favour, Katia Hull, Julie Coffin, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger.

Nays: None

Abstain: None

19. Information: Director's Update –Peter Sagebiel

- **2016/17 Enrollment:** Going very well, enrollment is at approximately 726; enrollment is strong at the NC and FH learning centers; Truckee co-ops and high school enrollment are down a bit, looking at advertising options in that area.
- **Block Class/Co-ops:** The co-ops in NC and FH are going well, a bit of a slow start at the Truckee learning center at some grade levels.
- **YM&C Workshop:** Peter, Paul, BJ and Debbie recently attended a workshop hosted by the law firm of YM&C; "time well spent."
- **Mandated Reporter Training:** Staff are all in the process of completing the Mandated Reporter Training online; trainings coming up include: blood borne pathogen, epi-pen; sexual harassment and CPR.
- **Other:** nothing to report

20. Discussion: Future Agenda Items

- LCAP (monthly)
- Charter Renewal (monthly)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- One-Time Funds (as needed)
- Energy Plan Update-May
- Classified Job Descriptions
- SB740
- SB277 (immunization update)
- Revision to Employee Handbook
- New Hires
- Revision to Enrollment Policy

21. Information: Reminder of Future Meetings

2016: 10/25; **11/8; 12/13

2017: 1/17; 2/7; 3/14; 4/18; **5/23; 6/6

****Budget**

22. Action: Adjourn at 7:00p.m.

Respectfully submitted:

Nancy Nobles, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Ruthanne Buckley, Vice Chair

Date