

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes – October 24, 2017**

**5:30 p.m. Open Session**  
**470 Searls Avenue**  
**Room 7, Sequoia**  
**Nevada City, CA 95959**

### **Council Members:**

Dan Thiem, Chair  
Kaleen Ojeda-Chatigny, Vice Chair  
Julie Coffin, Parent Representative  
Shelly Rose, Parent Representative  
Erin McCarthy, Parent Representative  
Vacant, Community Representative  
Dave Stanger, ST Representative  
Alex Torres, ST Representative  
Shawn Flynn, Secretary

## **Minutes**

**Present:** Dan Thiem, Kaleen Ojeda-Chatigny, Julie Coffin, Shelly Rose, Dave Stanger, Alex Torres, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, and Shawn Flynn

**Absent:** None

- 1. Call to Order: 5:31 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of September 19, 2017**

Shelly Rose made the motion to approve the Minutes. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Dan Thiem, Julie Coffin, Erin McCarthy, Dave Stanger, Alex Torres

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

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

**Ayes:** Dan Thiem, Kaleen Ojeda-Chatigny, Shelly Rose, Erin McCarthy, Alex Torres

**Nays:** None

**Abstain:** None

**5. Discussion: Other**

Nothing to report.

**6. Information/Action: Bylaws of Forest Charter School—Peter Sagebiel**

No action taken. Item tabled until November meeting. Possible change to Charter Council composition to be reviewed with staff before the November Board meeting.

**7. Information: 2017–2018 Cash Flow—Debbie Carter**

No action taken. Item tabled until November meeting. The Cash Flow figures will be updated with the 1st Interim budget that Debbie will present at the next Council meeting.

**8. Information: 2016–2017 Budget Actuals—Debbie Carter**

Debbie updated the Council on the 2016–2017 Budget Actuals. She explained that the deficit spending is due to the expenditures of revenue received in prior years, in addition to the Council-approved HSA contribution and one-time spending for repairs and other work done at the Foresthill Learning Center.

**9. Information/Action: Update of Enrollment Policy—Peter Sagebiel**

No action taken. Item tabled until November meeting. Policy has not yet been completed.

**10. Information: Student Achievement—BJ Hatcher**

BJ updated the Council on the CAASPP testing results. We are meeting our overall goal of increasing by 1% annually. Compared with the average state scores, we are slightly lower in Math and slightly higher in ELA. Some low scoring in the lower grades is due to students' learning curve with the new technology.

Scores for our socio-economically disadvantaged student population are improving or remaining the same. Scores for FCS's students with disabilities mostly remained the same, with a slight decrease. This is likely due to low levels of participation, which can often skew results significantly. We may need more discussion with parents about how participation in testing benefits the school and to address their concerns about standardized tests.

Discussion ensued regarding how test scores and low test participation affect funding for the school. Peter explained that while it is not the sole determiner, it is definitely a factor and could result in our receiving a lower percentage of funding.

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

Paul updated the Council on the progress of the WASC report, which was submitted in late September and which members received for their review prior to the meeting. Paul invited all Council members to the informal meeting with the WASC team on November 12, and asked them to email him to confirm whether they will be able to attend. All members are also invited to hear the WASC team announce its results on November 15 at 12:00.

**12. Information: Education Protection Account—Debbie Carter**

Debbie reviewed the report, which had been sent to the Council for their review prior to the meeting. We received \$1.7 million, which was used for teacher salaries.

### **13. Discussion: First Interim Budget—Debbie Carter**

Debbie provided some preliminary information on the draft of the 1st Interim Budget. She reviewed the reasons for the deficit: One-Time Spending items, expenditure of revenues received in prior years, and some expenses that are new to the budget. The Council will vote on the final version at the November meeting.

### **14. Information: LCAP Update—Peter Sagebiel**

Peter informed the Council that we are still working toward our LCAP goals. There has been a focus on Benchmark Assessments and early intervention.

### **15. Information/Action: One-Time Spending for 2017–2018—Debbie Carter**

Debbie reviewed the One-Time Spending items for 2017–2018: Repairs and carpeting for the Foresthill Learning Center, additional Chromebooks for students, projectors for the Truckee Learning Center. She will schedule a meeting with Dan Thiem to discuss One-Time Spending and bring it to the Council for a vote in January.

### **16. Discussion: Suicide Prevention Policy—Peter Sagebiel**

Peter explained to the Council that the California Education Code mandates that school boards adopt a policy on student “suicide prevention, intervention, and postvention.”

He handed out two versions of a model policy with suggested edits to the Council for discussion and feedback at the November meeting. A final policy will probably be brought to the Council for approval at January’s meeting.

### **17. Information/Action: Approval of Seven Policies—Peter Sagebiel**

Peter explained that FCS’s attorneys recommended that we adopt the following seven policies, which we did not have already in place:

- Parents Rights Regarding Identification, Evaluation and Education Policy (Section 504)
- Administration of Medication Policy
- Education of Foster Youth Policy
- Education of Homeless Children and Youth Policy
- Educational Records and Student Information Policy
- Student Freedom of Expression Policy

Alex Torres made the motion to approve the seven policies. Erin McCarthy seconded.

**Ayes:** Dan Thiem, Kaleen Ojeda-Chatigny, Julie Coffin, Shelly Rose, Dave Stanger

**Nays:** None

**Abstain:** None

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

Debbie asked the Council for approval of the new contracts and warrants.

Julie Coffin made a motion to approve the new contracts and warrants. Shelly Rose seconded.

**Ayes:** Dan Thiem, Erin McCarthy

**Nays:** None

**Abstain (on Contracts):** Kaleen Ojeda-Chatigny, Dave Stanger, Alex Torres

## **19. Information: Director's Update—Peter Sagebiel**

- **Enrollment:** We have recently experienced a bit of a surge in enrollment and are currently at 733 students.
- **Impact of regional fires:** Luckily, FCS staff seems not to have been directly impacted by the fires. The fires were a learning experience for the school as far as communication during emergency situations.
- **November 6th – Board Member Training:** All Council members were invited to attend the Board Member Training from 5:00–8:30 at the Nevada County Superintendent of Schools office.
- **Edgenuity Training:** Peter said he's gotten positive feedback about this training for Benchmark testing for math. The online program works well with NWEA and is very personalized.
- **Safety Drills:** We are conducting Safety Drills at all FCS campuses.
- **FRISK Training:** Peter and Debbie attended this documentation training for supervisors.
- **October 7th – Random Acts of Kindness Event (RAKE):** The Rotary volunteer group worked from 9:00–12:00 at the Nevada City campus, painting curbs and doing various landscaping and cleaning work. Tita Fowler, Dave Stanger, and Linda Katz were on site to help.
- **Website update:** The site is up and we are updating content and learning how to utilize the various tools.

## **20. Information: Future Agenda Items**

- Education Protection Account (November—Debbie)
- Update Enrollment Policy (November—Peter)
- Suicide Prevention Policy (November—Peter)
- FCS Bylaws (January—Peter)
- One-Time Spending Funds (Peter and Debbie)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Energy Plan Update (as needed)
- Classified Job Descriptions
- LCAP Update (as needed)
- WASC Update (as needed)

**21. Information: Reminder of Future Meetings**

Dates for the 2017/18 Charter Council meetings were set as follows:

**2017:** \*\*11/7, 12/12

**2018:** 1/16, \*\*2/6, 3/13, 4/17, \*\*5/22, 6/5

**\*Special Meeting**

**\*\*Budget Meeting**

**22. Action: Adjourn at 6:40 p.m.**

***Respectfully submitted:***

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Shawn Flynn, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

\_\_\_\_\_  
Kaleen Ojeda-Chatigny, Vice Chair

\_\_\_\_\_  
Date