

Forest Charter School

Monthly Charter Council Meeting Minutes – April 17, 2018

5:30 p.m. Closed Session
6:15 p.m. Open Session
470 Searls Avenue
Room 7, Sequoia
Nevada City, CA 95959

Council Members:

Dan Thiem, Chair
<vacant>, Vice Chair
Julie Coffin, Parent Representative
Erin McCarthy, Parent Representative
Shelly Rose, Parent Representative
Jennifer Sheffo, Parent Representative
<vacant>, Community Representative
Tita Fowler, Secretary

Minutes

Present: Dan Thiem, Peter Sagebiel, Debbie Carter, Julie Coffin, Janice Eggers, BJ Hatcher, Shelly Rose, Paul Simoes, Dave Stanger, and Tita Fowler

Absent: Erin McCarthy, Jennifer Sheffo

1. Call to Order: 5:30 pm

2. Pledge of Allegiance

3. Closed Session:

The Council met in Closed Session in compliance with the Brown Act on the following items:

- Director's Evaluation

Back in Session: 6:15 pm

Director's Evaluation: The Director's Evaluation was presented.

4. Action: Approval of Minutes of March 13, 2018

Julie Coffin made the motion to approve the Minutes. Shelly Jones seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

5. Action: Adoption of the Agenda

Shelly Jones made the motion to approve the Agenda. Julie Coffin seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

6. Discussion: Other

None.

7. Information: Charter Nation—Peter Sagebiel

Peter provided information on the political advocacy group Charter Nation which alerts parents wishing to be informed and participate in any legislation and current issues surrounding and concerning charter schools in California. FCS is planning to contact parents and give them an opportunity to opt out of any communication with this group.

8. Information: Student Achievement—BJ Hatcher

BJ gave the Council an overview of the California School Dashboard and provided further explanation on the results of student performance in a number of areas. Overall, the data shows some improvement and exposes additional areas needing attention. Also worth noting is, stagnancy can actually adversely impact performance and as we are a relatively small school, small changes can impact the results greatly in either direction. California School Dashboard results are also referenced throughout the LCAP.

9. Discussion: Charter Council Elections and Current Director Term—Dan Thiem

Dan reminded the board that Charter Council elections will be taking place in May.

10. Information: School's 2016 State Audit Report—Debbie Carter

Debbie presented and passed around the 2016 State Audit Report which included no findings for Forest Charter School.

11. Discussion/Action: Classified Job Descriptions—Debbie Carter

Debbie discussed changes, additions and approval of the following Classified Job Descriptions. She also explained the majority of changes were due to shifting duties around to find balance, as well as, creating a new position of Business Director Assistant to support the Business Director with projects.

- a. **Administrative Assistant**
- b. **Business Assistant/Student Records/Facilities**
- c. **Enrollment Coordinator/Front Desk**
- d. **Business Director Assistant**

Julie Coffin made the motion to approve the Classified Job Descriptions. Shelly Jones seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

12. Information/Action: 2018/2019 Salary Schedules—Debbie Carter

Debbie presented the following 2018/2019 Forest Charter School Salary Schedules to the Council. She informed the Council that all salary schedules reflect a 2.5% increase with the exception of the Stipend and Substitute salary schedules.

- a. Administrative**
- b. Supervising Teachers'**
- c. Classified**
- d. Certificated Block Class**
- e. Classified Block Class**
- f. Classified Aide**
- g. Stipend**
- h. Substitute**

Shelly Jones made the motion to approve the 2018/2019 Salary Schedules. Julie Coffin seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

13. Information/Action: Educational Records and Student Information Policy--Peter Sagebiel

Peter presented the revised Educational Records and Student Information Policy with minimal updates provided by our attorneys to meet the new laws.

Julie Coffin made the motion to approve the Educational Records and Student Information Policy. Shelly Jones seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

14. Information: Local Control & Accountability Plan (LCAP)--Peter Sagebiel, Debbie Carter

The LCAP is coming along. There will be an update to include a part-time counselor (Truckee & Nevada City) to provide student support. A job description will be submitted for approval in May.

15. Information: Energy Plan Update—Debbie Carter

Debbie informed the Council that the energy plan updates for lighting improvements had been completed and the next phase will be upgrading/replacing the HVAC units on campus. This is slated to take place this July.

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

Debbie presented March New Contracts and Warrants for approval.

Julie Coffin made a motion to approve the Consent Agenda. Shelly Jones seconded.

Ayes: Julie Coffin, Shelly Jones, Dan Thiem

Nays: None

Abstain: None

17. Information: Director's Update—Peter Sagebiel

- **Enrollment:** Enrollment is around 750. (780 would be full enrollment) Enrollment is going great in Nevada City and Truckee. Looking to increase enrollment some in Auburn.
- **Office Space for Special Ed:** Purchasing/expanding the Special Ed portable is not feasible so focus is going towards reconfiguring space on campus to accommodate the needs of the Special Ed department. This could include updating the interior of the office space in the special ed building.
- **Credential Audit:** Credential Audit went well. One change was needed, but we can work on this for next fall.
- **Teacher Who Makes a Difference:** Mark Keim, a teacher in the FCS Truckee location, has been selected as the *Teacher Who Makes a Difference* this year. Among other things, he is the 5-6 Coop teacher and a member of the Character Education Committee.
- **Mindfulness Training:** During the staff meeting at the end of March teachers and staff continued their education in Mindfulness Training. Consideration is being made to continue education and implementation school wide.
- **SAFetee Meetings:** FCS teacher, Valerie Stuart, has put together a regular meeting focused on "How to disagree in a civil manner." This meeting allows students an opportunity to have difficult conversations and to learn how to civilly disagree in a safe environment.
- **Spring Safety Drills:** Spring Earthquake, Fire and Lockdown drills were conducted with good results.
- **Safety Committee Meetings:** Safety Committees at each learning center gathered to review what safety measures are in place, as well as, what works and what doesn't. The lead safety team will take this information and use it to make improvements
- **County STEAM Expo:** The 3rd annual STEAM Expo was held on April 7th. Nancy Markson and Bethany Knott were instrumental in helping with this event. We had a number of students place in various events.
- **Other:** The 2nd information night for interested families will take place on April 25th and will feature information and then two break out sessions for families interested in K-8 and 9-12 enrollment.

18. Information: Future Agenda Items

- One-Time Spending Funds (Peter and Debbie)
- Student Achievement (as needed)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Energy Plan Update (as needed)
- State Audit
- LCAP
- Salary Schedules

19. Information: Reminder of Future Meetings

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

2018: *5/21, **5/22, 6/5

***Special Meeting**

****Budget Meeting**

20. Action: Adjourn at 7:08 p.m.

Respectfully submitted:



Tita Fowler, Secretary

5-22-18

Date

Charter Council Approved:



Dan Thiem, Chair

5/22/18

Date

