

# Forest Charter School

470 Searls Avenue  
Nevada City, CA 95959

## Monthly Charter Council Meeting Agenda

November 13, 2018

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

Dan Thiem, Chair <vacant>, Parent Representative Shelly Rose, Parent Representative Jennifer Sheffo, Parent Representative Jean Watson, Parent Representative Tita Fowler, Secretary
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### **AGENDA:**

1. Call To Order
2. Pledge of Allegiance
3. Action: Adoption of the Agenda  
(page 1)
  - Should the Council approve this month's Agenda?
4. Information/Action: A & B may be considered for Consent Agenda—Debbie Carter  
(E-Attachments )
  - Should the Consent Agenda be approved?
    - A. October 16, 2018 Charter Council Meeting Minutes (page 4)
    - B. New Contracts (page 9)
    - C. Warrants (page 10)

### 5. Discussion: Other

This is an opportunity for members of the audience to address the Council on non-agendized items. Agendized items may be either addressed at this time or when the items come up for discussion.

The Council cannot discuss or take action on non-agendized items tonight, but items may be agendized at a later Council meeting for discussion and/or action. Public comments are limited to five minutes.

**6. Information/Action: Charter Council Appointment—Peter Sagebiel**

Karen Fruchtenicht will be replacing Erin McCarthy as a Council Parent Representative.

- Should the Council appoint Karen Fruchtenicht as the Council Parent Representative?

**7. Information: Parent Political Advocacy Group Charter Nation—Peter Sagebiel**

Peter will provide information on the parent political advocacy group, Charter Nation, and plans for implementing parent advocacy opportunities.

**8. Information: Forest Charter School 2018 LCAP Update—Peter Sagebiel**

Peter will provide the Council with an LCAP update.

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

BJ will report on student achievement.

**10. Information: Math Placement Data—BJ Hatcher**

BJ will report on the ethnicity and socioeconomic breakdown of the 9th grade math placement test.

**11. Discussion: AB1871 Charter Schools: Free and Reduced Meals—Peter Sagebiel, Debbie Carter**

Peter and Debbie will provide a progress update on AB1871: Free and Reduced Meal implementation at Forest Charter School.

**12. Discussion/Action: SB277 Immunization Law—Peter Sagebiel**  
(page 18)

Peter will discuss the vaccination requirements for non-classroom based schools based on SB277.

- Should the Council approve revisions to the parent letter regarding required student vaccinations based on SB277?

**13. Information/Action: FCS Policy Additions and Updates—Peter Sagebiel, Debbie Carter**

- Should the Council approve additions and updates to the following FCS Policies?
  - Suspension/Expulsion Policy (page 20)
  - ELL (English Language Learner) Policy (page 54)
  - Instructional Budget Policy (page 57)
  - Related Personnel Policy (page 59)

**14. Information/Action: 2018-2019 Cash Flow and 1st Interim Budget—Debbie Carter**

Debbie will present the Budget Narrative to the Council. (page 61)

- Should the Council approve the 2018-2019 Cash Flow, 1st Interim Budget, and Multi-Year Projections. (page 74)

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

- Enrollment
- A-PLUS Conference
- K-8 Party
- Halloween Dance @ Bitney
- PSAT's
- Other

#### **16. 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)
- School Plan

#### **17. Information: Reminder of Future Meetings**

**2018/2019:** 12/11, 1/15, 2/5\*\*, 3/12, 4/23, 5/20\*, 5/21\*\*, 6/4

**\*Special Meeting**

**\*\*Budget Meeting**

#### **18. Action: Adjourn**

# Forest Charter School

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## Monthly Charter Council Meeting Minutes – October 16, 2018

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

### **Council Members:**

Dan Thiem, Chair  
Erin McCarthy, Parent Representative  
Shelly Rose, Parent Representative  
Jennifer Sheffo, Parent Representative  
Jean Watson, Parent Representative  
Tita Fowler, Secretary

## **Minutes**

**Present:** Dan Thiem, Peter Sagebiel, Debbie Carter, Janice Eggers (via teleconference), Tita Fowler, BJ Hatcher, Jennifer Sheffo, Paul Simoes, Dave Stanger, Alex Torres, Jean Watson (via teleconference)

**Absent:** Erin McCarthy, Shelly Rose

- 1. Call to Order: 5:34 pm**
- 2. Pledge of Allegiance**
- 3. Action: Adoption of the Agenda**

Jennifer Sheffo made the motion to approve the Agenda. Jean Watson seconded.

**Ayes:** Jennifer Sheffo, Dan Thiem, Jean Watson  
**Nays:** None

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

The September 18, 2018 Meeting Minutes, October New Contracts, Warrants and Classified Job Descriptions were presented for approval.

Jean Watson made a motion to approve the Consent Agenda. Jennifer Sheffo seconded.

**Ayes:** Jennifer Sheffo, Dan Thiem, Jean Watson

**Nays:** None

**5. Discussion: Other**

Debbie gave away two donated tickets to the Winterfaire at the Nevada County Fairgrounds.

**6. Information: Forest Charter School 2018 LCAP—Peter Sagebiel**

Peter informed the Council that defined goals are continuing to be worked on.

**7. Information: Presentation of the New California School Dashboard—BJ Hatcher**

BJ walked the Council through the revisions and updates to the California School Dashboard. The distinctive pie pieces have been replaced with a meter. Ratings are based on population and contain data for different categories. It will be easier to read as there will be fewer options. The information will be the same but will be displayed in a more user friendly manner.

**8. Information/Action: Forest Charter School Local Indicators—BJ Hatcher**

BJ reviewed the FCS local indicators which support survey results and the goals the school is currently focused on improving. Council discussion generated further clarification on “meeting standards” with low numbers and what this meant for future improvement and defined goals.

Jennifer Sheffo made a motion to approve the Forest Charter School Local Indicators. Jean Watson seconded.

**Ayes:** Jennifer Sheffo, Dan Thiem, Jean Watson

**Nays:** None

**9. Information: Student Achievement--BJ Hatcher**

BJ informed the Council that testing dates for 18/19 have been established. He also reported that he is having teachers report students who are scoring below a 73% in Algebra I and Pre-Algebra to determine whether intervention is needed.

**10. Discussion: AB1871 Charter Schools: Free and Reduced Meals--Peter Sagebiel, Debbie Carter**

Peter discussed AB 1871, a new bill that was passed which requires all charter schools to provide a meal to low-income students. For non-classroom based charters, the new law clearly defines which students will be included based largely on hours on campus receiving instruction. Debbie is currently researching to fiscal impact and regulations that will be required to implement the program. Debbie did say there is lobbying going on to try and get additional funding and extensions.

#### **11. Discussion/Action: SB277 Immunization Law--Peter Sagebiel**

Peter discussed the impact of AB1871 on the SB277 immunization law, as well as, changes to the student enrollment process. Voting tabled until next month's meeting.

#### **12. Information/Action: FCS Special Ed Portable Roof Repairs--Debbie Carter**

Debbie discussed repairs needed to the Special Ed portable roof which are not-to-exceed \$10,000 and will come out of one-time funds.

Jean Watson made a motion to approve the Special Ed roof repairs not-to-exceed \$10,000. Jennifer Sheffo seconded.

**Ayes:** Jennifer Sheffo, Dan Thiem, Jean Watson

**Nays:** None

#### **13. Information/Action: FCS Fiscal Control Policy Additions and Updates--Debbie Carter**

Debbie discussed additions to the FCS Fiscal Control Policy which included petty cash and returned check procedures.

Jennifer Sheffo made a motion to approve additions to the FCS Fiscal Control Policy. Jean Watson seconded.

**Ayes:** Jennifer Sheffo, Dan Thiem, Jean Watson

**Nays:** None

#### **14. Information: 2017-2018 Budget Actuals—Debbie Carter**

Debbie presented the unaudited actuals for 2017-2018. She reviewed the student/staff support projects which utilized the schools ending fund balance for one-time spending. Expected deficit spending costs were reviewed and include Prop 39, College Readiness and the Professional Development grant as expense only, in addition to the one-time spending and increased STRS costs. Unplanned deficit spending costs were reviewed along with decreased ADA (late year enrollment), in addition to an increase in salary and service expenses.

#### **15. Information: 2018-2019 Budget—Debbie Carter**

Debbie discussed current year one-time spending and progress on first interim. She outlined the 1st Interim deficit spending components will include:

- Energy Plan (expense only) \$133,293
- College Readiness (expense only) 55,454
- TOTAL \$188,747

In addition, 1st Interim will reflect a decrease in ADA projections from 745 at Adopted to 711 at 1st Interim, a decrease in revenue of \$204,708. Debbie will provide more detail at the next meeting. Marketing was discussed to increase recognition throughout our community.

#### **16. Information: Education Protection Account (EPA)—Debbie Carter**

Debbie updated the Council on the 2017-2018 Education Protection Account Actuals noting the majority of funds went to teachers salaries.

## **17. Information: Schoolwide Action Plan Update—Peter Sagebiel**

Peter reviewed what is being done to address the school's action plan goals including increased participation on CAASPP testing.

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

- **Enrollment:** Enrollment is currently 715 and slowly moving up.
- **YM&C Legal Workshop:** Peter and Debbie attended and are reviewing a number of items that were discussed
- **Google Training:** Positively received by the teacher's and staff and included training on Google Classroom.
- **College and Career Day:** 9-12th grade students visited Sierra College, Sacramento State and UTI. 130 students participated. Meshawn Simmons and all of the staff involved did an excellent job organizing the event. Huge success with minor disappointments.
- **Trauma Informed Education Conference:** Affirmed we are doing a great job but gave some tools on building relationships, empathy, etc.
- **October 6th - Random Acts of Kindness Event (RAKE):** A public "thank you" to the RAKE team for coming out and supporting us with campus clean-up which included pulling weeds and painting curbs.
- **Fall Safety Drills:** Drills are going well. Planning for unannounced spring drills.
- **Other:** None.

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

- One-Time Spending Funds (Peter and Debbie)
- Student Achievement (as needed)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- Update Instructional Budget Policy
- ELL Policy
- Suspension/Expulsion Policy
- SR1871 - Meal Program
- SB277
- LCAP

## **20. Information: Reminder of Future Meetings**

Dates for the 2018/2019 Charter Council meetings were set as follows:

**2018/2019:** 11/6\*\*, 12/11, 1/15, 2/5\*\*, 3/12, 4/23, 5/20\*, 5/21\*\*, 6/4

**\*Special Meeting**

**\*\*Budget Meeting**

**NOTE: Dan Thiem will attend the 11/6/18 meeting via teleconference.**

## **21. Action: Adjourn at 7:09 p.m.**

***Respectfully submitted:***

\_\_\_\_\_  
Tita Fowler, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

\_\_\_\_\_  
Dan Thiem, Chair

\_\_\_\_\_  
Date

Contracts to be approved: (November 2018)

At-Will:

Stipends:

Namanny, Scott	Block Class Instructor	\$1458.00
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Hourly:

Collings, Camille	Tutor	\$280.00
Collings, Camille	Tutor	\$245.00
Collings, Camille	Tutor	\$490.00
Frazer, Shawwna	Supervised Activities	\$84.54
Keller, Sara	Tutor	\$200.00
Keller, Sara	Tutor	\$320.00

## Checks Dated 10/01/2018 through 10/31/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-453234	10/05/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-4300-00-000-0-0000-2750-000-0000	139.80	.00
19-453243	10/05/2018	HOUSE OF PRINT & COPY LLC 81-0009-4300-00-000-0-0000-2750-000-0000	196.56	.00
19-453249	10/05/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	673.66	.00
19-453600	10/12/2018	SUSAN R. BINON 81-0009-4300-00-000-0-0000-2750-000-0000	94.13	.00
19-453602	10/12/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-4300-00-000-0-0000-2750-000-0000	59.61	.00
19-453617	10/12/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	31.59	.00
19-453628	10/12/2018	STAPLES ADVANTAGE 81-0009-4300-00-000-0-0000-2750-000-0000	98.82	.00
19-453969	10/19/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-4300-00-000-0-0000-2750-000-0000	118.13	.00
19-454445	10/26/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	88.63	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-2750-000-0000	577.07	.00
		81-0009-4300-00-000-0-0000-2750-671-0000	351.93	.00
19-453249	10/05/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	395.26	.00
19-453617	10/12/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	17.97	.00
19-453981	10/19/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	68.88	.00
19-454445	10/26/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	198.22	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-2750-678-0000	86.93	.00
19-453230	10/05/2018	ALPINE LOCK AND KEY INC 81-0009-4300-00-000-0-0000-8100-000-0000	18.78	.00
19-453231	10/05/2018	B & C ACE HOME CENTER 81-0009-4300-00-000-0-0000-8100-000-0000	6.20	.00
19-453249	10/05/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-000-0000	15.49	.00
19-453617	10/12/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-000-0000	30.82	.00
19-453966	10/19/2018	B & C ACE HOME CENTER 81-0009-4300-00-000-0-0000-8100-000-0000	73.77	.00
19-453986	10/19/2018	SAC-VAL JANITORIAL SUPPLIES 81-0009-4300-00-000-0-0000-8100-000-0000	310.53	.00
19-454445	10/26/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-000-0000	60.39	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-8100-000-0000	1,473.23	.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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19-453249	10/05/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-678-0000	29.67	.00
19-454445	10/26/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-678-0000	3.91	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-8100-690-0000	865.92	.00
19-453233	10/05/2018	LORIE K. BEST 81-0009-4300-00-000-0-1110-1000-000-0000	40.68	.00
19-453247	10/05/2018	NANCY MARKSON 81-0009-4300-00-000-0-1110-1000-000-0000	44.47	.00
19-453609	10/12/2018	JULI MARKS 81-0009-4300-00-000-0-1110-1000-000-0000	27.18	.00
19-453621	10/12/2018	RAINBOW RESOURCE CENTER 81-0009-4300-00-000-0-1110-1000-000-0000	187.06	.00
19-453627	10/12/2018	DAVID R. STANGER 81-0009-4300-00-000-0-1110-1000-000-0000	41.86	.00
19-453628	10/12/2018	STAPLES ADVANTAGE 81-0009-4300-00-000-0-1110-1000-000-0000		.00
19-453632	10/12/2018	THE YOUNG SCIENTISTS CLUB 81-0009-4300-00-000-0-1110-1000-000-0000	310.64	.00
19-453962	10/19/2018	A BRIGHTER CHILD HOMESCHL BKS 81-0009-4300-00-000-0-1110-1000-000-0000	93.91	.00
19-453977	10/19/2018	LOGIC OF ENGLISH 81-0009-4300-00-000-0-1110-1000-000-0000	26.21	.00
19-453984	10/19/2018	RAINBOW RESOURCE CENTER 81-0009-4300-00-000-0-1110-1000-000-0000	492.76	.00
19-454433	10/26/2018	KATY E. BAGGETT 81-0009-4300-00-000-0-1110-1000-000-0000	61.24	.00
19-454437	10/26/2018	ENTOURAGE YEARBOOKS 81-0009-4300-00-000-0-1110-1000-000-0000	100.00	.00
19-454438	10/26/2018	FOLLETT SCHOOL SOLUTIONS INC 81-0009-4300-00-000-0-1110-1000-000-0000	131.17	.00
19-454442	10/26/2018	JACKRIS PUBLISHING 81-0009-4300-00-000-0-1110-1000-000-0000	22.75	.00
19-454445	10/26/2018	OFFICE DEPOT 81-0009-4300-00-000-0-1110-1000-000-0000	34.87	.00
19-454448	10/26/2018	PLS 3RD LEARNING 81-0009-4300-00-000-0-1110-1000-000-0000	362.74	.00
19-454449	10/26/2018	RAINBOW RESOURCE CENTER 81-0009-4300-00-000-0-1110-1000-000-0000	257.44	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-1110-1000-000-0000	1,294.97	.00
		81-0009-4300-00-000-0-1110-1000-671-0000	65.00	.00
		81-0009-4300-00-000-0-1110-1000-682-0000	979.70	.00
		81-0009-4300-00-000-0-5770-1190-000-0000	350.56	.00
		81-0009-4400-00-000-0-1110-1000-000-0000	3,660.82	.00
		81-0009-5210-00-000-0-0000-2740-000-0000	771.64	.00
19-453614	10/12/2018	MIC WRIGHT SPECIALTY 81-0009-5400-00-000-0-0000-2750-000-0000	2,584.00	.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Check Number	Check Date	Pay to the Order of FF-RRRR-0000-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
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19-454446	10/26/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5510-00-000-0-0000-8140-000-0000	7.84	.00
19-454450	10/26/2018	SOUTHWEST GAS CORPORATION 81-0009-5510-00-000-0-0000-8140-000-0000	71.96	.00
19-453982	10/19/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5520-00-000-0-0000-8140-000-0000	1,650.72	.00
19-453997	10/19/2018	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 81-0009-5520-00-000-0-0000-8140-000-0000	595.13	.00
19-454446	10/26/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5520-00-000-0-0000-8140-000-0000	64.34	.00
19-453997	10/19/2018	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 81-0009-5540-00-000-0-0000-8140-000-0000	89.85	.00
19-453633	10/12/2018	WASTE MANAGEMENT 81-0009-5570-00-000-0-0000-8100-000-0000	269.10	.00
19-453238	10/05/2018	DE LAGE LANDEN FINCL SRV INC 81-0009-5600-00-000-0-0000-2740-000-0000	1,200.29	.00
19-453602	10/12/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-5600-00-000-0-0000-2740-000-0000	215.88	.00
19-453969	10/19/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-5600-00-000-0-0000-2740-000-0000	1,125.66	.00
19-453971	10/19/2018	DE LAGE LANDEN FINCL SRV INC 81-0009-5600-00-000-0-0000-2740-000-0000	197.34	.00
19-454436	10/26/2018	CANYON VIEW ASSEMBLY 81-0009-5600-00-000-0-0000-8700-000-0000	1,000.00	.00
19-454443	10/26/2018	MASTERS COURT TRUST 81-0009-5600-00-000-0-0000-8700-000-0000	895.00	.00
19-454444	10/26/2018	NEVADA CITY SCHOOL DISTRICT 81-0009-5600-00-000-0-0000-8700-000-0000	13,541.67	.00
19-454447	10/26/2018	PIONEER COMMERCE CENTER 81-0009-5600-00-000-0-0000-8700-000-0000	13,282.55	.00
19-453255	10/05/2018	SONICWALL INC 81-0009-5800-00-000-0-0000-2740-000-0000	2,393.00	.00
19-453983	10/19/2018	R&B COMMUNICATIONS 81-0009-5800-00-000-0-0000-2740-000-0000	380.00	.00
19-453252	10/05/2018	PIONEER COMMERCE CENTER 81-0009-5800-00-000-0-0000-8100-000-0000	480.00	.00
19-453631	10/12/2018	THE CLEANING SOLUTION 81-0009-5800-00-000-0-0000-8100-000-0000	2,137.50	.00
19-453963	10/19/2018	ABSOLUTE COMM SOLUTIONS 81-0009-5800-00-000-0-0000-8100-000-0000	170.00	.00
19-454435	10/26/2018	BRUCE MAIRS 81-0009-5800-00-000-0-0000-8100-000-0000	1,356.75	.00

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19-453598	10/12/2018	BEAM EASY LIVING CENTER 81-0009-5800-00-000-0-0000-8150-000-0000	120.00	.00
19-453236	10/05/2018	CLEVER MINDS 81-0009-5800-00-000-0-1110-1000-000-0000	1,605.50	.00
19-453237	10/05/2018	COMMUNICATION TOOLS 81-0009-5800-00-000-0-1110-1000-000-0000	1,585.50	.00
19-453242	10/05/2018	FOREST CHARTER SCHOOL REVOLVING CASH ACCOUNT 81-0009-5800-00-000-0-1110-1000-000-0000	250.00	.00
19-453256	10/05/2018	TAMARA D GRAY 81-0009-5800-00-000-0-1110-1000-000-0000	399.84	.00
19-453594	10/12/2018	4 ELEMENTS EARTH EDUCATION INC 81-0009-5800-00-000-0-1110-1000-000-0000	1,760.00	.00
19-453597	10/12/2018	AUBURN GYMNASTICS CENTER 81-0009-5800-00-000-0-1110-1000-000-0000	140.00	.00
19-453606	10/12/2018	EMMA GOLDBECK 81-0009-5800-00-000-0-1110-1000-000-0000	10.00	.00
19-453610	10/12/2018	JULIE LANGSTON 81-0009-5800-00-000-0-1110-1000-000-0000	207.50	.00
19-453613	10/12/2018	MARLENE MAHURIN DBA: CYBERSTRONG KIDS 81-0009-5800-00-000-0-1110-1000-000-0000	600.00	.00
19-453622	10/12/2018	READ NATURALLY INC 81-0009-5800-00-000-0-1110-1000-000-0000	713.33	.00
19-453623	10/12/2018	ROSA HENSEL 81-0009-5800-00-000-0-1110-1000-000-0000	347.50	.00
19-453630	10/12/2018	TESSA WHITE BALLET INSTRUCTOR 81-0009-5800-00-000-0-1110-1000-000-0000	152.00	.00
19-453965	10/19/2018	AUBURN SKI CLUB 81-0009-5800-00-000-0-1110-1000-000-0000	400.00	.00
19-453972	10/19/2018	DENISE WEY 81-0009-5800-00-000-0-1110-1000-000-0000	360.00	.00
19-453974	10/19/2018	KARLA A RAUBITSCHKE ONE-11-ONE MATH TUTORING 81-0009-5800-00-000-0-1110-1000-000-0000	105.00	.00
19-453976	10/19/2018	LITTLE BIRD MUSIC 81-0009-5800-00-000-0-1110-1000-000-0000	250.00	.00
19-453979	10/19/2018	MELODY LAWRENCE 81-0009-5800-00-000-0-1110-1000-000-0000	100.00	.00
19-453985	10/19/2018	ROSE-MAY MICKELSON 81-0009-5800-00-000-0-1110-1000-000-0000	100.00	.00
19-453987	10/19/2018	SAMANTHA MILO CAVALLO STABLES LLC 81-0009-5800-00-000-0-1110-1000-000-0000	240.00	.00
19-453992	10/19/2018	STEWART SHIP 81-0009-5800-00-000-0-1110-1000-000-0000	506.65	.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 10/01/2018 through 10/31/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-453994	10/19/2018	SUZIE GEMIGNANI 81-0009-5800-00-000-0-1110-1000-000-0000	382.50	.00
19-453996	10/19/2018	TIME4LEARNING-TIME4WRITING 81-0009-5800-00-000-0-1110-1000-000-0000	139.65	.00
19-454431	10/26/2018	AIRALIGNED AERIAL DANCE GROUP 81-0009-5800-00-000-0-1110-1000-000-0000	210.00	.00
19-454434	10/26/2018	BARBARA HURLEY 81-0009-5800-00-000-0-1110-1000-000-0000	140.00	.00
19-454440	10/26/2018	GOLD COUNTRY GYMNASTICS 81-0009-5800-00-000-0-1110-1000-000-0000	506.00	.00
19-454441	10/26/2018	GRASS VALLEY DRIVING SCHOOL 81-0009-5800-00-000-0-1110-1000-000-0000	550.00	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5800-00-000-0-1110-1000-000-0000	239.88	.00
19-453622	10/12/2018	READ NATURALLY INC 81-0009-5800-00-000-0-1110-1000-674-0000	230.00	.00
19-454439	10/26/2018	FOREST CHARTER SCHOOL REVOLVING CASH ACCOUNT 81-0009-5800-00-000-0-1110-1000-674-0000	135.00	.00
19-453599	10/12/2018	BEFORE THE MOVIE INC 81-0009-5801-00-000-0-0000-2750-000-0000	179.00	.00
19-453619	10/12/2018	PARENTS RESOURCE GUIDE 81-0009-5801-00-000-0-0000-2750-000-0000	670.50	.00
19-454000	10/19/2018	YP LLC 81-0009-5801-00-000-0-0000-2750-000-0000	31.20	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5801-00-000-0-0000-2750-000-0000	684.53	.00
19-453999	10/19/2018	YOUNG MINNEY & CORR. LLP 81-0009-5802-00-000-0-0000-2750-000-0000	232.27	.00
19-453254	10/05/2018	SCHOOL PATHWAYS LLC 81-0009-5806-00-000-0-0000-2740-000-0000	550.00	.00
19-453988	10/19/2018	SCHOOL PATHWAYS LLC 81-0009-5806-00-000-0-0000-2740-000-0000	2,177.90	.00
19-453991	10/19/2018	STATE OF CALIFORNIA/DOJ DEPT OF JUSTICE/CASHIER UNIT 81-0009-5840-00-000-0-0000-2750-000-0000	768.00	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5920-00-000-0-0000-2740-000-0000	237.31	.00
19-453634	10/12/2018	WAVE 81-0009-5930-00-000-0-0000-2740-000-0000	173.94	.00
19-453964	10/19/2018	AT&T 81-0009-5930-00-000-0-0000-2740-000-0000	64.25	.00
19-453970	10/19/2018	COMCAST 81-0009-5930-00-000-0-0000-2740-000-0000	716.51	.00
19-453989	10/19/2018	SEBASTIAN 81-0009-5930-00-000-0-0000-2740-000-0000	130.40	.00
19-453993	10/19/2018	SUDDENLINK COMMUNICATIONS 81-0009-5930-00-000-0-0000-2740-000-0000	222.19	.00

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## Checks Dated 10/01/2018 through 10/31/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-454432	10/26/2018	AT&T 81-0009-5930-00-000-0-0000-2740-000-0000	181.82	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5930-00-000-0-0000-2740-000-0000	349.25	.00
19-453246	10/05/2018	MASTERS COURT TRUST 81-0009-9500- - -0- - - -	776.67	.00
19-453248	10/05/2018	NEVADA COUNTY SUPERINTENDENT OF SCHOOLS 81-0009-9500- - -0- - - -	69,783.73	.00
19-453626	10/12/2018	SOWASH VENTURES LLC 81-0009-9500- - -0- - - -	2,831.95	.00
19-453228	10/05/2018	ALL ABOUT LEARNING PRESS INC 81-1100-4300-00-000-0-1110-1000-000-0000	164.46	.00
19-453232	10/05/2018	B & H PHOTO VIDEO 81-1100-4300-00-000-0-1110-1000-000-0000	297.98	.00
19-453235	10/05/2018	CLASSICAL ACADEMIC PRESS 81-1100-4300-00-000-0-1110-1000-000-0000	130.80	.00
19-453239	10/05/2018	E=MCQ, LLC 81-1100-4300-00-000-0-1110-1000-000-0000	54.19	.00
19-453241	10/05/2018	FOLLETT SCHOOL SOLUTIONS INC 81-1100-4300-00-000-0-1110-1000-000-0000	233.38	.00
19-453244	10/05/2018	LAKESHORE LEARNING MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	13.11	.00
19-453245	10/05/2018	LOGIC OF ENGLISH 81-1100-4300-00-000-0-1110-1000-000-0000	301.18	.00
19-453249	10/05/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	915.50	.00
19-453250	10/05/2018	ORIGO EDUCATION INC 81-1100-4300-00-000-0-1110-1000-000-0000	23.81	.00
19-453251	10/05/2018	PEARSON EDUCATION INC. 81-1100-4300-00-000-0-1110-1000-000-0000	33.81	.00
19-453253	10/05/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	1,000.62	.00
19-453595	10/12/2018	A BRIGHTER CHILD HOMESCHL BKS 81-1100-4300-00-000-0-1110-1000-000-0000	142.39	.00
19-453596	10/12/2018	ALL ABOUT LEARNING PRESS INC 81-1100-4300-00-000-0-1110-1000-000-0000	244.44	.00
19-453601	10/12/2018	BLICK ART MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	57.85	.00
19-453604	10/12/2018	CENGAGE LEARNING 81-1100-4300-00-000-0-1110-1000-000-0000	70.00	.00
19-453605	10/12/2018	FOLLETT SCHOOL SOLUTIONS INC 81-1100-4300-00-000-0-1110-1000-000-0000	138.18	.00
19-453607	10/12/2018	INSTITUTE FOR EXCELLENCE IN WRITING 81-1100-4300-00-000-0-1110-1000-000-0000	128.97	.00
19-453608	10/12/2018	JACKRIS PUBLISHING 81-1100-4300-00-000-0-1110-1000-000-0000	108.40	.00

Bus  
serv/oversite

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## Checks Dated 10/01/2018 through 10/31/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-453611	10/12/2018	KIWICO INC 81-1100-4300-00-000-0-1110-1000-000-0000	119.21	.00
19-453612	10/12/2018	LAKESHORE LEARNING MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	541.60	.00
19-453615	10/12/2018	MOVING BEYOND THE PAGE 81-1100-4300-00-000-0-1110-1000-000-0000	125.17	.00
19-453616	10/12/2018	OAK MEADOW 81-1100-4300-00-000-0-1110-1000-000-0000	233.01	.00
19-453618	10/12/2018	ORIGO EDUCATION INC 81-1100-4300-00-000-0-1110-1000-000-0000	33.06	.00
19-453620	10/12/2018	PEARSON EDUCATION INC. 81-1100-4300-00-000-0-1110-1000-000-0000	41.52	.00
19-453621	10/12/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	4,578.48	.00
19-453625	10/12/2018	SINGAPORE MATH INC 81-1100-4300-00-000-0-1110-1000-000-0000	735.72	.00
19-453629	10/12/2018	STUDIES WEEKLY 81-1100-4300-00-000-0-1110-1000-000-0000	239.60	.00
19-453962	10/19/2018	A BRIGHTER CHILD HOMESCHL BKS 81-1100-4300-00-000-0-1110-1000-000-0000	71.10	.00
19-453967	10/19/2018	BLICK ART MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	732.07	.00
19-453973	10/19/2018	FOLLETT SCHOOL SOLUTIONS INC 81-1100-4300-00-000-0-1110-1000-000-0000	72.43	.00
19-453975	10/19/2018	LEARNING WITHOUT TEARS 81-1100-4300-00-000-0-1110-1000-000-0000	64.98	.00
19-453977	10/19/2018	LOGIC OF ENGLISH 81-1100-4300-00-000-0-1110-1000-000-0000	548.76	.00
19-453978	10/19/2018	MATH U SEE INC. 81-1100-4300-00-000-0-1110-1000-000-0000	973.25	.00
19-453980	10/19/2018	MOVING BEYOND THE PAGE 81-1100-4300-00-000-0-1110-1000-000-0000	30.66	.00
19-453984	10/19/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	461.06	.00
19-453990	10/19/2018	SINGAPORE MATH INC 81-1100-4300-00-000-0-1110-1000-000-0000	466.20	.00
19-453995	10/19/2018	TEACHING TEXTBOOKS INC. 81-1100-4300-00-000-0-1110-1000-000-0000	43.08	.00
19-453998	10/19/2018	VISTA HIGHER LEARNING INC 81-1100-4300-00-000-0-1110-1000-000-0000	178.90	.00
19-454445	10/26/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	119.20	.00
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-1100-4300-00-000-0-1110-1000-000-0000	12,364.90	.00
19-453968	10/19/2018	BYU CONTINUING EDUCATION 81-1100-5800-00-000-0-1110-1000-000-0000	827.00	.00
19-453996	10/19/2018	TIME4LEARNING-TIME4WRITING 81-1100-5800-00-000-0-1110-1000-000-0000	319.20	.00

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## Checks Dated 10/01/2018 through 10/31/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-454451	10/26/2018	US BANK CORPORATE PAYMENT SYS 81-1100-5871-00-000-0-1110-1000-000-0000	750.03	.00
19-453240	10/05/2018	ENERGY BASED SOLUTIONS INC 81-6230-5800-00-000-0-0000-8100-000-0000	197.56	.00
19-453626	10/12/2018	SOWASH VENTURES LLC 81-6264-5210-00-000-0-1110-1000-000-0000 81-6264-9500- - -0- - - -	62.66 605.39	.00 .00
19-453229	10/05/2018	ALL WEST COACHLINES INC 81-7338-5800-00-000-0-1110-1000-000-0000	5,698.36	.00
19-453236	10/05/2018	CLEVER MINDS 81-7338-5800-00-000-0-1110-1000-000-0000	120.00	.00
19-453610	10/12/2018	JULIE LANGSTON 81-7338-5800-00-000-0-1110-1000-000-0000	150.00	.00
19-453994	10/19/2018	SUZIE GEMIGNANI 81-7338-5800-00-000-0-1110-1000-000-0000	90.00	.00
19-453624	10/12/2018	SAC-VAL JANITORIAL SUPPLIES Cancelled		440.93 *
Cancel	1	440.93		
Total Number of Checks			130	190,115.17

## Fund Recap

Fund	Description	Check Count	Expensed Amount
81	FOREST CHARTER SCHOOL	129	190,115.17
	Total Number of Checks	129	190,115.17
	Less Unpaid Tax Liability		1,344.17-
	Net (Check Amount)		188,771.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Senate Bill 277 Parent Notification Letter

Dear Forest Charter Families,

On January 1, 2016 Senate Bill 277 went into effect. This law no longer allows parents or guardians of students in any school to submit a personal belief exemption (PBE) for currently required vaccines when students either enroll in a school for the first time or when students enter seventh grade (defined as the next grade span).

This letter serves to explain the instances in which students enrolled with Forest Charter school must provide proof of immunizations in accordance with SB 277.

~~SH~~However, since Forest Charter School is a non-classroom based school (i.e. independent study), this ~~law~~ vaccination requirement does not directly apply to all aspects of our program. If a student is participating with Forest Charter School as a 100% independent study student (i.e. they do not participate in any block classes or co-op classes) your student is not required to be immunized. However, if a student is participating in any block classes or co-op classes, they must be immunized in accordance with SB277. Some of you may have noticed that the law also requires immunizations for students at an independent study school if they participate in classroom-based instruction. While Forest Charter School offers a variety of programs and learning opportunities, none of them meet the statutory definition of classroom-based instruction. Therefore, until this definition is changed or clarified for the purposes of this law, Forest Charter School believes that the law allows non-vaccinated students to enroll in our school and participate in our programs.

Parents should note that if their student leaves Forest Charter School and transfers to a school that offers ~~statutorily defined~~ classroom-based instruction, you will be required to provide proof of immunizations, a Personal Belief Exemption form already on file with your previous school, or a medical waiver.

~~This letter serves as both an explanation for how Forest Charter School is implementing the law and as a notice to families of vaccinated children that Forest Charter School is legally obligated to enroll non-vaccinated students. As such, parents should understand that there might not be the same protections of a fully vaccinated student body that may exist at another school setting.~~

If you have any questions regarding this issue, please don't hesitate to contact me.

Sincerely,

Peter Sagebiel  
Executive Director  
Forest Charter School

*Charter Council Approved 2/9/2016*

### Resources:

**Shots for Schools – Frequently Asked Questions:**

<http://www.shotsforschool.org/laws/sb277faq/#Q22>

**~~Link to the Statutory Definition of Classroom Based Instruction:~~**

~~[https://govt.westlaw.com/calregs/Document/I2F36DA80D48011DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I2F36DA80D48011DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))~~



Section: 500

Policy: 004

FCS Council Approved: May 25, 2010

Revised: November 15, 2011

Revised: **[INSERT DATE]**

## Suspension and Expulsion Policy and Procedures

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at Forest Charter School ("Charter School"). When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. Charter School administrators have reviewed the suspension and expulsion policies of Forest Charter School and the California Education Code prior to preparing the procedures and the list of enumerated offenses for which a pupil may/must be suspended or expelled. This policy and procedures process has been prepared to provide due process to all students. Adherence to the list of offenses and procedures provide adequate safety for students, staff, and visitors to the school and serves the best interests of the school's pupils and their parents/guardians.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment that all discipline policies and procedures are posted on the Forest Charter website and are available in hard copy upon request at the Forest Charter School office.

Each disciplinary case will be reviewed on a case-by-case basis. Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and it will be posted on the Forest Charter School website and be available in hard copy upon request.

**Commented [CF1]:** I confirmed this policy is on the School's website.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, use of alternative educational environments, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with

| Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services

| Suspension and Expulsion Policy and Procedures

under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to ~~regular-general~~ education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below.

**Commented [CF2]:** Language required by AB 1360, EC 47605(b)(5)(J)(iii).

#### A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at ~~the School or at any other school or a School-sponsored event, occurring at anytimeany time~~ including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

#### B. Suspension Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force ~~of or~~ violence upon the person of another, except self- defense.

Suspension and Expulsion Policy and Procedures

- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code [Sections 11053-11058](#), alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [Sections 11053-11058](#), alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, [which includes but is not limited to, electronic files and databases](#).

- ~~f)g)~~ Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- ~~g)~~ Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, vaping, e-cigarettes, smokeless tobacco, snuff, chew packets and betel. ~~This section does not prohibit the use of his or her own prescription products by a pupil.~~
- ~~h)~~ \_\_\_\_\_
- ~~h)i)~~ Committed an obscene act or engaged in habitual profanity or vulgarity.
- ~~i)i)~~ Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- ~~j)k)~~ Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any grades 4 to 12 inclusive.
- ~~k)l)~~ Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- ~~l)m)~~ \_\_\_\_\_ Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- ~~m)n)~~ \_\_\_\_\_ Committed or attempted to commit a sexual assault as defined in Penal ~~Code~~ Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- ~~n)o)~~ \_\_\_\_\_ Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- ~~o)p)~~ \_\_\_\_\_ Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- ~~q)~~ Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in

**Commented [O3]:** Effective 1/1/15, this enumerated offense is no longer a suspendable offense for students in traditional public schools, grades K-3. See related note in the next section that affects expulsion for "willful defiance." While this section of the Education Code does not specifically apply to charter schools, we wanted to bring this to your attention for consideration. Please let me know if you would like to discuss further.

If you want to reflect this new law in the procedures, we can add the following sentence: "This section shall apply to pupils in any of grades 4 to 12, inclusive."

physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

~~p)(1)~~ Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

~~p)(5)~~ Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~p)(1)~~ Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~s)(1)~~ Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the student rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~t)(1)~~ Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

~~u)~~ A pupil who aids or abets, as defined in ~~Section 31 of the Penal Code~~ Section 31 of the Penal Code, the infliction or attempted infliction

| of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great

bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student~~s~~ had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

If it is determined by the Administrative Panel and/or School Charter Council ("Board") that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

**Commented [CF4]:** Although these paragraphs are included below within the expulsion offense section, we recommend that you include them here as well.

### C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

#### 1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter Sschool employee who referred the student to the Director or designee. The conference may be omitted if the Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter Sschool personnel. If a student is suspended without this conference, both the parent/guardian and student

shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(b)(5)(J)(i).

This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter S school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of suspension, the Director or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever

a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

### 3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of eExpulsion by the Director or Director's designee, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Director or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## D. Expellable Offenses

1. Discretionary Expellable Offenses: Students may be recommended for expulsion ~~Students may be expelled~~ for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of f violence upon the person of another, except self- defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled

**Commented [CF5]:** Pursuant to AB 1360, EC 47605(b)(5)(J)(i), a charter school may follow the procedures below for suspensions of 10 days or fewer. Accordingly, this language may be revised to read:

Suspensions, when not including a recommendation for expulsion, shall not exceed ten (10) consecutive school days per suspension.

Please note that pursuant to the new laws under AB 1360, charter schools may allow for suspensions of 10 days or fewer. If you would like to exercise this option and allow for longer suspensions, please let us know, as we will need to revise some of the language in this section.

However, please note that the suspensions of up to 10 days is only applicable to charter schools and not other public schools. As such, it is uncertain how districts may respond to charter schools extending suspensions beyond 5 days.

substance as defined in Health and Safety Code [Sections 11053-11058](#), alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

[e\)](#) Committed or attempted to commit robbery or extortion.

- e)f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- f)g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- g) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, vaping, e-cigarettes, smokeless tobacco, snuff, chew packets and betel. ~~This section does not prohibit the use of his or her own prescription products by a pupil.~~
- h) Committed an obscene act or engaged in habitual profanity or vulgarity.
- i) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- j) ~~Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.~~
- k)l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l)k) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m)l) Committed or attempted to commit a sexual assault as defined in Penal ~~Ce~~code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n)m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o)n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is

officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For

purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

~~4) d)~~ \_\_\_\_\_ Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

~~4) p)~~ Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~4) g)~~ Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~4) r)~~ Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading ~~student the~~ rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

~~4) s)~~ Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code-, directed specifically toward a pupil or school personnel.

v) A pupil who aids or abets, as defined in ~~Section 31 of the Penal Code~~Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has

been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

2. Non -Discretionary Expellable Offenses: Students must be recommended for expulsion ~~expelled~~ for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

If it is determined by the Administrative Panel and/or Governing ~~Governing~~ Board that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

#### E. Authority to Expel

As required by Education Code Section 47605(b)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Board ~~Board~~ following a hearing before it or by the Board upon the recommendation of a

**Commented [CF6]:** Language added to be consistent with AB 1360, EC 47605(b)(5)(J)(ii).

neutral and impartial ~~an~~ Administrative Panel, to be assigned by the Board as needed. The Administrative Panel ~~should~~ shall consist of at least three members who are certificated and neither a teacher of the pupil ~~nor~~ a ~~a Board~~ member of the Charter School's ~~governing~~ Board. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Board of Directors shall make the final determination.

F. **Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Director or designee determines that the ~~p~~Pupil has committed an expellable offense.

In the event an ~~A~~administrative ~~p~~Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non- attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

**G. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

The Charter School may, upon a finding of good cause, determine that the

| disclosure of either the identity of the witness or the testimony of that witness at the hearing,

or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations ~~which that~~ shall be examined only by the Charter School, Panel Chair or the hearing officer ~~in the expulsion~~. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the ~~person or panel~~entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person-entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person-entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person-entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person-entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. — If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person-entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the

|           complaining witness would

be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

~~8.7.~~ The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

~~9.8.~~ Especially for charges involving sexual assault or battery, if the hearing is to be conducted in ~~the~~ public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

~~10.9.~~ Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the ~~person-entity~~ conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### H. Special Procedures for the Consideration of Suspension and Expulsion of Students With Disabilities

A pupil identified as an individual with disabilities or for whom the ~~Charter~~ Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to ~~regular-general~~ education pupils except when federal and state law mandates additional or different procedures. ~~The~~ Charter ~~Charter~~ School will follow the IDEIA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a pupil identified as an

individual with disabilities or for whom the ~~Charter Charter~~ School has a basis of knowledge of a suspected disability or

who is otherwise qualified for such services or protections in according due process to such pupils. The following procedures shall be followed when a student with a disability is considered for suspension or expulsion. These procedures will be updated if there is a change in the law.

**1. NOTIFICATION OF SELPA**

The ~~Charter Charter~~ School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who the ~~Charter Charter~~ School or the SELPA would be deemed to have knowledge that the student had a disability.

**2. SERVICES DURING SUSPENSION**

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment ~~or functional analysis~~, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

**3. PROCEDURAL SAFEGUARDS/MANIFESTATION DETERMINATION**

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the ~~Charter Charter~~ School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial \_\_\_\_\_ relationship to, the child's disability; or
2. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the ~~Charter~~ Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the ~~Charter Charter~~ School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

1. Conduct a functional behavioral assessment ~~of a functional analysis assessment~~, and implement a behavioral intervention plan for such child, provided that the ~~Charter Charter~~ School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
2. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
3. Return the child to the placement from which the child was removed, unless the parent and the ~~Charter Charter~~ School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the ~~Charter Charter~~ School, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the ~~Charter~~ School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. DUE PROCESS APPEALS

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the ~~Charter Charter~~ School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the ~~Charter Charter school~~ School, the student shall remain in the

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interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), ~~or~~ until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, ~~whichever occurs first~~, unless the parent and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

5. SPECIAL CIRCUMSTANCES

~~Charter~~ School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) ~~school~~ days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

1. Carries or possesses a weapon, as defined in 18 U.S.C. ~~Section~~ 930, to or at school, on school premises, or to or at a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
3. Has inflicted serious bodily injury, as defined by 20 ~~USC~~ U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. INTERIM ALTERNATIVE EDUCATIONAL SETTING

The student's interim alternative educational setting shall be determined by the student's IEP/~~504 T~~-team.

7. PROCEDURES FOR STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION SERVICES

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the ~~Charter district's~~ School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

1. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need  
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of special education or related services.

2. The parent has requested an evaluation of the child.

2.3. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge ~~of~~ that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

**I. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

**J. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board ~~or Administrative Panel or designee~~ determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a

public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board, ~~which~~ ~~who~~ will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The ~~d~~Decision of the Board is final.

If the Administrative Panel ~~expulsion hearing panel~~ decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

**K. Written Notice to Expel**

The Director or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Director or designee shall send a copy of the written notice of the decision to expel to the County.

This notice shall include the following:

- a) The student's name
- b) The specific expellable offense committed by the student

A student expelled from Forest Charter School can appeal the decision of the Forest Charter School board to the Nevada County School Board. The Nevada County School Board will ensure that Forest Charter School followed all due process requirements.

**L. Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the County upon request.

**M. Expelled Pupils/Alternative Education**

Parents/guardians of pupils ~~Pupils~~ who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

**N. Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

**O. Readmission**

The decision to re-admit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Executive Director following a meeting with the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. If the Executive Director determines that it is not in the best interest to admit the pupil, the pupil may appeal the Director's decision at the next board meeting in closed session. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.



Section: [INSERT]  
Policy: [INSERT]  
FCS Council Approved: [INSERT]  
Revised: [INSERT]

## Education of English Learners

The California Department of Education has set forth goals for all English Learner (“EL”) students in the state of California. Those goals are to:

- Ensure that English learners acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English.
- Ensure that English learners, within a reasonable period of time, achieve the same rigorous grade-level academic standards that are expected of all students.

The Forest Charter School Council shares these goals has adopted this policy to achieve these goals.

Forest Charter School shall not deny an EL student enrollment or discriminate against an EL student due to his or her EL status, immigration status or national origin.

### Legal Requirements

Forest Charter School will comply with all applicable state laws regarding EL students, which currently include the following:

- Home Language Survey: Forest Charter School will give the state-required home language survey to students enrolling in kindergarten, students enrolling in a public school for the first time, and students enrolling from out of state.
- English Language Proficiency Assessments for California (“ELPAC”): Within 30 days<sup>1</sup> of enrollment students who have indicated a language other than English on the Home Language Survey (in the enrollment packet) must be tested. Previously identified EL students will be tested within 60 days. Yearly assessment is required until an EL student is reclassified as English Proficient.
- Any new student identified as an EL will be paired with a qualified Supervising Teacher who holds a CLAD, CTEL or BCLAD certification.

### EL Team and Curriculum

To best guide each student classified as an EL, Forest Charter School will work as a team to

<sup>1</sup> The thirty-day requirement applies to students who are entering a California public school for the first time or for students who have not yet been CELDT/ELPAC tested. All other students who have indicated a home language other than English will continue with annual CELDT/ELPAC testing based upon the date last tested at the prior school of enrollment.

**Commented [CF1]:** See <https://www.cde.ca.gov/ds/sd/cb/cefelfacts.asp>

**Commented [CF2]:** Consistent with Ed. Code Section 47605(d)(1).

**Commented [CF3]:** It is my understanding that the School does not receive Title I or Title III federal funds. If the School receives these funds, please let us know as additional provisions may be required.

guide and instruct each particular student. This team will consist of the student, parent/guardian, and the Supervising Teacher who holds a CTET, CLAD, or BCLAD certification, and other individuals involved with the student's instruction. The team will meet to select curriculum that will best serve the EL student. Forest Charter School always takes each individual student's needs into consideration when choosing curriculum for EL students. The Supervising Teacher will monitor and evaluate the student's progress on a monthly basis. In addition, the Supervising Teacher will modify the curriculum based on informal assessments.

The instruction for the student will be primarily delivered in English, using such approaches as Specially Designed Academic Instruction in English (SDAIE). EL students will also receive additional support, focusing on their English language development skills.

Forest Charter School's EL program shall be based on sound instructional theory, use standards-aligned instructional materials, and effectively assist students in accessing the full educational program.

### Identification and Assessments

Before a student is enrolled in an EL program, the parent/guardian shall receive information about the program and the opportunities for parent involvement, including the right to be involved in their child's education and be active participants in assisting their child to obtain English proficiency, achieve at high levels within a well rounded education, and meet the challenging State academic standards expected of all students. This information shall include the fact that the student's participation in the program is voluntary on the part of the parent/guardian and that Forest Charter School shall hold regular meetings with parents/guardians to formulate and respond to the recommendations of EL parents/guardians.

The notice and information required to be provided to parents/guardians under this Policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents/guardians can understand. If 15 percent or more of the pupils enrolled in Forest Charter School speak a single primary language other than English, as determined from the census data submitted in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by Forest Charter School shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

The ELPAC shall be administered in accordance with test publisher instructions, and variations and accommodations in test administration may be provided to EL students. Any student with a disability who is identified as EL shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP.

The Director designee shall notify parents/guardians of their child's results on the ELPAC within

**Commented [CF4]:** This language is consistent with the language in the Forest charter petition. However, references to CELDT have been replaced with ELPAC as ELPAC has now replaced the CELDT.

**Commented [CF5]:** See <https://www.cde.ca.gov/sp/el/er/charterschools/lttr.asp>

CDE Guidance states that charter school programs for ELs must be (1) based on a sound educational theory, (2) implemented effectively with sufficient resources and personnel, and (3) evaluated to determine whether they are effective at having students overcome language barriers and meet the same academic goals set for all other students within a reasonable period of time.

**Commented [CF6]:** We added this language from Ed. Code 52173 and 20 U.S.C. 6312(e)(3)(C) to ensure legal compliance.

**Commented [CF7]:** Per 5 CCR 11511.5 and Ed. Code Section 48985.

**Commented [CF8]:** Consistent with 5 CCR 11518.30-11518.35 and 5 CCR 11518.5-11518.20.

**Commented [CF9]:** This is included in the County policy and consistent with 5 CCR 11518.25-11518.35 and 20 USC 1412.

30 calendar days following receipt of the results. The Director or designee shall monitor students following their reclassification to ensure their correct classification and placement determine whether the student needs any additional academic support.

**Commented [CF10]:** Consistent with Education Code 52164.1 and 5 CCR 11511 and 11511.5.

**Commented [CF11]:** This is consistent with the County's policy.

Forest Charter School shall maintain a record of each eligible student's most recent participation in an administration of the ELPAC. This record shall include the following information for each eligible pupil:

- ELPAC administered (specify initial or summative);
- Student's name;
- Student's grade;
- Date on which the administration of the ELPAC test was completed; and
- ELPAC test results.

If a EL student transfers from Forest Charter School, the student's record of results shall be transferred by Forest Charter School within ten (10) calendar days from the date of a request from the receiving local educational agency where the student subsequently enrolls.

**Commented [CF12]:** This is consistent with 5 CCR Section 11518.80.

### **Program Evaluation**

**Commented [CF13]:** The School is required to have a procedure to monitor the effectiveness of its program.

To evaluate the effectiveness of Forest Charter School's program for EL students, the Director or designee shall report to the Charter Council, at least annually, regarding:

- Progress of EL students towards proficiency in English;
- The number and percentage of EL students reclassified as fluent English proficient;
- The number and percentage of EL students who are or are at risk of being classified as long-term EL;
- The achievement of English learners on standards-based tests in core curricular areas;
- Progress toward any other goals for EL students identified in Forest Charter School's LCAP; and
- A comparison of current data with data from at least the previous year.



## Instructional Budget Policy

### Rationale

- Forest Charter School is committed to supporting and encouraging a number of diverse activities and learning experiences
- The administration holds the responsibility for managing public funds

Based on the above considerations and the unique educational needs of every child, Forest Charter School has adopted the following policy:

### Policy

- At least 50% of the instructional budget is allocated for core academics
- 50% of the instructional budget is allocated for elective enrichment

If a student wishes to exceed the policy requirements, the request must go to the budget review committee for approval. The budget review committee holds the authority for all decisions. The committee will consider some or all of the following factors:

- Academic standing including but not limited to State Testing results, local assessments/benchmarks, and report cards
- Developmental ages
- ~~• Academic standing including but not limited to STAR results, Ed Performance, and report cards~~
- ST recommendations
- Block class electives
- Other considerations/ factors as appropriate

Decisions will be made based on individual student needs as well as the good of the whole school in the context of the school, the district and the county.

~~Based on the above considerations and the unique educational needs of every child, Forest Charter School has adopted the following policy.~~

### ~~Policy~~

- ~~• At least 50% of the instructional budget is allocated for core academics~~
- ~~• 50% of the instructional budget is allocated for elective enrichment~~



## **Forest Charter School Related Personnel Policy**

Consistent with the principle that employees and prospective employees of the Forest Charter School (the “School”) shall be hired, evaluated, and advanced on the basis of individual merit, without reference to considerations of race, ethnicity, gender, gender identification, gender expression, religion, sexual orientation, or national origin, or any protected classes or other factors not involving professional qualifications and performance, the following policy, designed to avoid the possibility of improper favoritism based on family or personal relationship, shall be observed with respect to personnel:

1. All persons wishing to be considered for employment with the School shall disclose family and personal relationships with then-current employees and Board members of the School.
2. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
3. With respect to the concurrent service of related persons within the same department, neither related person shall be permitted, either individually or as a member of the staff or as a member of a committee, to supervise, participate in the evaluation, advancement, or salary decisions of the other related person.
4. No member of the Board, Charter School administration, or staff member shall engage in recommendations, discussions, or otherwise participate in any decision or recommendation relating to the appointment, promotion, retention, or employment of a related person.
5. In the event of a lack of candidates, a need for specialized skills, or other unique circumstances as determined on a case-by-case basis, the restriction against hiring related persons may be waived in the best interest of the School, upon the approval of the Principal or the Board of Directors, subject to compliance with other applicable conflict of interest laws.
6. Any Director with a familial or personal relationship with an applicant, where that applicant’s employment agreement comes before the Board, or where a Board action would have a material financial effect on a related person to a Director, the Director with the relationship and the Board shall, prior to the action, perform the following:
  - A. The Director discloses the relation and interest of the Director to the Board;
  - B. The Director with the relation or interest recuses themselves from any discussion of the action;
  - C. The remainder of the Board makes a determination whether, after reasonable investigation, the School could not find a more qualified candidate or a candidate

with skills unique to the related person and necessary for performance of the job, with reasonable effort under the circumstances; and

- D. The remainder of the Board votes on the action in good faith, with the determination that the action is taken for the benefit of the School and that the action is fair and reasonable to the School at the time of the action.
7. When other qualified candidates have not applied, assignments of short duration (generally less than sixty [60] working days), may be exempt from these guidelines, subject to compliance with other applicable conflict of interest laws.
8. This policy shall not supplant the application of applicable conflicts of interest laws to the School.

#### Definition of “Related Persons”

The following relationships create related persons:

- Parent and child;
- Siblings;
- Grandparent and grandchild;
- Aunt and/or uncle and niece and/or nephew;
- First cousins;
- Spouses and registered domestic partners;
- Guardian and ward;
- Any corresponding in-law, step, or adoptive relative, or anyone residing in a permanent basis in the home of a current employee of the School; and
- Persons engaged in amorous relationships, meaning a relationship in which two (2) persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated.

#### Policy Statement on Consensual Relationships

Consensual romantic or sexual relationships between supervisors and employees and between staff should be avoided. In addition, a supervisor will be prohibited from evaluating an employee’s job performance if he/she is romantically/sexually involved with that employee.

The School’s Related Personnel Policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee relationships in the context of work or academic evaluation.

# Forest Charter School

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## Budget Narrative and Assumptions 2018-2019 1<sup>st</sup> Interim Budget Date: October 31, 2018

### **Summary**

The 1<sup>st</sup> Interim budget report is a snapshot of the school's revenue and expenditure projections for the current fiscal year as well as a multi-year projection of the four subsequent fiscal years. It is a time to adjust the budget based on the closing of the prior fiscal year, current year enrollment trends, staff hiring adjustments and other factors that impact revenue and expenditures.

Governor Jerry Brown signed his final State Budget for the 2018-2019 fiscal year on June 27, 2018 with a continued theme of fiscal prudence and his concern of an inevitable recession within the next 3 years. Key elements for Forest Charter School include the following:

- **Local Control Funding Formula:** Fully funding and implementing the Local Control Funding Formula (LCFF), and eliminating the 'gap' funding process two years ahead of schedule. In 2018-2019 FCS will receive \$404,836 to restore funding to the 2007-2008 pre-recession levels.
- **Discretionary Funds:** The one-time discretionary funding of \$295 per student was decreased to \$184 per student, a (\$80,212) decrease in funding at 1<sup>st</sup> Interim for FCS.
- **COLA:** Increased funds for the cost-of-living adjustment (COLA) for the Local Control Funding Formula to 2.71%.

Forest Charter School will continue to budget thoughtfully and responsibly, with input from our County Office of Education, our Governing Board and our staff.

**Overview of Local Control Funding Formula (LCFF) and what it means:**

Implemented in 2012-2013 by Governor Brown, the intent of the Local Control Funding Formula (LCFF) is to increase flexibility and accountability at the local level so those closest to the students can make the decisions and ensure that student needs drive the allocation of resources.

The basic design of the LCFF has been to eliminate most categorical programs and fund schools based on student demographics. Beginning last year, the LCFF provided a base 'per-student rate' (per grade level span) with additional funding for Supplemental and Concentration grants for high need students.

The *Supplemental grant* is funding which is generated by each student who is identified as an English Learner (EL), or who is eligible for free or reduced price meals (FRPM), or who is a foster youth.

The *Concentration grant* provides an additional 50 percent for each pupil exceeding 55 percent eligible as high needs. Charter schools are eligible for a concentration grant, however their eligibility is capped at the average FRPM rate of the district in which the school is physically located, rather than the actual FRPM percent of the charter school. A charter school that has Learning Centers in more than one school district cannot exceed the percentage of unduplicated pupils of the school district with the highest percentage.

The Governor's approved budget fully funds the Local Control Funding Formula, two years ahead of the original commitment to fully fund school's by 2021. It is important to remember that the goal of the LCFF is to return school funding back to the 2007-2008 funding levels.

So, what does this mean to FCS?

- FCS will receive \$404,836 to finally bridge the 'gap' and be fully funded under LCFF
- As part of the total funding received, \$492,492 is estimated to be generated as *supplemental funds* principally directed to support our FRPM population.

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**Overview of Local Control and Accountability Plan (LCAP) and what it means:**

The LCAP is an important component of the Local Control Funding Formula as it integrates input from stakeholders in collaboration with the school's action plan to formulate annual goals for all pupils, with specific actions to address state and local priorities. The LCAP focuses on the actual services provided to students plus accountability for the results achieved through increased and improved services.

Based on stakeholder input and our current action plan, FCS develops a 3 year Local Control and Accountability Plan that set annual goals for all students with specific goals for our Free and Reduced Priced Meals (FRPM) population. The LCAP continues to maintain a part-time intervention specialist for both English Language Arts and Math who will support all students and identifies additional resources to support tutoring, curriculum and other resources for our FRPM population. FCS is implementing various tools to establish viable benchmarks for our students and the hiring of two part-time mental health counselors to support student's emotional needs. The current LCAP can be found on the FCS website at [www.forestcharter.com](http://www.forestcharter.com)

**Education Protection Account (EPA)**

The Education Protection Account (EPA) provides schools with general purpose State aid funding pursuant to Proposition 30, approved by voters November 6, 2012. In 2016 voters approved extending the personal tax increase to support education through 2030. The EPA is a component of the school's general purpose entitlement.

- As outlined in Proposition 30, EPA monies are collected through taxes throughout the year and paid to schools on a quarterly basis.
- The FCS governing board is required to make the spending determinations with respect to monies received from the EPA in open session of a public meeting. These spending determinations are posted on our website at <http://www.forestcharter.com>.
- FCS estimates \$1,048,335 in EPA Funding for the 2018-2019 school year, based on an enrollment projection of 725 students.

### **California State Teacher's Retirement System (CalSTRS)**

The teacher's retirement system was projected to run out of money by 2046, however, steps are in place to completely fund CalSTRS by 2045. Of the unfunded \$74.4 billion shortfall, \$47 billion will be funded by employers, \$20 billion by the State and \$8 billion by employees. The employer contribution rate is projected to increase from 8.88% to 19.10% in 2020-21. For the 18-19 school year, the employer STRS rate is 16.28%, approximately \$57,469 increase over last year. FCS continues to monitor the fiscal impact on the school's budget.

### **California Clean Energy Jobs Act (Proposition 39)**

Proposition 39 was implemented to complete eligible projects that create jobs in California by improving energy efficiency and expanding clean energy generation. FCS has received \$188,000 in Prop 39 funds over the last four years and, working with PG&E and HY Architect, Inc. has an approved Energy Plan that is on file with the State. Our Energy Plan has been fully implemented by replacing the current HVAC system and providing energy efficient lighting at the Nevada City Learning Center. The 1<sup>st</sup> Interim budget reflects the expense only of \$133,293.

### **College Readiness Grant**

The College Readiness Grant was established for the purpose of providing California's high school students, primarily unduplicated pupils, additional support to increase the number who enroll at institutions of higher education and complete an undergraduate degree within four years. Schools were required to develop a plan describing how funds will increase or improve services for unduplicated pupils to ensure college readiness and be able to measure the impact of the funds received.

Forest Charter School received \$75,000 and will have approximately \$55,454 remaining to be spent by June 2019. The 1<sup>st</sup> Interim Budget reflects the expense only. The College Readiness Plan can be viewed on our website at [forestcharter.com](http://forestcharter.com).

### **School Lunch Program**

On September 18, 2018 Governor Brown approved Assembly Bill 1871, which requires all charter schools to provide meals that meet the federal nutrition requirements to low-income students during each school day. The bill includes nonclassroom-based charter schools for eligible students who are scheduled in advance to attend a learning center facility for a minimum of two hours. The bill is scheduled to go into effect July 1, 2019.

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We are in the process of researching the requirements for our school to implement AB 1871 for each of our 3 learning centers, which will include the following:

- Identify space in each learning center to store and serve lunches
- Identify what types of permits will be required through the Health Department, County and State
- Research vendors who will be offering food service to schools in our various locations
- Research, collect bids and purchase equipment required to store and serve food, such as industrial warming ovens, refrigerators, etc.
- Clarify staffing requirements for state and county audits, submitting required paperwork, processing lunch orders, etc.

### **1<sup>st</sup> Interim Budget in Summary**

The 1<sup>st</sup> Interim Budget reflects a net decrease (i.e. deficit spending) of \$377,880, which is comprised of the following components:

- |                                   |                  |
|-----------------------------------|------------------|
| • Energy Plan expense only:       | \$133,293        |
| • College Readiness expense only: | <u>\$ 55,454</u> |
| ○ TOTAL                           | \$188,747        |

The remaining net decrease of (\$189,133) is a reflection of our decrease in ADA projections from 745 at Adopted to 711 at 1<sup>st</sup> Interim, an LCFF revenue reduction of \$204,708.

FCS will focus on adjusting the school budget to eliminate our deficit spending by implementing the following:

- Provide the Board with specific monthly reports that will track spending in relation to ADA
- Closely watch and project an accurate enrollment/ADA count by developing an 'Enrollment Trends' report and projected ADA report
- Utilize different funding resources to offset student support, such as fundraising through the FCS Education Foundation, College Readiness Grant, etc.
- Review annual costs of school programs to analyze ongoing sustainability
- Continue to bring the school's cash flow as part of our monthly Charter Council meeting

Our 1<sup>st</sup> Interim Budget reflects the following:

**1. Student Support:**

- Hire 2 part-time mental health councilors to support the emotional needs of our students
- Increase the Truckee Assistant Director position to a 1.0 FTE
- Continued implementation of the school's College Readiness Plan which is principally directed to support our unduplicated student population obtain an undergraduate degree
- Maintain a schoolwide seven (7) year curriculum rotation for our core curriculum used in Block Classes and Co-op's
- Maintain a schoolwide technology replacement program to provide students in grades 6 - 12 with the latest technology in chromebooks
- Continued implementation of an Intervention Specialist for ELA and Math support for all students with a concentration on our unduplicated low income population

**2. Employee Support:**

- Implement a 2.5% raise to all employees on end of month and supplemental payroll.
- Implementation of PublicSchoolWorks to provide training of current staff and student safety
- Provide First Aid/CPR training to all staff as part of our ongoing safety plan
- Continue to implement a schoolwide PPO health benefit plan with a Health Savings Account (HSA) in an effort to provide the best possible health care option at an affordable cost to all benefit eligible employees
- Increase CalSTRS employer contribution rate to 16.28%
- New hire of a part-time Business Director Assistant to support the implementation of the school budget and special projects

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### 3. Schoolwide Support

- Continue to hold a separate Special Education Reserve

#### **Multi-Year Projection**

In our Multi-Year Projection and Budget Summary, revenues shown are *current year revenue only*, and do not include carryover funding from prior years. As we move forward and schools begin to meet and maintain their LCFF Target Rate, our Multi-Year Projections will be based on a more consistent revenue projection. Our 1<sup>st</sup> Interim multi-year projection identifies the following key points:

- In 2018-2019
  - Enrollment decreased by 35 students to 725
  - LCFF revenue based on School Services projections and LCFF Calculator
  - EPA Funding of \$1,048,335
  - New One-Time Block Grant funding of \$132,964, a decrease from Adopted Budget by \$80,212
  - COLA increase of 2.71%
  - A raise of 2.5% to all end of month and supplemental employees
  - Two new hires for part-time mental health counselors at the Nevada City and Truckee Learning Centers
  - Increase in the employer contribution to CalSTRS from 14.43% to 16.28%
  - Continued implementation of a 7-year curriculum rotation for our block classes and co-op's
  - Ongoing implementation of a technology replacement program to keep our chromebooks updated
  - Deficit spending at year-end of \$377,880 due primarily to the College Readiness Grant and Energy Plan funds budgeted as 'expenditures only' plus a decrease in student enrollment
  - Ending Fund Balance includes a Capital Expense reserve of \$600,000 and a STRS/PERS reserve of \$60,000
  - Unappropriated Ending Fund Balance of \$252,437
- In 2019-2020
  - Enrollment growth to 730
  - LCFF revenue based on School Services projections and LCFF Calculator
  - Increase in the employer contribution to CalSTRS from 16.28% to 18.13%
  - Balanced budget at year end
  - Capital Expense maintained at \$600,000
  - Unappropriated Ending Fund Balance of \$420,947

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- In 2020-2021
  - Enrollment growth to 735
  - LCFF revenue based on School Services projections and LCFF Calculator
  - Increase in the employer contribution to CalSTRS from 18.13% to 19.10%
  - Balanced budget at year end
  - Capital Expense maintained at \$600,000
  - Unappropriated Ending Fund Balance of \$414,904

### **The Future of the FCS Ending Fund Balance....**

For the last 8 years, we have identified, clarified and reviewed, on a monthly basis, the difference between the school Ending Fund Balance and Cash Flow.

Throughout the school year, the Charter Council will be looking at how to best incorporate these funds back into the working budget by defining one-time expenses that will enrich our program and support our students and teachers, such as:

- Implementing a required lunch program by August 1, 2019
- Re-evaluate the FCS salary schedule for all employees to remain competitive in the job market and attract and retain personnel
- Purchase of student curriculum and materials
- Possible remodel of our special education room in Nevada City to better serve our growing special Education population
- A long term Capital Expense account to purchase school facility

### **Audit Regulation Updates**

Charter Schools are required to go through an annual audit conducted by an outside firm to review the fiscal procedures and contemporaneous records of attendance compliance as outlined in the State Audit Guide. This year, annual audits will include the following:

- The LCAP and its process will be subject to an audit, which verifies whether or not the funds provided through apportionment and supplemental funding have been spent in accordance with the requirements
- The Education Effectiveness Grant will be part of the school's audit to ensure that we are spending accordingly and as outlined in our locally developed and Board approved plan.
- The California Clean Energy Jobs Act (Proposition 39) will be audited to determine if the expenditures were consistent with the plan and do not exceed the planning fund award

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- The audit will verify the school's Education Protection Account Plan (EPA) to ensure that funds were spent in accordance with EPA requirements
- The audit will ensure that data collection procedures for our unduplicated pupil count complies with Ed Code 42238.01(a)
- The SB 740 Funding Determination will be audited to ensure that FCS meets all regulated requirements

### **Enrollment**

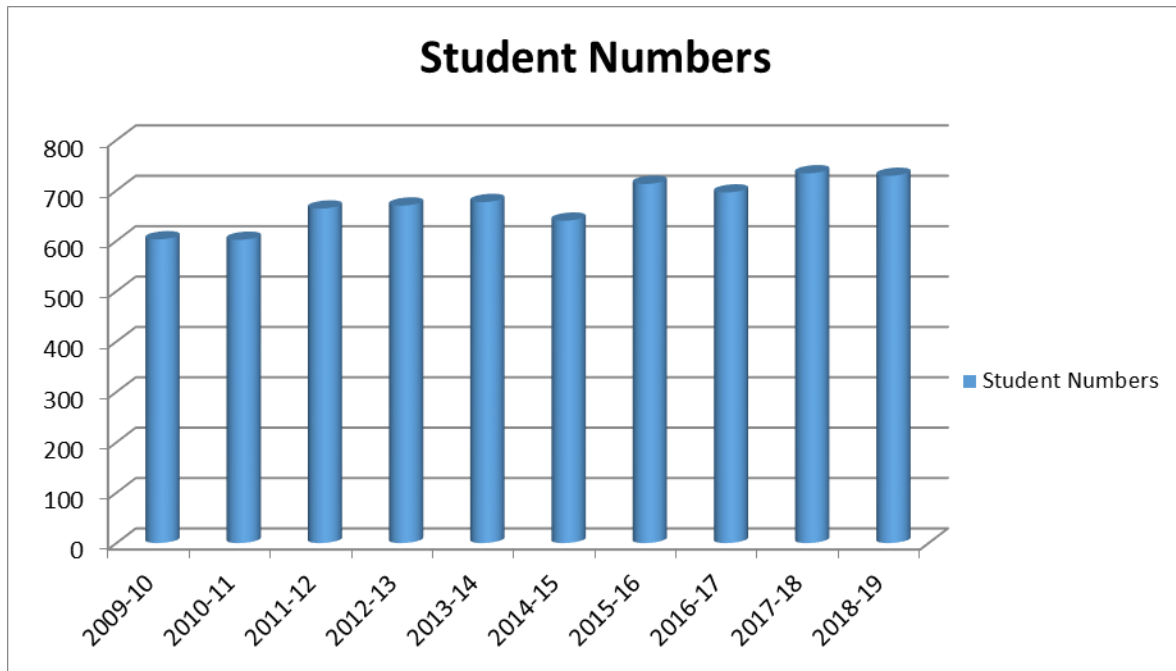
The California Basic Education Data System (CBEDS) is an annual data collection, administered every October by all public schools, to collect information on student and staff demographics.

As displayed in the following enrollment graphs, our current CBEDS enrollment count in 2018-2019 dropped by 23 students over prior year.

Assembly Bill 1994 (AB 1994) requires Independent Study schools to hold the majority of their enrolled students in the county in which they are sponsored. Based on the current enrollment, 81% of enrolled students reside in Nevada County, meeting our mandated 51% In-County restrictions.

### **Enrollment History:**

The enrollment numbers displayed in the following graphs are based on the school's CBEDS numbers, which are collected at the first part of October of each year. Although the school anticipated an enrollment of 756 students for the 2018-19 school year, due to unanticipated circumstances our enrollment at CBEDS dropped to 706. As of November 1st, the school's enrollment is at 720 students.



**Enrollment by Grade:**

<b><u>Enrollment by Grade</u></b>	09/10 CBEDS	10/11 CBEDS	11/12 CBEDS	12/13 CBEDS	13/14 CBEDS	14/15 CBEDS	15/16 CBEDS	16/17 CBEDS	17/18 CBEDS	18/19 CBEDS
K	18	17	23	23	17	31	31	28	29	36
1	28	22	19	22	21	23	27	27	29	28
2	23	28	24	19	24	24	27	30	35	31
3	29	28	28	33	24	28	33	36	32	41
4	26	40	34	28	28	29	36	40	40	38
5	42	36	43	41	35	34	36	43	55	34
6	39	47	44	50	48	48	49	66	54	56
7	32	56	59	48	60	53	54	69	74	57
8	42	64	71	70	51	75	62	79	77	78
9	61	53	61	69	53	61	67	54	70	68
10	82	87	75	73	86	91	58	85	68	74
11	87	94	100	94	80	131	93	71	85	77
12	79	92	89	107	103	85	123	103	81	88
<b>Total Enrollment</b>	<b>588</b>	<b>664</b>	<b>670</b>	<b>677</b>	<b>640</b>	<b>713</b>	<b>696</b>	<b>731</b>	<b>729</b>	<b>706</b>

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**Senate Bill 740 (SB 740)**

California Senate Bill 740 (SB 740) was passed in October 2001 to strengthen the oversight of non-classroom based schools and implement funding cutbacks for schools that failed to meet spending standards. Since the bill was passed, non-classroom based schools have increased both instructional spending and spending on certificated staff salaries as a proportion of revenues. In order to receive 100% funding, a non-classroom based school must meet the following criteria:

1. At least 80 percent of total revenues must be spent on instruction and related expenses, which includes certificated staff salaries and benefits *and*
2. At least 40 percent of the above mentioned revenues must be spent on certificated staff salaries and benefits *and*
3. The overall pupil-teacher ratio must be 25:1 or lower

In October 2016, FCS received a 4 year 100% Funding Determination from 2017-18 through 2020-21. The school will be required to submit a new Funding Determination request in 2020-21. Our funding determination was based on the following information:

Certificated Staff Costs	51.43%
Expenditures on Instruction (+) allowable Facilities Costs	87.73%
Pupil to Teacher Ratio	20:1

- ***Lottery Revenue***

Unrestricted = \$151 per prior year ADA

Restricted = \$ 53 per prior year ADA

**Projected 2018-2019 Expenditures**

- Instructional Budgets to support personalized student learning:
  - Home School Students: \$2000/year for grades K – 12
  - Block Class Students: \$500/year for all grades
  - Co-op Students: Annual budget pooled within co-op/all grades

- **Certificated Staffing:**
  - 1 FTE Director
  - 2.6 FTE Assistant Director (Truckee, Nevada City and Auburn/Foresthill)
  - 1 FTE Academic Dean
  - 34.4 FTE Supervising Teachers
  - 1.0 FTE College and Career Advisor (Nevada City)
  - .6 FTE Math and ELA Intervention Specialist
  - Substitute teachers
  - Stipends: Department Heads, Mentor Teachers, Masters Degree, K-8 Block Class Coordinator, Resource Center Coordinator, County Academic Tournament Coordinator
  - Block Class Instructors (Budget based on historical trend)

**Classified Staffing:**

- 1 7.5hr per day Business Director/Supervisor @ 210 work days (exempt position)
- 9 FTE 7.5hr per day Support Staff @ 210 work days
- .6 Business Director Assistant
- Block Class Instructors (Budget based on historical trend)

**Payroll Costs:**

STRS	16.28%	PERS	18.062%
Medicare	1.45%	Social Security	6.20%
Unemployment	0.05%	Workers Comp	0.99%

**Health Benefits:**

FCS offers a High Deductible PPO Health Plan with a Health Saving Account to all eligible employees.

- FCS implemented a 'tiered' benefit cap structure, providing a cap based on family demographics:

PLAN	PER EMPLOYEE CAP	EMPLOYEE COST/MO	PLAN COST
Employee Only	\$4,562.28	\$58.69	\$5,266.28
Employee with child(ren)	\$7,637.04	\$153.52	\$9,479.24
Employee plus spouse	\$8,212.00	\$281.16	\$11,585.92
Employee plus family	\$10,543.20	\$481.89	\$16,325.68

- Dental and Vision Care are offered as voluntary plan options

DCarter/FCS

**Oversite and Business Services:**

- Cost of 1% County Oversight = \$ 65,220
- Cost of 4% Business Services = \$266,200

**Special Education:**

- Special Education continues to be a shared expense between the members of the Nevada County Charter Services Authority (NCCSA) offering a very efficient model for the delivery of special education services to our students.
- The FCS special education annual encroachment projected in our 1<sup>st</sup> Interim Budget for the 2018-2019 school year is \$629,475
- FCS will receive \$270,111 in SELPA funding for 2018-2019 and an estimated \$40,203 in Mental Health dollars
- Total projected special education costs = \$939,789; a 14% increase over 2017-2018

**Cash Flow**

We will continue to monitor and provide the council with monthly reports of our cash flow.

FOREST CHARTER SCHOOL  
1st Interim  
2018-2019

	Adopted 2018-2019	1st Interim 2018-2019
<b>ENROLLMENT</b>	760	725
<b>ADA</b>	745.00	711.00
<b>REVENUE</b>		
LCFF	\$ 5,103,472	\$ 4,681,987
Prop 30 EPA	954,634	1,048,335
In-Lieu Property Taxes	678,841	791,702
Total LCFF	\$ 6,736,947	\$ 6,522,024
Federal Revenue - Other		
SELPA - Federal (3310)	79,185	119,369
SELPA - State (6500)	187,309	150,742
Mental Health (6512)	38,679	40,203
Mandate Block Grant	20,470	20,470
One-Time Discretionary Grant	213,176	132,964
State Lottery	140,190	140,190
State Other	160,511	245,757
Local - donations	25,000	25,000
Local - other	27,500	27,500
<b>Total Revenue</b>	<b>\$ 7,628,967</b>	<b>\$ 7,424,219</b>
<b>EXPENDITURES</b>		
<b>Personnel Costs</b>		
Certificated Salaries	\$ 3,304,259	\$ 3,280,576
Certificated Increase/Decrease	0.0	0.0
Certificated Total	\$ 3,304,259	\$ 3,280,576
Classified Salaries	\$ 817,356	\$ 743,911
Classified Increase/Decrease	0	0
Classified Total	\$ 817,356	\$ 743,911
Benefits	\$ 1,220,351	\$ 1,301,295
<b>Total Personnel Costs</b>	<b>\$ 5,341,966</b>	<b>\$ 5,325,782</b>
<b>Program Costs</b>		
Books and Supplies	\$ 258,903	\$ 232,045
Services	1,575,154	1,562,874
Facility Lease	349,978	349,978
NCSos Oversight	67,369	65,220
NCSos Business Services	278,824	266,200
Capital Outlay	0	0
Debt Services	0	0
<b>Total Program Costs</b>	<b>\$ 2,530,228</b>	<b>\$ 2,476,317</b>
<b>Total Expenses</b>	<b>\$ 7,872,194</b>	<b>\$ 7,802,099</b>
<b>Net Increase/Decrease</b>	<b>\$ (243,227)</b>	<b>\$ (377,880)</b>
<b>Beginning Balance</b>	<b>\$ 2,298,600</b>	<b>\$ 1,894,609</b>
<b>Ending Balance</b>	<b>\$ 2,055,373</b>	<b>\$ 1,516,729</b>
Revolving/Clearing	\$ 2,600	\$ 2,600
Required Reserve (5%)	393,610	390,105
SE Reserve	157,444	156,042
PY Prop 39	145,862	0
College Readiness Grant	0	55,545
Tobacco Use Prevention	0	0
CaSTRS Support	60,000	60,000
Educator Effectiveness Grant	0	0
Additional Reserves	695,857	
Building Project Reserve	600,000	600,000
STRS Support		
Unappropriated Fund Balance	\$ -	\$ 252,437

Charter Council Approved:

CASH FLOW REPORT 2018-19

PROJECTED YEAR BUDGET Descriptions	Current or Revised Budget 2018-19	Original Budget 2018-19								Total Jul-Jan						Total Jul-Jun	2018-19 Accrue	Other Adjustments Explain	Cash & Accrual Total	Diff. s/b \$0
			July	August	September	October	November	December	January		February	March	April	May	June					
Beginning Cash Balance	1,894,609	1,705,735	1,894,609	1,825,106	1,496,714	1,774,803	1,747,502	1,650,824	2,349,226	1,894,609	2,247,822	1,995,249	2,003,759	2,226,986	1,760,732	1,894,609	1,794,508	2,057,755	1,894,609	
RECEIPTS																				
Prop Tax 8020-8079	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
State Aid (Appo 8010-8019	5,730,322	6,058,106	233,245	233,245	864,422	488,781	459,312	697,971	459,312	3,436,288	341,683	580,342	341,683	341,683	688,644	5,730,322	0		5,730,322	-
RL Trf & PERS 8080-8099	791,702	678,841	0	0	0	0	0	395,851	0	395,851	0	0	316,681	0	79,170	791,702	0		791,702	-
Total 8010-809 8010-8099	6,522,024	6,736,947	233,245	233,245	864,422	488,781	459,312	1,093,822	459,312	3,832,139	341,683	580,342	658,364	341,683	767,814	6,522,024	0	0	6,522,024	-
Federal Revent 8100-8299	119,369	79,185	0	0	0	0	0	0	29,842	29,842	0	0	29,842	0	0	59,685	59,685		119,369	-
Other State Rev 8300-8599	730,326	760,335	7,471	7,471	14,356	33,550	56,668	107,982	70,044	297,542	7,464	71,994	17,134	7,464	17,133	418,731	311,595		730,326	-
Other Local Rev 8600-8799	52,500	52,500	135	(135)	164	13,034	9,167	0	17,500	39,865	0	0	17,500	0	0	57,365	(4,865)		52,500	-
Transfers In 8910-8929	0	0	0	0	917	0	0	0	0	917	0	0	0	0	0	917	(917)		0	-
Sources 8931-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Contributions 8980-8999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
TOTAL RECEIPTS	7,424,219	7,628,967	240,851	240,581	879,859	535,365	525,147	1,201,804	576,698	4,200,305	349,147	652,336	722,840	349,147	784,947	7,058,722	365,498	0	7,424,219	-
DISBURSEMENTS																				
Cert Salaries 1000-1999	3,280,576	3,304,259	49,668	269,888	283,736	290,071	297,346	297,346	297,346	1,785,401	297,346	297,346	297,346	297,346	298,516	3,273,301	7,275		3,280,576	-
Classified Salar 2000-2999	743,911	817,356	48,343	57,139	68,761	79,086	61,993	61,993	61,993	439,307	61,993	61,993	61,993	61,993	80,590	767,867	(23,956)		743,911	-
Empl Benefits 3000-3999	1,301,295	1,220,351	28,099	86,974	92,848	97,158	109,487	109,487	109,487	633,540	109,487	109,487	109,487	109,487	140,974	1,212,462	88,833		1,301,295	-
Supplies 4000-4999	232,045	258,903	1,670	7,672	47,716	41,381	23,000	23,000	20,000	164,439	15,000	15,000	15,000	21,575	15,000	246,014	(13,969)		232,045	-
Services 5000-5999	2,264,272	2,271,325	172,771	159,513	242,427	73,612	130,000	140,000	189,277	1,107,600	150,000	160,000	80,000	325,000	375,000	2,197,600	66,672		2,264,272	-
Total Books, \$ 4000-5999	2,496,317	2,530,228	174,441	167,185	290,143	114,993	153,000	163,000	209,277	1,272,039	165,000	175,000	95,000	346,575	390,000	2,443,614	52,703	0	2,496,317	-
Capital Outlays 6000-6999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Other Outgo 7000-7399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Trf of Indirect 7300-7399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Debt Service 7400-7499	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Total 7000-749	8290	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
Interfund Transf 7600-7629	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Financing Uses 7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Trans 9640 9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
TOTAL DISBURSEMENTS	7,822,099	7,872,194	300,551	581,186	735,488	581,308	621,826	631,826	678,103	4,130,287	633,826	643,826	563,826	815,401	910,080	7,697,244	124,855	0	7,822,099	-
CURR YR NET INC/DEC	(397,880)	(243,227)	(59,700)	(340,605)	144,371	(45,943)	(96,679)	569,978	(101,404)	70,018	(284,679)	8,510	159,015	(466,254)	(125,133)	(638,523)	240,643	0	(397,880)	-
PR YR TRNCTIONS																				
Revolving Cash 91xx (8,544)	(8,544)	(8,544)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(8,544)		(8,544)	-
Accounts Receiv 92xx 642,123	642,123	642,123	0	19,673	238,798	0	0	128,425	0	386,896	32,106	0	64,212	0	158,909	642,123	0		642,123	-
Due From 9310 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Prepays 9330/9331 67,237	67,237	67,237	42,326	(1,563)	0	0	0	0	0	40,763	0	0	0	0	0	40,763	26,474		67,237	-
Accounts Receiv 9120-9499 700,816	700,816	700,816	42,326	18,110	238,798	0	0	128,425	0	427,659	32,106	0	64,212	0	158,909	682,886	17,930	0	700,816	-
Accounts Payabl 9500-10, 9560 (186,422)	(186,422)	(186,422)	(52,129)	(5,897)	(105,080)	(18,642)	0	0	0	(181,748)	0	0	0	0	0	(181,748)	(4,674)		(186,422)	-
H&W Payable / 9511-9525 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Due to Grantors 9590 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Due To 9610 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Accounts Payabl 9500-9630 (186,422)	(186,422)	(186,422)	(52,129)	(5,897)	(105,080)	(18,642)	0	0	0	(181,748)	0	0	0	0	0	(181,748)	(4,674)	0	(186,422)	-
Deferred Reven 9650 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	-
Total Prior Year Transaction	887,238	887,238	(9,803)	12,213	133,718	18,642	0	128,425	0	609,407	32,106	0	64,212	0	158,909	864,634	22,604	0	887,238	-
TOTAL NET INC/DEC	489,358	644,011	(69,503)	(328,392)	278,089	(27,301)	(96,679)	698,403	(101,404)	679,425	(252,572)	8,510	223,227	(466,254)	33,776	226,111	263,247	0	489,358	-
ENDING CASH BALANCE	2,383,967	2,349,746	1,825,106	1,496,714	1,774,803	1,747,502	1,650,824	2,349,226	2,247,822	2,574,034	1,995,249	2,003,759	2,226,986	1,760,732	1,794,508	2,120,720	2,057,755	2,057,755	2,383,967	-
																~Cash	Cash & Accrual			

**Forest Charter School  
Multi Year Projections  
1st Interim 2018-2019**

	Current Yr	Year 2	Year 3	Year 4	Year 5
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>ENROLLMENT</b>	725	730	735	735	745
<b>ADA</b>	711.00	715.00	720.00	720.00	730.00
<b>REVENUE</b>					
LCFF	\$ 4,681,987	\$ 4,886,414	\$ 5,082,869	\$ 5,374,176	\$ 5,658,969
Prop 30 EPA	1,048,335	1,054,233	1,061,605	1,068,977	1,076,349
In-Lieu Property Taxes	791,702	791,702	791,702	791,702	791,702
Total LCFF	\$ 6,522,024	\$ 6,732,349	\$ 6,936,176	\$ 7,234,855	\$ 7,527,020
Federal Revenue - Other	\$ -	\$ -	\$ -	\$ -	\$ -
SELPA - Federal (3310)	119,369	119,369	119,369	119,369	74,352
SELPA - State (6500)	150,742	150,742	150,742	150,742	150,742
Mental Health (6512)	40,203	40,203	40,203	40,203	40,203
Mandate Block Grant	16.3/45. 20,470	16.7/46.1 21,313	17.2/47.1 22,031	17.79/49.21 22,968	17.79/49.21 23,120
One-Time Discretionary Grant	\$ 195 132,964	0	0	0	0
State Lottery	\$ 204 140,190	\$ 204 145,044	\$ 204 145,860	\$ 204 146,880	\$ 204 146,880
State Other	245,757	245,757	245,757	245,757	245,757
Local - Donations	25,000	25,000	25,000	27,400	27,400
Local - Interest	27,500	29,500	29,500	29,500	29,500
<b>Total Revenue</b>	<b>\$ 7,424,219</b>	<b>\$ 7,509,277</b>	<b>\$ 7,714,638</b>	<b>\$ 8,017,674</b>	<b>\$ 8,264,974</b>
<b>EXPENDITURES</b>					
<b>Personnel Costs</b>					
Certificated Salaries	39.6 FTE \$ 3,280,576	39.6 FTE \$ 3,284,663	40.0 FTE \$ 3,366,663	40.0 FTE \$ 3,450,829	40.0 FTE \$ 3,537,100
Certificated Increase/Decrease	0	0	0	0	3% 106,113
Certificated Total	\$ 3,280,576	\$ 3,284,663	\$ 3,366,663	\$ 3,450,829	\$ 3,643,213
Classified Salaries	10.6 FTE \$ 743,911	11.0 FTE \$ 767,578	11.0 FTE \$ 786,767	11.0 FTE \$ 806,436	11.0 FTE \$ 826,597
Classified Increase/Decrease	0	0	0	0	3% 24,798
Classified Total	\$ 743,911	\$ 767,578	\$ 786,767	\$ 806,436	\$ 851,395
Benefits	\$ 1,301,295	\$ 1,310,108	\$ 1,413,268	\$ 1,490,451	\$ 1,516,604
<b>Total Personnel Costs</b>	<b>\$ 5,325,782</b>	<b>\$ 5,362,349</b>	<b>\$ 5,566,698</b>	<b>\$ 5,747,716</b>	<b>\$ 6,011,212</b>
<b>Program Costs</b>					
Books and Supplies	\$ 232,045	1% \$ 234,365	1% \$ 236,710	1% \$ 239,077	1% \$ 241,468
Services	1,562,874	1,191,285	1,197,803	1,209,781	1,221,879
Facility Lease	349,978	353,465	355,965	358,465	363,465
NCSos Oversight	1% 65,220	1% 67,323	1% 69,362	1% 72,349	1% 75,270
NCSos Business Services	4% 266,200	4% 270,146	4% 278,328	4% 290,313	4% 302,006
Capital Outlay	0	0	0	0	0
Debt Services	0	0	0	0	0
<b>Total Program Costs</b>	<b>\$ 2,476,317</b>	<b>\$ 2,116,585</b>	<b>\$ 2,138,168</b>	<b>\$ 2,169,985</b>	<b>\$ 2,204,088</b>
<b>Total Expenses</b>	<b>\$ 7,802,099</b>	<b>\$ 7,478,934</b>	<b>\$ 7,704,866</b>	<b>\$ 7,917,700</b>	<b>\$ 8,215,300</b>
<b>Other Transfers In/Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase/Decrease</b>	<b>\$ (377,880)</b>	<b>\$ 30,343</b>	<b>\$ 9,772</b>	<b>\$ 99,974</b>	<b>\$ 49,674</b>
<b>Beginning Balance</b>	<b>\$ 1,894,609</b>	<b>\$ 1,516,729</b>	<b>\$ 1,547,072</b>	<b>\$ 1,556,844</b>	<b>\$ 1,656,818</b>
<b>Ending Balance</b>	<b>\$ 1,516,729</b>	<b>\$ 1,547,072</b>	<b>\$ 1,556,844</b>	<b>\$ 1,656,818</b>	<b>\$ 1,706,492</b>
Revolving/Clearing	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Required Reserve	5% 390,105	5% 373,947	5% 385,243	5% 385,243	5% 385,243
Special Ed	2% 156,042	2% 149,579	2% 154,097	2% 158,354	2% 164,306
PY Prop 39	-	-	-	-	-
College Readiness Grant	55,545	-	-	-	-
Tobacco Use Prevention Grant	-	-	-	-	-
Additional Reserves	-	-	-	-	-
STRS/PERS	60,000	-	-	-	-
Building Project Reserves	600,000	600,000	600,000	600,000	600,000
Unappropriated Fund Balance	\$ 252,437	\$ 420,947	\$ 414,904	\$ 510,621	\$ 554,343

**Narrative/Comments:**

**Year 1 - Revenue** based on SSC LCFF calculator and include one-time grant funds of \$132,964; ADA at 711

**Expenses** reflect balance of College Readiness Grant of \$55,545 STRS rate increased to 16.28%; PERS rate increased to 18.10%; Step increase plus 2.5% raise for all EOM and 10th of month employees; Required reserve of 5%; Required Special Ed reserve of 2%; New hire of 2 part-time MFT Counselor; No H.S.A. contribution; \$60,000 STRS/PERS identified in EFB to offset increased costs. Lunch equipt. from EFB

**Year 2 - Revenue** based on SSC LCFF calculator; No one-time grant funds; ADA growth to 715

**Expenses** reflect EOM and 10th of month step increases; STRS rate increased to 18.13%; PERS rate increase to 20.80%; Classified new hire to support lunch program STRS/PERS increase part of balanced budget; No H.S.A. Contribution; \$10,000 identified for lunch program in services

**Year 3 - Revenue** based on SSC LCFF calculator; ADA growth to 720

**Expenses** reflect EOM and 10th of month step increases; STRS rate increased to 19.10%; PERS rate increase to 23.80%; No H.S.A. Contribution identified

**Year 4 - Revenue** based on SSC LCFF calculator; ADA constant at 720

**Expenses** reflect EOM and 10th of month step increases; STRS rate decreased to 18.10%; PERS rate remains at 23.80%; No H.S.A. Contribution

**Year 5 - Revenue** based on SSC LCFF calculator; ADA growth to 730

**Expenses** include EOM and 10th of month step increases plus 3% raise; No H.S.A. Contribution

[Charter Council Approved: