

Forest Charter School

Monthly Charter Council Meeting Minutes – March 13, 2018

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

Council Members:

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

Minutes

Present: Dan Thiem, Julie Coffin, Erin McCarthy, Jennifer Sheffo, Peter Sagebiel, Debbie Carter, Paul Simoes, Dave Stanger, Alex Torres, and Tita Fowler

Absent: Janice Eggers, BJ Hatcher, Shelly Rose

1. **Call to Order: 5:35 pm**
2. **Pledge of Allegiance**
3. **Action: Approval of Minutes of February 6, 2018**

Julie Coffin made the motion to approve the Minutes. Jennifer Sheffo seconded.

Ayes: Julie Coffin, Erin McCarthy, Jennifer Sheffo, Dan Thiem

Nays: None

Abstain: None

4. **Action: Adoption of the Agenda**

Jennifer Sheffo made the motion to approve the Agenda. Julie Coffin seconded.

Ayes: Julie Coffin, Erin McCarthy, Jennifer Sheffo, Dan Thiem

Nays: None

Abstain: None

5. Discussion: Other

None.

6. Information/Action: Charter Council Vice-Chair Vacant Position—Dan Thiem

No action taken. The Director will conduct Charter Council meetings in the event of a Council Chair absence.

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

Forest Charter has a rotating board that is elected to 2 year terms. We will vote on two parent representative and the Council Chair position during the upcoming election.

8. Information/Action: 2018-2019 School Calendar—Peter Sagebiel

Peter presented the 2018-2019 Forest Charter School Calendar to the Council.

Julie Coffin made a motion to approve the 2018-2019 Forest Charter School Calendar. Jennifer Sheffo seconded.

Ayes: Julie Coffin, Erin McCarthy, Jennifer Sheffo, Dan Thiem

Nays: None

Abstain: None

9. Information: Student Achievement—BJ Hatcher

In BJ Hatcher's absence, Peter Sagebiel updated the Council on the preparation for CAASSP testing and the wrap up of NWEA assessments.

10. Information: Healthy Kids Survey—BJ Hatcher

In BJ's absence, Peter Sagebiel provided the Council and attendees with information on the results of the Healthy Kids Survey. The survey, which was presented to 7th, 9th, and 11th grade students and staff showed a strong focus on the need for mental health support. Future surveys may be done during class to increase participation.

11. Information: FCS Survey Results—BJ Hatcher

In BJ's absence, Peter Sagebiel provided the Council and attendees with information on the results of the FCS Survey. The survey, which was presented to students, parents and staff also showed that Forest Charter is a safe environment that supports students and staff and provides a strong academic program. There was also a strong focus on the need for more emotional support for students. Increased participation in the student survey would result in more accurate results. However, this is the first year of the student survey, and the feeling was that participation for the first year was strong.

12. Information: FCS 2016 Taxes (Form 990)—Debbie Carter

Debbie presented the 2016 taxes to the Council.

13. Information: 2017/2018 Cash Flow—Debbie Carter

Debbie updated the Council on the new accounting software (Escape) challenges and the lack of the Cash Flow being uploaded to the new system.

14. Discussion: 2018/2019 Salary Schedules—Debbie Carter

Debbie discussed interest in putting the 2.5 % COLA into salaries, hiring a School Counselor and possibly benefits. Discussion included the desire to push the budget some but with confidence this will still maintain balance and sustainability due to not bringing back a classified staff member.

15. Information: LCAP Update--Peter Sagebiel

Peter will be working on updating the LCAP in the coming weeks. The LCAP public hearing will be held on May 21, 2018 at 4:00 pm.

16. Discussion: Director's Evaluation Committee—Dan Thiem

Dan provided updates and information on the progress of the Director's Evaluation. Dan will be sending out the Survey Monkey questions to the Council in the next couple of days to be returned within a week or so. Then Dan, Julie Coffin and BJ Hatcher will develop the narrative and goals to be presented to the Council in closed session at the start of the April 17, 2018 Council meeting.

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

Debbie presented February New Contracts and Warrants for approval.

Julie Coffin made a motion to approve. Erin McCarthy seconded.

Ayes: Julie Coffin, Erin McCarthy, Jennifer Sheffo, Dan Thiem

Nays: None

Abstain: None

18. Information: Director's Update—Peter Sagebiel

- **Enrollment:** Enrollment is 753. There is lots of interest in 18/19 school year.
- **Office Space for Special Ed:** No update.
- **FCS Family Handbook:** Currently trying to narrow down and eliminate parents having to dig around for information. Happy with the progress which is 85-90% complete.
- **High School Dance:** Red & White dance was sweet, innocent, well attended and successful.
- **Health and Safety Corner:** Will be located on the FCS website as a tool for families and staff to access general safety information regarding Suicide Prevention, bullying and Cyber-bullying, and human trafficking prevention. Families can also find a variety of other health and safety information in this location.
- **Character Education Committee:** Putting together curriculum for teachers to use at school and for independent study students on bullying, code of conduct, etc.
- **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)
- Energy Plan Update (as needed)
- State Audit
- LCAP
- Salary Schedules

20. Information: Reminder of Future Meetings

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

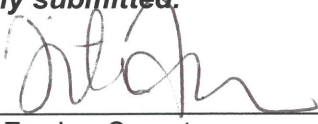
2018: 4/17, *5/21, **5/22, 6/5

***Special Meeting**

****Budget Meeting**

21. Action: Adjourn at 6:50 p.m.

Respectfully submitted:

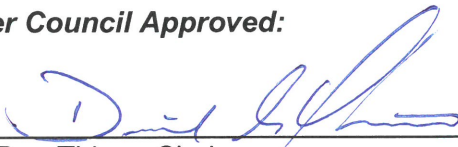


Tita Fowler, Secretary

4/17/18

Date

Charter Council Approved:



Dan Thiem, Chair

4/17/18

Date