

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

October 16, 2018

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

Dan Thiem, Chair Erin McCarthy, Parent Representative Shelly Rose, Parent Representative Jennifer Sheffo, Parent Representative Jean Watson, Parent Representative Tita Fowler, Secretary
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NOTE: Due to travel, Jean Watson may be joining the meeting by teleconference from 10725 Pioneer Trail, Truckee, CA.

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

- Should the Consent Agenda be approved?
 - A. September 18, 2018 Charter Council Meeting Minutes *(page 4)*
 - B. New Contracts *(page 8)*
 - C. Warrants *(page 9)*
 - D. Classified Job Descriptions *(page 18)*

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: Forest Charter School 2018 LCAP Update—Peter Sagebiel

Peter will provide the Council with an LCAP update.

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

BJ will provide information on the new California School Dashboard..

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

(page 25)

- Should the Council approve the Forest Charter School Local Indicators?

9. Information: Student Achievement—BJ Hatcher

BJ will report on student achievement.

10. Discussion: AB1871 Charter Schools: Free and Reduced Meals—Peter Sagebiel

Peter will discuss with the Council the impact and schools response to AB1871.

11. Discussion/Action: SB277 Immunization Law—Peter Sagebiel

- Should the Council approve revisions to the student enrollment process based on SB277?

12. Information/Action: FCS Special Ed Portable Roof Repairs—Debbie Carter

- Should the Council approve roof repairs to the FCS Special Ed portable not to exceed \$10,000?

13. Information/Action: FCS Fiscal Control Policy Additions and Updates—Debbie Carter

(page 28)

- Should the Council approve additions to the FCS Fiscal Control Policy?

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

Debbie will update the Council on the 2017-2018 Budget Actuals.

15. Information: 2018-19 Budget—Debbie Carter

Debbie will discuss one-time spending and progress on first interim.

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

(page 37)

Debbie will update the Council on the 2017-2018 Education Protection Account Actuals.

17. Information: Schoolwide Action Plan Update—Peter Sagebiel

Peter will provide a Schoolwide Action Plan update.

18. Information: Director's Update—Peter Sagebiel

- Enrollment
- YM&C Legal Workshop
- Google Training
- College and Career Day
- Trauma Informed Education Conference
- October 6th – Random Acts of Kindness Event (RAKE)
- Fall Safety Drills
- Other

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)
- Update Instructional Budget Policy
- Conflict of Interest Policy
- ELL Policy
- Suspension/Expulsion Policy

20. Information: Reminder of Future Meetings

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

***Special Meeting**

****Budget Meeting**

21. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – September 18, 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

Draft - Minutes

Present: Dan Thiem, Peter Sagebiel, Debbie Carter, Tita Fowler, BJ Hatcher, Shelly Rose, Jennifer Sheffo, Paul Simoes, Dave Stanger, Alex Torres, Jean Watson

Absent: Janice Eggers, Erin McCarthy

- 1. Call to Order: 5:30 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of August 28, 2018**

Jennifer Sheffo made the motion to approve the Minutes. Shelly Rose seconded.

Ayes: Shelly Rose, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

- 4. Action: Adoption of the Agenda**

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

Ayes: Shelly Rose, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

5. Discussion: Other

Follow-up discussion on Constitution Day was initiated by Shelly Rose. Peter Sagebiel and Paul Simoes informed the Council about what information was provided to teachers and students.

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

Peter updated the Council on LCAP attention which is currently centered on goals with a focus on student mental health. Mental health counselors have been hired on a part-time basis at both the Nevada City and Truckee Learning Centers.

7. Information: Student Achievement—BJ Hatcher

BJ informed the Council that CAA (California Alternative Assessment) results had been received. BJ is working with Multiple Measures (our data analysis firm) to analyze retained students (3 or more years) vs. newer students. They are hoping to have this data available by second semester.

8. Information: Energy Plan Update—Debbie Carter

Debbie informed the Council 188k had been received in Prop 39 funds and of that 54k was provided for planning with 134k for project budget. The project cost came in just over 147k and replaced all dated HVAC units on campus. Final two units will be replaced on portables over fall break. Overall a great outcome.

9. Information/Action: FCS 2018-19 Supplemental Salary Schedule—Debbie Carter

Debbie presented revisions to the FCS 2018-19 Supplemental Salary Schedule to the Council. The update was limited to increasing the hourly rate range for maintenance staff from between \$15-\$40 to between \$15-\$45 to remain consistent with area rates.

Shelly Rose made a motion to approve the FCS 2018-19 Supplemental Salary Schedule. Jennifer Sheffo seconded.

Ayes: Shelly Rose, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

10. Information/Action: 2018-19 FCS Employee Handbook—Debbie Carter

Debbie provided the Council with a summary of revisions and updates made to the 2018-19 FCS Employee Handbook.

Jean Watson made the motion to approve the 2018-19 FCS Employee Handbook. Jennifer Sheffo seconded.

Ayes: Shelly Rose, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

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

Debbie presented September New Contracts and Warrants for approval.

Shelly Rose made a motion to approve the Consent Agenda. Jennifer Sheffo seconded.

Ayes: Shelly Rose, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

12. Information: Director's Update—Peter Sagebiel

- **Enrollment:** Down some from projections but hovering around 700. Looking at adjusting the budget to account for the difference. The gaps are spread out schoolwide. Currently working on a creative analysis.
- **Professional Development:** Google training is coming up at the end of September for staff and teachers (This training will support one of our WASC Action Plan Goals).
- **Governance Training:** Attended by one Council member and two staff members. It was a good training with useful information.
- **Mental Health Screening:** Screening being offered to 9th grade students. Parents and students need to opt in. Trying to normalize mental health communication (centering around anxiety, depression and suicide). Free service provided to 9th graders across the County. Students in other grades will also be screened if teachers and staff feel there is a need.
- **Student Help with Anxiety/Intervention Training:** Emily Gallup, NC Learning Center Mental Health Counselor, provided staff with tools on how to talk to students with anxiety and/or depression.
- **Mindfulness:** Mark Keim made a presentation to staff on the Mindfulness Committees progress/pilot of a six-week program focused on Mindfulness. Nice to have a committee that focused on preventative/proactive programs for students.
- **Truckee ST New Hire:** New teacher hired in the Truckee Treetop 3-4 position and will start later this week.
- **Governance Workshop:** <duplicate>
- **Other:** None.

13. Information: Future Agenda Items

- One-Time Spending Funds (Peter and Debbie) NEXT MEETING
- Student Achievement (as needed)
- Foundation Report (as needed)
- Action Plan Update (as needed) NEXT MEETING
- Update Instructional Budget Policy
- State Audit
- LCAP

14. Information: Reminder of Future Meetings

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

2018/2019: 10/16, 11/6**, 12/11, 1/15, 2/5**, 3/12, 4/23, 5/20*, 5/21**, 6/4

***Special Meeting**

****Budget Meeting**

15. Action: Adjourn at 6:04 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (October 2018)

At-Will:

Binley, Brook	Block Class Instructor	\$4082.40
McAlindin, Sean	Block Class Instructor	\$16,174.38 (4 HS classes)
McAlindin, Sean	Block Class Instructor	\$1458.00
Merkley, Tori	Block Class Instructor	\$2430.00
Robinette, Cassandra	Block Class Instructor	\$1506.24

Stipends:

Adams, Mindy	Block Class Instructor	\$4518.75
Binley, Brook	Block Class Instructor	\$4082.40
Gallagher, Danielle	Block Class Instructor	\$2259.38
Miller, Jessica	Block Class Instructor	\$1020.60

Hourly:

Clark, Susan	Tutor	\$455.00
Collings, Camille	Tutor	\$490.00
Collings, Camille	Tutor	\$245.00 (x2)
Collings, Camille	Tutor	\$560.00
Desler, Emily	Supervised Activities	\$245.92
Ewing, Kelsey	Long Term Sub	\$4954.53
Frost, Alicia	Supervised Activities	\$23.06
Goldbeck, Emma	Tutor	\$245.00
Goldbeck, Emma	Tutor	\$700.00
Herman, Brook	Tutor	\$440.00 (GSA Math Lab)
Herman, Brook	Tutor	\$120.00
Keim, Mark	Block Class Instructor	\$1020.60
Kelley, Emily	Tutor	\$560.00
Merkley, Tori	Tutor	\$30.00
Nammany, Scott	Enrichment Instruction	\$320.00
Ojeda-Chatigny, Kaleen	Long Term Sub	\$3538.95
Powers, Janice	Supervised Activities	\$2751.87
Sandoval, Austin	Supervised Activities	\$11,620.80 (Tree Top Aide)

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-451599	09/07/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	414.28	.00
19-452017	09/14/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	2,668.26 ✓	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-2750-000-0000	mpir 1,114.27	.00
19-452384	09/21/2018	HOUSE OF PRINT & COPY LLC 81-0009-4300-00-000-0-0000-2750-000-0000	289.98	.00
19-452390	09/21/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-000-0000	71.87	.00
19-452400	09/21/2018	WILLIAMS STATIONERY 81-0009-4300-00-000-0-0000-2750-000-0000	568.97	.00
19-452838	09/28/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-4300-00-000-0-0000-2750-000-0000	12.00	.00
19-452861	09/28/2018	STAPLES ADVANTAGE 81-0009-4300-00-000-0-0000-2750-000-0000	245.38	.00
19-451599	09/07/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	85.29	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-0000-2750-678-0000	1,122.92	.00
19-452390	09/21/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-2750-678-0000	130.47	.00
19-451599	09/07/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-000-0000	44.20	.00
19-451603	09/07/2018	REED'S LOCKS INC 81-0009-4300-00-000-0-0000-8100-000-0000	108.75	.00
19-452373	09/21/2018	B & C ACE HOME CENTER 81-0009-4300-00-000-0-0000-8100-000-0000	8.58	.00
19-452390	09/21/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-000-0000	46.80	.00
19-452394	09/21/2018	SAC-VAL JANITORIAL SUPPLIES 81-0009-4300-00-000-0-0000-8100-000-0000	262.22	.00
19-452834	09/28/2018	B & C ACE HOME CENTER 81-0009-4300-00-000-0-0000-8100-000-0000	62.16	.00
19-451599	09/07/2018	OFFICE DEPOT 81-0009-4300-00-000-0-0000-8100-678-0000	246.97	.00
19-452841	09/28/2018	PAUL D. EGGERS 81-0009-4300-00-000-0-0000-8100-678-0000	430.46	.00
19-452847	09/28/2018	JANICE EGGERS 81-0009-4300-00-000-0-0000-8100-678-0000	113.64	.00
19-452011	09/14/2018	ENTOURAGE YEARBOOKS 81-0009-4300-00-000-0-1110-1000-000-0000	600.39	.00
19-452845	09/28/2018	LIZBETH A. HUERTA 81-0009-4300-00-000-0-1110-1000-000-0000	75.08	.00
19-452849	09/28/2018	LINDSAY MERCADO 81-0009-4300-00-000-0-1110-1000-000-0000	103.22	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4300-00-000-0-1110-1000-671-0000	303.44	.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 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452843	09/28/2018	FOLLETT SCHOOL SOLUTIONS INC 81-0009-4300-00-000-0-1110-1000-672-0000	423.19	.00
19-452861	09/28/2018	STAPLES ADVANTAGE 81-0009-4300-00-000-0-5770-1190-000-0000	200.97	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-4400-00-000-0-1110-1000-673-0000	5,423.28	.00
19-452832	09/28/2018	APPLE INC 81-0009-4400-00-000-0-1110-1000-673-0000	10,414.40 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-1100-000-0000	32,740.13 ✓	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-1100-000-0000	36,976.19 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-1190-000-0000	9,765.53 ✓	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-1190-000-0000	5,529.47 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-2140-000-0000	4,017.31 ✓	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-2140-000-0000	4,017.31 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-3120-000-0000	4,901.86 ✓	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-3120-000-0000	4,901.86 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-3140-000-0000	707.75 ✓	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-3140-000-0000	707.75 ✓	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-4000-000-0000	629.61	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-0009-5100-00-000-0-5770-4000-000-0000	629.61	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5210-00-000-0-0000-2750-000-0000	792.68	.00
19-451588	09/07/2018	BETHANY KNOTT 81-0009-5210-00-000-0-1110-1000-000-0000	201.04	.00
19-451607	09/07/2018	VALERIE HIESTAND 81-0009-5210-00-000-0-1110-1000-000-0000	154.78	.00

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19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5210-00-000-0-1110-1000-000-0000	349.65	.00
19-452831	09/28/2018	APLUS+ 81-0009-5210-00-000-0-1110-1000-000-0000	299.00	.00
19-452016	09/14/2018	MIC WRIGHT SPECIALTY 81-0009-5400-00-000-0-0000-2750-000-0000	2,584.00	.00
19-452391	09/21/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5510-00-000-0-0000-8140-000-0000	34.46	.00
19-452856	09/28/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5510-00-000-0-0000-8140-000-0000	8.92	.00
19-452860	09/28/2018	SOUTHWEST GAS CORPORATION 81-0009-5510-00-000-0-0000-8140-000-0000	11.28	.00
19-452391	09/21/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5520-00-000-0-0000-8140-000-0000	1,732.33	.00
19-452399	09/21/2018	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 81-0009-5520-00-000-0-0000-8140-000-0000	452.24	.00
19-452856	09/28/2018	PACIFIC GAS & ELECTRIC COMPANY 81-0009-5520-00-000-0-0000-8140-000-0000	95.08	.00
19-452377	09/21/2018	CITY OF NEVADA CITY 81-0009-5540-00-000-0-0000-8140-000-0000	2,725.92	.00
19-452399	09/21/2018	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 81-0009-5540-00-000-0-0000-8140-000-0000	83.86	.00
19-452377	09/21/2018	CITY OF NEVADA CITY 81-0009-5550-00-000-0-0000-8140-000-0000	163.80	.00
19-452030	09/14/2018	WASTE MANAGEMENT 81-0009-5570-00-000-0-0000-8100-000-0000	269.10	.00
19-451589	09/07/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-5600-00-000-0-0000-2740-000-0000	261.42	.00
19-451591	09/07/2018	DE LAGE LANDEN FINCL SRV INC 81-0009-5600-00-000-0-0000-2740-000-0000	1,260.31	.00
19-452375	09/21/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-5600-00-000-0-0000-2740-000-0000	1,554.93	.00
19-452379	09/21/2018	DE LAGE LANDEN FINCL SRV INC 81-0009-5600-00-000-0-0000-2740-000-0000	197.34	.00
19-451590	09/07/2018	CANYON VIEW ASSEMBLY 81-0009-5600-00-000-0-0000-8100-690-0000	12,442.00	.00
19-451600	09/07/2018	PIONEER COMMERCE CENTER 81-0009-5600-00-000-0-0000-8700-000-0000	2,053.72	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5600-00-000-0-0000-8700-000-0000	275.00	.00
19-452376	09/21/2018	CANYON VIEW ASSEMBLY 81-0009-5600-00-000-0-0000-8700-000-0000	1,000.00	.00

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Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452386	09/21/2018	MASTERS COURT TRUST 81-0009-5600-00-000-0-0000-8700-000-0000	895.00	.00
19-452388	09/21/2018	NEVADA CITY SCHOOL DISTRICT 81-0009-5600-00-000-0-0000-8700-000-0000	13,541.67 ✓	.00
19-452392	09/21/2018	PIONEER COMMERCE CENTER 81-0009-5600-00-000-0-0000-8700-000-0000	13,282.55 ✓	.00
19-452029	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5800-00-000-0-0000-2740-000-0000	1,299.00	.00
19-452835	09/28/2018	BLACKBOARD INC 81-0009-5800-00-000-0-0000-2740-000-0000	1,727.06	.00
19-452857	09/28/2018	R&B COMMUNICATIONS 81-0009-5800-00-000-0-0000-2740-000-0000	380.00	.00
19-451589	09/07/2018	CALTRONICS BUSINESS SYSTEMS 81-0009-5800-00-000-0-0000-2750-000-0000	24.00	.00
19-451586	09/07/2018	ABSOLUTE COMM SOLUTIONS 81-0009-5800-00-000-0-0000-8100-000-0000	255.00	.00
19-452005	09/14/2018	ABSOLUTE COMM SOLUTIONS 81-0009-5800-00-000-0-0000-8100-000-0000	170.00	.00
19-452021	09/14/2018	SITELINE ARCHITECTURE 81-0009-5800-00-000-0-0000-8100-000-0000	127.50	.00
19-452026	09/14/2018	THE CLEANING SOLUTION 81-0009-5800-00-000-0-0000-8100-000-0000	2,137.50	.00
19-452369	09/21/2018	ABC FIRE & CYLINDER SERVICE 81-0009-5800-00-000-0-0000-8100-000-0000	289.00	.00
19-452371	09/21/2018	ALPENGLOW CLEANING INC 81-0009-5800-00-000-0-0000-8100-000-0000	1,190.00	.00
19-452837	09/28/2018	BRUCE MAIRS 81-0009-5800-00-000-0-0000-8100-000-0000	1,241.00	.00
19-451587	09/07/2018	BAXTER GRAPHIC DESIGN 81-0009-5800-00-000-0-1110-1000-000-0000	37.63	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5800-00-000-0-1110-1000-000-0000	539.92	.00
19-452833	09/28/2018	AUBURN SKI CLUB TRAINING CNTR 81-0009-5800-00-000-0-1110-1000-000-0000	200.00	.00
19-452008	09/14/2018	BEFORE THE MOVIE INC 81-0009-5801-00-000-0-0000-2750-000-0000	179.00	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5801-00-000-0-0000-2750-000-0000	847.06	.00
19-452401	09/21/2018	YP LLC 81-0009-5801-00-000-0-0000-2750-000-0000	31.20	.00
19-452853	09/28/2018	NEVADA COUNTY FAIRGROUNDS 17TH DISTRICT AGRICULTURE ASSC 81-0009-5801-00-000-0-0000-2750-000-0000	290.00	.00
19-452863	09/28/2018	THE UNION CUSTOMER PAYMENT CTR 81-0009-5801-00-000-0-0000-2750-000-0000	200.00	.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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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452395	09/21/2018	SCHOOL PATHWAYS LLC 81-0009-5806-00-000-0-0000-2740-000-0000	1,972.00	.00
19-452396	09/21/2018	STATE OF CALIFORNIA/DOJ DEPT OF JUSTICE/CASHIER UNIT 81-0009-5840-00-000-0-0000-2750-000-0000	979.00	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-0009-5920-00-000-0-0000-2740-000-0000	313.43	.00
19-452020	09/14/2018	SEBASTIAN 81-0009-5930-00-000-0-0000-2740-000-0000	9.62	.00
19-452023	09/14/2018	SUDDENLINK COMMUNICATIONS 81-0009-5930-00-000-0-0000-2740-000-0000	238.64	.00
19-452372	09/21/2018	AT&T 81-0009-5930-00-000-0-0000-2740-000-0000	174.46	.00
19-452378	09/21/2018	COMCAST 81-0009-5930-00-000-0-0000-2740-000-0000	712.29	.00
19-452007	09/14/2018	AT&T 81-0009-5940-00-000-0-0000-2740-000-0000	64.25	.00
19-451585	09/07/2018	A BRIGHTER CHILD HOMESCHL BKS 81-1100-4300-00-000-0-1110-1000-000-0000	134.66	.00
19-451592	09/07/2018	EPS/LITERACY AND INTERVENTION 81-1100-4300-00-000-0-1110-1000-000-0000	150.70	.00
19-451593	09/07/2018	FLINN SCIENTIFIC INC 81-1100-4300-00-000-0-1110-1000-000-0000	25.44	.00
19-451594	09/07/2018	FOLLETT SCHOOL SOLUTIONS INC 81-1100-4300-00-000-0-1110-1000-000-0000	488.25	.00
19-451596	09/07/2018	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO. 81-1100-4300-00-000-0-1110-1000-000-0000	38.15	.00
19-451597	09/07/2018	JACKRIS PUBLISHING 81-1100-4300-00-000-0-1110-1000-000-0000	248.78	.00
19-451598	09/07/2018	LOGIC OF ENGLISH 81-1100-4300-00-000-0-1110-1000-000-0000	780.81	.00
19-451599	09/07/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	1,710.44	.00
19-451601	09/07/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	315.66	.00
19-451602	09/07/2018	REALLY GOOD STUFF INC 81-1100-4300-00-000-0-1110-1000-000-0000	53.22	.00
19-451605	09/07/2018	SINGAPORE MATH INC 81-1100-4300-00-000-0-1110-1000-000-0000	1,026.11	.00
19-451606	09/07/2018	SUSAN BINON 81-1100-4300-00-000-0-1110-1000-000-0000	61.68	.00
19-451608	09/07/2018	ZANER-BLOSER 81-1100-4300-00-000-0-1110-1000-000-0000	464.07	.00
19-452004	09/14/2018	A BRIGHTER CHILD HOMESCHL BKS 81-1100-4300-00-000-0-1110-1000-000-0000	405.57	.00
19-452009	09/14/2018	BEVERLY K MARKS 81-1100-4300-00-000-0-1110-1000-000-0000	43.03	.00

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452010	09/14/2018	BLICK ART MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	538.25	.00
19-452012	09/14/2018	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO. 81-1100-4300-00-000-0-1110-1000-000-0000	39.88	.00
19-452013	09/14/2018	JENNIFER HOMAN 81-1100-4300-00-000-0-1110-1000-000-0000	34.93	.00
19-452014	09/14/2018	LAKESHORE LEARNING MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	42.47	.00
19-452015	09/14/2018	LOGIC OF ENGLISH 81-1100-4300-00-000-0-1110-1000-000-0000	265.74	.00
19-452017	09/14/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	80.87	.00
19-452018	09/14/2018	PLS 3RD LEARNING 81-1100-4300-00-000-0-1110-1000-000-0000	345.51	.00
19-452019	09/14/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	305.63	.00
19-452022	09/14/2018	STAPLES BUSINESS CREDIT 81-1100-4300-00-000-0-1110-1000-000-0000	49.74	.00
19-452025	09/14/2018	TEACHING TEXTBOOKS INC. 81-1100-4300-00-000-0-1110-1000-000-0000	265.35	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-1100-4300-00-000-0-1110-1000-000-0000	6,347.32	.00
19-452368	09/21/2018	A BRIGHTER CHILD HOMESCHL BKS 81-1100-4300-00-000-0-1110-1000-000-0000	37.95	.00
19-452370	09/21/2018	ALL ABOUT LEARNING PRESS INC 81-1100-4300-00-000-0-1110-1000-000-0000	517.93	.00
19-452380	09/21/2018	DENISE WEY 81-1100-4300-00-000-0-1110-1000-000-0000	42.85	.00
19-452381	09/21/2018	DISCOUNT SCHOOL SUPPLY 81-1100-4300-00-000-0-1110-1000-000-0000	95.42	.00
19-452382	09/21/2018	EPS/LITERACY AND INTERVENTION 81-1100-4300-00-000-0-1110-1000-000-0000	158.14	.00
19-452383	09/21/2018	EVAN-MOOR EDUCATIONAL PUB 81-1100-4300-00-000-0-1110-1000-000-0000	16.06	.00
19-452385	09/21/2018	LEARNING WITHOUT TEARS 81-1100-4300-00-000-0-1110-1000-000-0000	126.70	.00
19-452387	09/21/2018	MOSDOS PRESS 81-1100-4300-00-000-0-1110-1000-000-0000	28.18	.00
19-452390	09/21/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	577.02	.00
19-452393	09/21/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	18.69	.00
19-452397	09/21/2018	STUDIES WEEKLY 81-1100-4300-00-000-0-1110-1000-000-0000	209.65	.00
19-452398	09/21/2018	TEACHING TEXTBOOKS INC. 81-1100-4300-00-000-0-1110-1000-000-0000	519.59	.00
19-452830	09/28/2018	ALL ABOUT LEARNING PRESS INC 81-1100-4300-00-000-0-1110-1000-000-0000	587.07	.00

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452836	09/28/2018	BLICK ART MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	54.60	.00
19-452839	09/28/2018	CENGAGE LEARNING 81-1100-4300-00-000-0-1110-1000-000-0000	1,486.58	.00
19-452840	09/28/2018	CLASSICAL ACADEMIC PRESS 81-1100-4300-00-000-0-1110-1000-000-0000	31.09	.00
19-452842	09/28/2018	EPS/LITERACY AND INTERVENTION 81-1100-4300-00-000-0-1110-1000-000-0000	419.31	.00
19-452844	09/28/2018	GOPHER SPORT 81-1100-4300-00-000-0-1110-1000-000-0000	514.35	.00
19-452846	09/28/2018	JACKRIS PUBLISHING 81-1100-4300-00-000-0-1110-1000-000-0000	193.11	.00
19-452848	09/28/2018	LAKESHORE LEARNING MATERIALS 81-1100-4300-00-000-0-1110-1000-000-0000	200.70	.00
19-452850	09/28/2018	LOGIC OF ENGLISH 81-1100-4300-00-000-0-1110-1000-000-0000	313.78	.00
19-452851	09/28/2018	MCGRAW-HILL EDUCATION INC 81-1100-4300-00-000-0-1110-1000-000-0000	192.04	.00
19-452854	09/28/2018	OAK MEADOW 81-1100-4300-00-000-0-1110-1000-000-0000	267.96	.00
19-452855	09/28/2018	OFFICE DEPOT 81-1100-4300-00-000-0-1110-1000-000-0000	330.28	.00
19-452858	09/28/2018	RAINBOW RESOURCE CENTER 81-1100-4300-00-000-0-1110-1000-000-0000	144.75	.00
19-452859	09/28/2018	SINGAPORE MATH INC 81-1100-4300-00-000-0-1110-1000-000-0000	359.43	.00
19-452862	09/28/2018	STUDIES WEEKLY 81-1100-4300-00-000-0-1110-1000-000-0000	359.40	.00
19-451604	09/07/2018	SCOUT FROM UNIV OF CA 81-1100-5800-00-000-0-1110-1000-000-0000	2,394.00	.00
19-452024	09/14/2018	TEACHERS CURRICULUM INSTITUTE 81-1100-5800-00-000-0-1110-1000-000-0000	254.00	.00
19-452027	09/14/2018	TIME4LEARNING-TIME4WRITING 81-1100-5800-00-000-0-1110-1000-000-0000	99.75	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-1100-5800-00-000-0-1110-1000-000-0000	178.85	.00
19-452374	09/21/2018	BYU CONTINUING EDUCATION 81-1100-5800-00-000-0-1110-1000-000-0000	9,228.00	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-1100-5871-00-000-0-1110-1000-000-0000	1,534.90	.00
19-451595	09/07/2018	FOREST CHARTER SCHOOL EDUCATION FOUNDATION 81-1100-9500- - -0- - - - -	2,000.00	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-3310-5100-00-000-0-5770-1190-000-0000	4,045.23	.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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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-3310-5100-00-000-0-5770-1190-000-0000	4,045.23	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-3310-5100-00-000-0-5770-2750-000-0000	2,553.48	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-3310-5100-00-000-0-5770-2750-000-0000	2,553.48	.00
19-452006	09/14/2018	ALL PHASE HEATING & AIR CONDITIONING INC. 81-6230-9500- - -0- - - -	103,531.40	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-1100-000-0000	599.13	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-1110-000-0000	599.13	.00
		81-6500-5100-00-000-0-5770-1190-000-0000	309.35	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-1190-000-0000	309.35	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-3120-000-0000	12,951.54	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-3120-000-0000	12,951.54	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-4000-000-0000	1,749.09	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6500-5100-00-000-0-5770-4000-000-0000	1,749.09	.00
19-452389	09/21/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6512-5100-00-000-0-5770-3120-000-0000	3,223.25	.00
19-452852	09/28/2018	NEVADA COUNTY CHARTER SERVICES AUTHORITY 81-6512-5100-00-000-0-5770-3120-000-0000	3,223.25	.00
19-452028	09/14/2018	US BANK CORPORATE PAYMENT SYS 81-7338-4300-00-000-0-1110-1000-000-0000	59.71	.00
Total Number of Checks			119	395,674.10

Fund Recap

Fund	Description	Check Count	Expensed Amount
81	FOREST CHARTER SCHOOL	119	395,674.10

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ESCAPE ONLINE

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of FF-RRRR-O000-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
		Total Number of Checks	119	395,674.10
		Less Unpaid Tax Liability		450.91-
		Net (Check Amount)		<u>395,223.19</u>

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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Forest Charter School Job Description

Position Title: *Administrative Assistant: Foresthill*

Salary Placement: *Classified*

Summary of Position:

- Under the direction of the Foresthill Assistant Director, this position provides general office support with a variety of clerical and related tasks.

Skills:

Must have a positive and professional attitude. Excellent interpersonal and communication skills. Ability to communicate with a range of audiences including other employees within the school, parents and students. Ability to show sensitivity and objectivity with confidential issues. Previous experience working with children desirable. Strong multi-tasking and organization skills. Strong Word, Excel and Google.doc experience. Ability to problem solve.

Essential Functions:

Essential functions may include but are not limited to the following:

- Greets incoming students, families and guests respectfully and professionally
- Determines nature of business and announces visitors to appropriate personnel.
- Answers incoming telephone calls, determines purpose of callers and takes messages. Retrieves messages from voice mail.
- Provides for children's personal needs such as attending to those who are sick or hurt.
- Collects and organizes all time sheets for review by assistant director; scans documents to main office
- Prepares and submits office supply requisitions. Organizes and stocks office items as needed.
- Organize and maintain student chromebook distribution
- General maintenance and problem solving of chromebooks, copier and printers; communicate with main office when needed
- Coordinate special events such as picture day, celebrations, etc. Communicate information to parents
- Maintain playground equipment
- Other projects as assigned.

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

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NEEDS CHARTER COUNCIL APPROVAL

Forest Charter School Job Description

Position Title: *Administrative Assistant: Nevada City*

Salary Placement: *Classified*

Summary of Position:

- Under the direction of the Business Director, the Administrative Assistant is the primary support person for FCS administration. Provides support to ST's in organizing field trips; makes arrangements and tracks budget for staff professional development.

Skills:

Must have a positive and professional attitude. Excellent interpersonal and communication skills. Ability to show sensitivity and objectivity with confidential issues. Ability to multi-task and prioritize competing deadlines; Knowledge of Microsoft Office and Google.docs. Ability to input data with high accuracy. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Administration Support:

- Collects information and develops school newsletter
- Develops and posts all school surveys
- Coordinates staff appreciation events (e.g. luncheon, ice cream, etc)
- Proofread and formats school documents (e.g. WASC, Charter Document, Graduation Program, Diplomas, etc)
- Implement changes/updates to website
- Maintain Livebinder updates
- Maintain ParentSquare database
- Health alert emails such as chicken pox, lice, etc.
- Order Student Planners
- Special projects as assigned

Field Trip Support:

- Support ST's with the organization of field trips by:
 - Reviewing all field trip request forms and obtaining approval
 - Verifying field trip costs and payment schedule through student, co-op and Foundation budgets
 - Create student permission slips

dcarter 10/11/18

Charter Council Approved:

- Create google.doc to track student participation, parent drivers/chaperones, medical requirements, permission slips and funds collected
- Review and collect all required insurance documents for drivers or vendors

Staff Development Support:

- Support ST's, administrators and classified staff by:
 - Obtaining pre-approval for all conference requests
 - Coordinating conference and workshop opportunities
 - Arrange for travel and lodging when required
 - Collect and verify conference related receipts
 - Track funds for audit purposes

General Office Support:

- Coordinate 'scholar day' with K-12 students and county office
- Develops student ID cards
- Assist with student portfolio audit
- Assists with website maintenance and postings
- Maintain Postage machine
- Back up support for front office/reception
- Back up Credit Card purchasing and reconciliation for all Amazon purchases
- Back up for Safety Drills
- Back up support for student cumulative files
- Back up support for special Education parent assessment letters
- Back up support on school wide purchase orders

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

dcarter 10/11/18

Charter Council Approved:

Forest Charter School

Job Description

Position Title: *Business Assistant/Student Records/Facilities*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the Business Director, the Business Assistant accurately inputs all purchase orders into county-wide purchasing system for all school-wide purchasing; maintains all student cumulative records; mails, files updates and maintains student records for all students; works with school nurse regarding medical records; is primary contact for Pathways Student Information System troubleshooting and set up; Enters high school transcripts. Is primary contact for school-wide facility issues.

Skills: Ability to provide ongoing technical support, troubleshooting and analyzing issues and solutions for the Pathways Student Information System; good interpersonal and communication skills; Ability to identify facility concerns and coordinate repairs if necessary. Strong knowledge of Microsoft Word, google.docs and Excel programs; ability to work independently and as part of team; strong organization and multi-task skills; Ability to supervise and direct independent contractors.

Essential Functions:

Essential functions may include but are not limited to the following:

Safety Training through Public School Works for all staff

Student Information System:

- Primary contact for Pathways SIS for support, troubleshooting and analyzing issues and solutions, set up, oversight and audit.
- Inputs and maintains Pathways staff, courses, calendar and Learning Centers.
- Updates and maintain Course Catalog under the direction of the Academic Dean.

Student Records

1. Provides accurate tracking of receiving and mailing of all student cumulative files.
2. Reviews and inputs incoming cumulative files for special education, high school transcripts, testing results, health folders, emergency card info, etc.
3. Enters and maintains immunizations for all students into Pathways.
4. Collect, review and input grades for all high school transcripts.
5. Maintains copies of all high school transcripts in active/inactive binders.
6. Generates high school transcripts as requested.

7. Tracks and organizes the destruction of student records based on California Ed. Code.

Student Health/Medical

- Maintains emergency information for each Learning Center and Co-op.
- Maintains and updates all student medication consent forms.
- Works with the school nurse scheduling vision, hearing and scoliosis screenings at all school sites. Sends referral letters to parents if needed.
- Helps to organize medications stored at each Learning Center for specific students

School Purchasing:

- Accurately input all purchase orders after initial approval from administrative business assistant or business director.
- Create purchase orders to maintain office supplies school-wide
- Fax, email or place online purchase orders to vendors

Facilities:

- Research and collect bids for facility maintenance and/or improvements
- Schedules and directs work being completed by independent contractor's
- Work with facility landlords for any facility or grounds issues that the landlord needs to be aware of or help with
- Effectively responds to facility maintenance and safety concerns by contacting the appropriate person for repairs – keeps google.doc updated
- Coordinates facility rental/usage and maintains school rental calendar
- Collects/distributes required insurance documents, rental fees, keys, etc
- Maintain schoolwide safety elements such as first aid kits, fire extinguishers, etc
- Maintain and implement weekly and monthly checklists (e.g. AED, Exit signs, etc)
- Coordinates lockdown, fire & earthquake drills at Nevada City learning center. Follow up with Truckee and Auburn learning centers for safety drill log.
- Maintains Schoolwide key system

Physical Demands:

- Frequent: Sitting, walking, standing,
- Frequent: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 50 lbs/Carry 50 lbs

Forest Charter School

Job Description

Position Title: *Enrollment Coordinator/Front Desk*

Salary Placement: *Classified DRAFT*

Summary of Position:

Under the direction of the Business Director, is primary point-of-contact for prospective new students and families, interpreting the school's philosophy and vision, enrollment process, etc; Understands and implements enrollment policies and procedures; Primary coverage for FCS phones and all parents/visitors to the FCS Nevada City learning center.

Skills: Must have a positive and professional attitude and be able to multi-task responsibilities; strong knowledge of the FCS educational program(s) and enrollment policy; strong written and verbal communication skills. Effective time management and organizational skills. Microsoft Word and Excel skills. Ability to honor sensitive and confidential information. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Enrollment Coordinator:

1. Follow articulated enrollment procedures. Utilize technology as described in procedures.
2. Represent the school in a positive and professional manner
3. Track each student candidate from first contact to enrollment
4. Accurately explain the school's personalized learning philosophy.
5. Implement and track the enrollment procedures and lottery process (for both general program and co-op program) as outline in policy.
6. Ensure timely and accurate completion of all student enrollment documents. Follow up with families as necessary
7. Monitor and document statistics regarding enrollment. Update enrollment waiting list/google.doc as necessary

General Office Support:

1. Provides student work permits as needed
2. Prepares and sends SARB letters
3. Tracks and collects funds from schoolwide fundraisers and events such as Yearbook, Prom, etc.
4. Provides for children's personal needs such as attending to those who are sick or hurt.
5. Maintains lobby area

dcarter 3/22/18

Charter Council Approved: DRAFT

6. Collects student 'drop off' work, date stamps and puts in ST boxes
7. Maintains outside bulletin boards
8. Prepare and send SST referral letters
9. Updates office staff calendar on google.doc
10. Collects, sorts and distributes mail on a daily basis
11. Provide daily and weekly Block Class attendance and grade reports by Nevada City/Truckee learning centers
12. Purchases staff birthday cards

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs



California School Dashboard

Forest Carter School - Local Indicators 2018

Priority 1 (Basics) – MET

1. **Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions:**
 - a. 0 misassignments of teachers for English Learners, 0 total misassignment of teachers, 0 vacant teacher positions
2. **Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home:**
 - a. 0 students without standard aligned instructional materials
3. **Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies):**
 - a. 0 instances where facilities do not meet good repair/ rated ourselves as good in last SARC

Priority 2 (Implementation of Academic Standards) – MET

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

1. **Rate the local educational agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**
 - a. ELA 5 , ELD (English Language Development) 5 , Math 5, Next Generation Science 3, History 2
2. **Rate the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**
 - a. ELA 5 , ELD 5, Math 5 , Next Generation Science 3, History 3
3. **Rate the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing)**
 - a. ELA 5, ELD 5, Math 5, Next Generation Science 3 , History 3
4. **Rate the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.**
 - a. Career Technical Education 2 , Health Education Content Standards 4 , P.E. Content Standards 4, Visual and Performing Arts 4 , World Language 4
5. **During the 2015-16 school year (including summer 2015) or during the 2016-17 school year (including summer 2016), rate the local educational agency's success at engaging in the following activities with teachers and school administrators?**
 - a. Identifying the professional learning needs of groups of teachers or staff as a whole 5 , Identifying the professional learning needs of individual teachers 5, Providing support for teachers on the standards they have not yet mastered 4



Priority 3 (Parent Engagement) – MET

1. LEA annually measures its progress in (1) seeking input from parents in decision making and (2) promoting parental participation in programs.
 - a. FCS annually conducts a parent survey with opportunities for the parents to provide written input on a range of topics. FCS also has five parents seated on the Charter Council. The Charter Council is responsible for guiding the FCS Director and setting policies that are best for the school.
 - b. Parental participation is extremely high at FCS mainly due to the nature of a personalized learning program; all parents are partially the teachers to their children.
 - c. FCS chose to use a survey to establish a higher participation rate than we have been able to achieve through stakeholder meetings. Due to the disparate geographic makeup of stakeholders that often comes with a non-classroom based program, FCS has worked to establish a thorough survey that addresses all required State priorities. The 2018 parent survey just surpassed a 41% participation rate.

Priority 6 (Local Climate Survey) – MET

1. Local educational agency administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the local educational agency serves (e.g., K-5, 6-8, 9-12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the evaluation rubrics.
 - a. Forest Charter School annually does a parent survey and a staff survey to measure school safety and connectedness. These surveys are given to parents in all grades from K-12. The results of these surveys have always remained very positive over the years.
 - b. FCS also annually does the California Healthy Kids Survey. Results from this survey are combined with the other survey results to help shape goals, needs and policies correctly.
 - c. Sample FCS Survey Questions/Results
 - i. Question #1 - I feel that my child is safe/supervised at the Learning Center - 87% Strongly agreed or agreed, 11% were neutral or did not know
 - ii. Question #2 - The teachers show respect for the students - 90% Strongly agreed or agreed, 8% were neutral or did not know
 - iii. Question #3 - The students show respect for other students – 78% Strongly agreed or agreed, 22% were neutral or did not know

Priority 7 (Access to a broad Course of Study) MET



1. **Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served.**
 - a. Forest Charter school does not have a specific tool to track student access to a broad course of study. As a non-classroom based school 100% of our students have access to every course in our course catalog. Further if a student discovers that a course does not exist in our course catalog the school will work with the family if the course can be added to the current list of course offerings.
2. **Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.**
 - a. As a non-classroom based school 100% of our students have access to every course in our course catalog. Further if a student discovers that a course does not exist in our course catalog the school will work with the family if the course can be added to the current list of course offerings.
 - b. CTE courses are available through Placer County CTE program as well as through Sierra College. These options can serve all of our learning centers. We are looking to expand these CTE options in the future.
3. **Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**
 - a. Due to Forest Charter School's non classroom based structure there are no barriers. All students have 100% access to all courses offered through Forest Charter School.
 - b. The costs and logistics of running our own CTE program are possible barriers to implementing our own CTE program.
4. **In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**
 - a. Currently there are no revisions or actions are required.



Section: 300
Policy: 002
FCS Council Approved: January 16, 2018

Fiscal Control Policy

Purpose

The Forest Charter School Charter Council (“Council”) has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds available to support the mission of the school and to ensure that funds are budgeted, accounted for, expended, and maintained appropriately.

Duties

- The Council determines financial policies and procedures, delegates administration of the policies and procedures to the Executive Director, and reviews operations and activities on a regular basis.
- The Executive Director has responsibility for all operations and activities related to financial management.
- Financial duties and responsibilities shall be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts. All documentation and communication related to financial matters shall be in writing.

Financial Code of Ethics

All Charter Council members and employees of Forest Charter School shall:

- Act with honesty and integrity, including handling actual or apparent conflicts of interest between personal and professional relationships in an ethical manner.
- File complete, accurate, timely, and understandable disclosure statements as required by applicable laws, rules, or policies.
- Comply with applicable federal or state laws and local ordinances, and with other applicable rules.
- Act in good faith, responsibly, and with due care, competence and diligence, without misrepresenting material facts or allowing one’s independence of judgment to be subordinated.
- Share knowledge and maintain skills important and relevant to job requirements.

Fiscal Control Policy
Page 1 of 9

- Respect the confidentiality of information acquired in the course of work and made confidential by law.
- Proactively promote ethical behavior in all financial dealings and other activities within Forest Charter School.

Annual Financial Audit

- In alignment with the existing Memo of Understanding between the school and the chartering authority, Nevada County Superintendent of Schools, Forest Charter School shall assist, as needed, in the annual Superintendent's fiscal audit.
- The auditing firm shall be selected by the NCSOS.
- The School's Executive Director will review any audit exceptions and deficiencies and report to the Council with recommendations on how to resolve them.
- Any audit exceptions and/or deficiencies shall be resolved to the satisfaction of the Council and the chartering authority.

Purchasing

- The Executive Director may authorize expenditures and may sign related contracts within the approved budget up to \$20,000 without prior Council approval. Any such expenditures or contracts must be presented to and subsequently ratified by the Council subsequent to the Executive Director's authorization of expenditure or execution of contract. The accounting information shall be available at all meetings for the Council to review any and all expenditures.
- All expenditures over \$20,000 must be approved by the Council prior to execution by the Executive Director. The Executive Director may not verbally or otherwise obligate the school prior to Council approval of such expenditures.
- The Executive Director or designee must approve all purchases. When purchase orders are used they shall be submitted to the Business Director. Purchase orders authorizing the purchase of items over \$10,000 must be approved by the Executive Director. When approving purchases, the Executive Director or designee must:
 - Determine if the expenditure is budgeted.
 - Determine if funds are currently available for expenditures.
 - Determine if the expenditure is allowable under the revenue source.
 - Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations.

- Determine if the price is competitive and prudent. All purchases over \$5,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. Individuals who use personal funds to make unauthorized purchases shall not be reimbursed.
- Individuals other than the Executive Director or Business Director are not authorized to make purchases without written pre-approval. This includes members of the Council and subcommittees of the Council. Written pre-approval shall be in the form of an approved Purchase Order Requisition form. Written pre-approval may also be in the form of a budget submitted to the Council for a specific project or activity and approved by the Council during a scheduled meeting.
- The Executive Director may delegate authorization power to a member of the Council or the Business Director in the event of the absence of the Executive Director.
- Authorized purchases shall be submitted to Business Director along with appropriate documentation of the purchase within 30 days of the purchase. Reimbursement shall be made by a bank check reviewed and approved at the next Council meeting following submission.
- The Executive Director or designee may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with the guidelines provided by the Executive Director and /or the Council.
 - The school card shall be within direct control of the Executive Director and/or Business Director.
 - Each charge to the credit card must be supported by a receipt of the expenditure and a concise description of the cost or activity and its school-related purpose. The receipt must contain detail of the item(s) purchased. If receipts are not available or are missing, the individual making the charge may be held responsible for payment.
 - Credit cards will bear the names of both Forest Charter School and the Executive Director and/or Business Director.
 - Credit cards may not be used for cash advances or withdrawals at any time, even if the cash is to be used for a school-related purpose.
 - All receipts or other evidence of credit card purchases for each month must be provided to the Business Director or designee within seven (7) business days of the expense. In the case of a business trip, this date shall be seven (7) business days from the date the employee returns to the office.

Employee Reimbursements

Only items with prior written authorization from the Executive Director or Business Director will be paid or reimbursed. All requests for reimbursement must be accompanied by an itemized receipt. Authorized volunteer expenses shall be forwarded to Business Director for reimbursement according to the same timeline and procedure as above.

Contracts

- Consideration shall be made of in-house capabilities to accomplish services prior to contracting for them.
- All contracts over \$20,000 must be approved by the Council prior to execution by the Executive Director. The Executive Director may not verbally or otherwise obligate the school prior to Council approval of such contracts.
- The Business Director shall keep and maintain a contract file showing the competitive bids obtained (if any) and the justification of need for any contracts over \$90,200 for equipment, materials, supplies, or services, and \$15,000 for construction. While charter schools are not bound by the Public Contracts Code requiring multiple bids, all contract decisions made on behalf of the School must be in the best interests of the School, and the Council/Executive Director shall solicit multiple bids in those situations deemed appropriate and with the potential to obtain substantially similar or identical goods or services at a lower cost.
- Written contracts clearly defining work to be performed will be maintained for all contract service providers.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance for employees. Forest Charter School shall be named as an additional insured on these policies.
- If the contract service provider is a sole proprietor or a partnership (including LP and LLP), the Business Director shall obtain a W-9 from the contract service provider prior to submitting any invoices to Accounts Payable. A copy of the W-9 shall accompany the first invoice submitted to Accounts Payable.
- The Executive Director or designee shall approve proposed contracts and modifications in writing.
- Contract service providers shall be paid in accordance with approved contracts as work is performed.
- The Executive Director will be held responsible for ensuring the terms of the contract are fulfilled.
- Potential conflicts of interest shall be disclosed immediately, and the Executive Director and/or members of the Charter Council with the conflict shall excuse themselves from discussion and from voting on the contract in accordance with the Forest Charter School Conflict of Interest Policy.

Bank Checks

- The Council shall approve the list of authorized signers on the School's revolving and clearing accounts and their established limits.
- The Council shall be authorized to open and close bank accounts.
- Business Assistant shall be responsible for all blank checks and shall keep in a locked cabinet or drawer.
- Checks over \$500 shall have two authorized signatures.
- Checks may not be written to cash, bearer, or petty cash. Under no circumstances will any individual sign a blank check.
- Business Assistant shall be responsible for ensuring that the check transaction is recorded into the appropriate accounts in the general ledger. Items shall be reviewed regularly by the Business Director for accuracy.
- Business Assistant shall attach the check voucher to the submitted invoice and supporting documentation and file with bank statements.
- Voided checks shall be retained in a voided check file by Business Assistant. They shall be marked as void and have the signature line cut out.

Bank Reconciliation

- Bank statements shall be received directly, unopened, by the Business Director.
- The Business Director or designee shall examine all paid checks for date, name, and amount. Any discrepancies regarding paid checks or any checks over 90 days will be researched.
- The Business Director or designee shall prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation. Any material discrepancies shall be immediately reported to the Executive Director and the Charter Council.
- A monthly summary report shall be prepared by the Business Director or designee and sent to NCCC business services for review.

State and Federal Revenue Accounts Receivable

Documentation of warrants and revenues received shall be maintained by NCCC business services, and recorded accurately in the accounting system. All postings will be reviewed by the Business Director.

Petty Cash

- The Business Assistant shall hold up to \$200 Petty Cash in the office at all times.
- Petty Cash shall primarily be used for making change for pre-approved cash purchases made in the office.

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- In the rare case that an authorized expense needs to be paid out of Petty Cash, the same approval timeline and procedure outlined above must be followed.

Donations

Cash or checks received as donations shall be immediately recorded in a bound receipt book, with a copy given to the donor. The receipt shall record the name and address of the donor and any specific instructions as to how the funds shall be used. A thank you letter shall follow for any donations in excess of \$250. In the case of field trip donations, one entry may be made in the receipt book for the total field trip donation amount.

Deposits

- All checks shall be immediately endorsed with the endorsing stamp.
- A deposit slip shall be completed by Business Director or designee and duplicated with all deposit documentation attached.
- Deposits shall be made on no less than a monthly basis.
- The duplicated deposit slip and deposit receipt shall be attached to the deposit documentation and forwarded to the Business Director or designee to be filed.

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Returned Check Policy

- Any check returned for insufficient funds must be settled immediately with the school.
- A letter/email will be sent to the parent(s)/guardian(s) informing them that the school received notice from the bank regarding a returned check and the amount of money due.
- The entire amount of the returned check, plus a \$35 returned check fee is due to the school within five (5) business days by cash or money order.

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Personnel

The Business Director or designee shall be responsible for all new volunteers and employees completing or providing all of the items on the Personnel File Checklist. The Business Director shall be responsible for verifying that this information is complete prior to an employee or volunteer working on campus and prior to an employee's hiring becoming effective.

- The Business Director shall be responsible for maintaining this information in the format as shown on the Personnel File Checklist and shall be responsible for annually verifying that the information is current and accurate.
- When the schedule of an employee materially changes, it is the responsibility of the Business Director to document this schedule in the employee's file and forward a copy of the changed schedule to Payroll with the first timesheets affected by the new schedule.

Payroll

Timesheets

- All hourly employees shall complete their timesheets monthly. The employee and the Executive Director or other appropriate supervisor shall sign the completed timesheet.
- Approved and completed timesheets shall be submitted to Payroll based on the calendar provided annually by the county.
- Late timesheets shall be held until the next pay period.

Overtime

- Advance approval in writing by the Executive Director is required for overtime pay. All overtime hours on timesheets shall have the Executive Director's initials next to the day on which the overtime was worked.
- Overtime shall not be granted or worked on a regular basis and is only reserved for extraordinary and unforeseen circumstances.

Record Keeping

- Payroll shall track full-time employees' use of paid and unpaid time off and provide reports to the Business Director upon request.

Travel

- Employees shall be reimbursed for mileage when pre-approved by the Executive Director or designee. Mileage shall be reimbursed at the government-mandated rate for the distance traveled from the school site.
- Employees shall be reimbursed for overnight stays at hotels when pre-approved by the Executive Director or designee. Hotel rates shall be negotiated at the lowest level possible, including corporate, nonprofit, or government rate if offered.

- When traveling on school business, employees of the school should attempt to secure the lowest available commercial discount airfare. Otherwise, customary standard airfare costs are allowable. Any airfare costs in excess of the customary standard airfare are allowable only when approved in advance by the Executive Director or Charter Council. An employee may choose to upgrade his/her flight, but the employee will be responsible for the excess costs incurred.
- Travel advances shall not be given.

Loans

The Executive Director and the Charter Council shall approve all loans from third parties. Employee loans are not allowed.

Financial Institutions

- All funds shall be maintained at a high quality financial institution.
- All funds shall be FDIC insured or insured by excess deposit insurance provided by the financial institution.
- All funds shall be maintained or invested in non-speculative, high quality, short maturity, and liquid funds.

Retention of records

- Financial records, such as transaction ledgers, bank statements, attendance and entitlement records, payroll records, and any other necessary fiscal documentation shall be retained for a minimum of seven (7) years. At the discretion of the Charter Council or Executive Director documents may be retained for a longer period of time.
- Financial records shall be shredded at the end of their retention period.
- Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, shall be regularly prepared and stored in a secure, off-site location, separate from the school.

Funds Balance Reserve

- The Business Director shall provide the Executive Director and the Council with cash flow sheets on a quarterly basis.
- It is the responsibility of the Executive Director and the Council to understand and keep informed of the School's financial condition.
- It is the responsibility of the Executive Director to prioritize payments as needed to remain within budget.

FOREST CHARTER SCHOOL
2017-2018 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2018
For Fund 81, Resource 1400 Education Protection Account

Description	Object Codes	Amount	Est. Actuals
AMOUNT AVAILABLE FOR THIS FISCAL YEAR			
Adjusted Beginning Fund Balance	9791-9795	\$ -	
Revenue Limit Sources	8010-8099	\$ 967,989.00	\$ 1,071,028.00
Federal Revenue	8100-8299	\$ -	
Other State Revenue	8300-8599	\$ -	
Other Local Revenue	8600-8799	\$ -	
All Other Financing Sources and Contributions	8900-8999	\$ -	
Deferred Revenue	9650	\$ -	
TOTAL AVAILABLE		\$ 967,989.00	\$ 1,071,028.00
	Function Codes		
(Objects 1000-7999)	1000-7999		
Instruction	1000 - 1999	\$ 954,446.00	\$ 1,055,073.40
Instruction-Related Services			
School Administration	2700	\$ -	
Pupil Services	3110 - 3900	\$ -	
Ancillary Services	4000 - 4999	\$ 13,543.00	\$ 15,954.61
Community Services	5000 - 5999	\$ -	
Enterprise	6000 - 6999	\$ -	
General Administration	7000 - 7999	\$ -	
Plant Services	8000 - 8999	\$ -	
Other Outgo	9000 - 9999	\$ -	
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$ 967,989.00	\$ 1,071,028.01
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$ -	\$ -

Charter Council Approved: