

Forest Charter School

Monthly Charter Council Meeting Minutes – May 22, 2018

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

Council Members:

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

Minutes

Present: Dan Thiem, Peter Sagebiel, Debbie Carter, Julie Coffin, BJ Hatcher, Erin McCarthy, Shelly Rose, Jennifer Sheffo, Paul Simoes, Alex Torres and Tita Fowler

Absent: Janice Eggers, Dave Stanger

- 1. Call to Order: 5:30 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of April 17, 2018 and May 21, 2018**

Shelly Rose made the motion to approve the Minutes. Erin McCarthy seconded.

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

- 4. Action: Adoption of the Agenda**

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

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

5. Discussion: Other

None.

6. Discussion: 2018/2019 Charter Council Elections—Peter Sagebiel

Peter updated the Council on the Charter Council Elections. Jean Watson will be returning as a Parent Representative. Jennifer Sheffo will be continuing as a Parent Representative, as will, Dan Thiem as Board Chair. Julie Coffin will not be returning. Dan and Peter expressed their thanks to Julie Coffin and all of the Council members for their service.

7. Information/Action: Forest Charter School 2018 LCAP—Peter Sagebiel, Debbie Carter

Peter reviewed the LCAP, which had been sent to the Council prior to the meeting and also presented at the Public Hearing session on May 21, 2018. He noted a number of small updates including the hiring of a part-time counselor at the Nevada City and Truckee Learning Centers.

Julie Coffin made the motion to approve the Forest Charter School 2018 LCAP. Shelly Rose seconded.

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

Nays: None

Abstain: None

8. Information: FCS 2017/2018 Cash Flow—Debbie Carter

Debbie presented the FCS 2017/2018 Cash Flow to the Council.

9. Information/Action: FCS 2018/2019 Cash Flow and Adopted Budget—Debbie Carter

Debbie reviewed the 2018-2019 Narrative, Cash Flow, Adopted Budget, and Multi-Year Projections with the Council. She noted that the deficit spending at year-end is primarily due to the College Readiness Grant and Energy Plan funds budgeted as "expense only."

Shelly Rose made the motion to approve the 2018-2019/2019-2020 Cash Flow, Adopted Budget, and Multi-Year Projections. Julie Coffin seconded.

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

Nays: None

Abstain: None

10. Information/Action: Forest Charter School 2018/2019 Education Protection Account

Debbie reviewed the 2018-2019 Education Protection Account and Spending Plan for the Council. She explained that EPA revenue is generated from Proposition 30 and distributed

by the state; and that we are required to report how the funds will be used. FCS's EPA funds are used to cover credentialed teachers and curriculum.

Julie Coffin made the motion to approve the Forest Charter School 2018-2019 EPA Resolution #1617-081-119. Erin McCarthy seconded.

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

Jennifer Sheffo made the motion to approve the Forest Charter School EPA Expense Detail and EPA Spending Plan. Shelly Rose seconded.

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

11. Information: Student Achievement—BJ Hatcher

BJ provided the Council with a 2018 CAASPP testing recap, as well as, 2017 and 2018 CAASPP test participation rate comparisons. Although testing was successful with only a few minor issues, BJ is continuing to work on refining the process for additional improvement and increased participation.

12. Discussion/Action: FCS School Counselor Job Description—Peter Sagebiel

Peter presented the FCS School Counselor Job Description to the Council for approval. Two minor corrections were noted.

Julie Coffin made the motion to approve the amended FCS School Counselor Job Description. Jennifer Sheffo seconded.

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

13. Information/Action: FCS Promotion/Retention Policy—Peter Sagebiel

Peter reviewed minor updates to wording in the FCS Promotion/Retention Policy with the Council.

Shelly Rose made the motion to approve the revised FCS Promotion/Retention Policy. Jennifer Sheffo seconded.

Ayes: Julie Coffin, Shelly Rose, Erin McCarthy, Jennifer Sheffo, Dan Thiem
Nays: None
Abstain: None

14. Information/Action: Interior Renovations to the Nevada City Special Education Portable—Peter Sagebiel

Peter requested the Council approve one-time fund spending not-to-exceed 40K for interior renovations to the Special Education portable at the Forest Charter School - Nevada City Learning Center. Clarification was provided as expansion of the Special Education portable was approved during the January 2018 Charter Council meeting and is

no longer a feasible option. Approval of renovation funds replaces the previously approved funds for expansion of the Special Education portable.

Shelly Rose made the motion to approve the Special Education portable renovation funds not-to-exceed 40K which replaces the previously approved portable expansion funds. Jennifer Sheffo seconded.

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

Nays: None

Abstain: None

15. Information/Action: Reroofing Foresthill Portables A & B—Debbie Carter

Debbie requested the Council approve one-time fund spending not-to-exceed 25K for reroofing portables A & B at the Forest Charter School - Foresthill Learning Center. Debbie will work with the landlord to recoup a portion of the cost with reduced monthly rental payments.

Julie Coffin made the motion to approve one-time spending funds not-to-exceed 25K for reroofing portables A & B at the Forest Charter School - Foresthill Learning Center. Erin McCarthy seconded.

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

Nays: None

Abstain: None

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

Debbie presented April New Contracts and Warrants for approval.

Julie Coffin made a motion to approve the Consent Agenda. Erin McCarthy seconded.

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

Nays: None

Abstain: None

17. Information: Director's Update—Peter Sagebiel

- **Enrollment:** Enrollment is good. Truckee enrollment is looking really good and far ahead of where the learning center was at this time in prior years. We are a little behind on general Independent Study enrollment.
- **ST Reviews:** Peter is currently meeting with each Supervising Teacher to wrap up the year with self-evaluations and goal-setting for the new school year. Going really well.
- **New Hires:** Dan Hurley, one of our Truckee Co-op teachers, was recently offered the open Supervising Teacher position, replacing Linda Hill who is retiring this year. Danielle Gallagher, who has been an instructor will be replacing Dan Hurley as the new Co-op Teacher.
- **Teacher Appreciation:** Teachers and Staff were treated to a visit from Lazy Dog ice-cream at the last staff meeting. This is always a big hit with the staff.
- **Junior/Senior Prom:** Junior/Senior prom was a success. Rainy weather put a damper on arrival and pictures but as the boat departed the students view was an amazing rainbow and sunset.
- **Graduation:** Preparation for graduation is in full swing. Approximately 70 graduates will be walking at the June 1st event.

- **Other:** This is the last week of block classes. The K-8 block class open house will be Wednesday (5/23/18) from 1-2 pm and the High School block class open house will be on Thursday (5/24/18) from 1-2 pm.

18. Information: Future Agenda Items

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

19. 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


NOTE: There will be no 6/5/18 meeting as planned. The next Charter Council meeting is set for August 28, 2018. A calendar for the 2018/2019 Charter Council meetings will be created in the near future and sent for review.

***Special Meeting**

****Budget Meeting**

20. Action: Adjourn at 6:20 p.m.

Respectfully submitted:

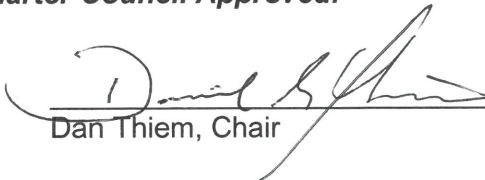


Tita Fowler, Secretary

8-28-18

Date

Charter Council Approved:



Dan Thiem, Chair

8/28/18

Date