

Forest Charter School

Monthly Charter Council Meeting Minutes – January 16, 2018

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

Council Members:

Dan Thiem, Chair
Kaleen Ojeda-Chatigny, Vice Chair
Julie Coffin, Parent Representative
Shelly Rose, Parent Representative
Erin McCarthy, Parent Representative
Vacant, Community Representative
Dave Stanger, ST Representative
Alex Torres, ST Representative
Tita Fowler, Secretary

Minutes

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

Absent: Alex Torres

- 1. Call to Order: 5:30 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of November 7, 2017**

Dave Stanger made the motion to approve the Minutes. Julie Coffin seconded.

Ayes: Kaleen Ojeda-Chatigny, Shelly Rose, Erin McCarthy, Julie Coffin, Dave Stanger

Nays: None

Abstain: Dan Thiem

- 4. Action: Adoption of the Agenda**

Dave Stanger made the motion to approve the Agenda. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Julie Coffin, Erin McCarthy, Shelly Rose, Dave Stanger, Kaleen Ojeda-Chatigny

Nays: None
Abstain: None

5. Discussion: Other

None.

6. Action: New Council Secretary/Retiring Secretary—Dan Thiem

Dave Stanger made a motion to approve Tita Fowler as the new Council Secretary. Kaleen Ojeda-Chatigny seconded.

Ayes: Dan Thiem, Julie Coffin, Erin McCarthy, Shelly Rose, Dave Stanger, Kaleen Ojeda-Chatigny
Nays: None
Abstain: None

7. Discussion: Performance Review for the Executive Director—Dan Thiem

The committee has developed questions for surveys that will be sent to families, students, and staff. The projected goal/deadline to distribute the survey is February 1, 2018. BJ is working on the questions for the survey which should be completed by the end of the week. The process will include developing questions for Survey Monkey, distribution of the survey, data collection and narrative development. In addition, individual evaluations will be completed. The review process should be done by March and approved by the board at the April meeting.

8. Information: Charter Council Binders--Peter Sagebiel

Peter reviewed binder contents with the Council and requested feedback on possible inclusions to ensure a thorough binder is presented for use. Debbie suggested a glossary of Forest Charter terms and acronyms be included. Shelly also requested a contact list be included.

9. Information: Form 700: Conflict of Interest--Debbie Carter

Debbie reviewed the Form 700: Conflict of Interest procedures and reminded the council to submit their forms.

10. Information/Action: Revisions to the Board of Director's Job Description--Peter Sagebiel

- Peter reviewed the proposed revisions to the Board of Director's Job Description. The single proposed revision was removing "General" in "General Responsibilities."

Shelly Rose made a motion to approve the Board of Director's Job Description. Julie Coffin seconded.

Ayes: Dan Thiem, Erin McCarthy, Kaleen Ojeda-Chatigny, Dave Stanger, Shelly Rose, Julie Coffin
Nays: None
Abstain: None

11. Information/Action: Revised Salary Schedules--Debbie Carter

Debbie reviewed the proposed revisions to the following salary schedules which included the FTE (full-time equivalent) being extended out to 5 decimal points and correcting benefit caps.

- Admin Salary Schedule
- Classified
- Classified Block Class
- Credential Block Class
- Supervising Teacher (ST)

Erin McCarthy made a motion to approve the Salary Schedules. Shelly Rose seconded.

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

Nays: None

Abstain: Kaleen Ojeda-Chatigny, Dave Stanger

12. Information: Student Achievement—BJ Hatcher

BJ reviewed the First Semester Benchmark Assessments with the Council. He explained that included in the 9.9% of “Students Not Tested” in Math were students that enrolled in November and students that had left Forest Charter. He also explained a portion of the 40.50% of those students “Not Tested” in Writing were due to the Supervising Teachers not understanding the Writing assessment was not included in the ELA (English Language Assessment). We now have three years of CAASP data that will be used to look for patterns. Dan Thiem inquired about how this data might be used to find actionable items, as well as, how this information will be communicated to the parents. BJ informed the Council that data can be broken down by grade and individual student. This will allow the Intervention Coordinator (Heather Buck) to work with the Supervising Teachers and see what action is needed on an individual basis.

13. Information/Action: School Accountability Report Card (SARC)--BJ Hatcher

BJ reviewed the School Accountability Report Card (SARC) with the Council.

Julie Coffin made a motion to approve the School Accountability Report Card (SARC). Dave Stanger seconded.

Ayes: Dan Thiem, Kaleen Ojeda-Chatigny, Shelly Rose, Erin McCarthy, Julie Coffin, Dave Stanger

Nays: None

Abstain: None

14. Information: WASC Update—Paul Simoes

Paul gave a review of the WASC visit informing the Council it was a great success and there is confidence in WASC approving 6 years of accreditation. We should know the determination in 4-6 weeks.

15. Information/Action: Expansion of Special Ed--Peter Sagebiel

Peter explained that with Special Ed holding at 11% of the 750 students more room is needed and we are looking at adding more office space to the existing building. Peter is looking for approval to move ahead with an approved cost cap of \$50,000 from the reserve. District approval will be required.

Shelly Rose made a motion to approve the expansion of the Special Ed facilities with a \$50,000 cap. Julie Coffin seconded.

Ayes: Dan Thiem, Erin McCarthy, Kaleen Ojeda-Chatigny, Dave Stanger, Shelly Rose, Julie Coffin
Nays: None
Abstain: None

16. Discussion: 2017/2018 2nd Interim HSA Contribution--Debbie Carter

Debbie discussed with the Council a possible HSA contribution for 2018. She explained the funds would come from the reserve. She provided some historical information on past contributions, and by the Council's request, will provide numbers at the February council meeting. It was discussed that HSA employer contributions should continue to only be given to employees electing medical coverage and that no comparable contribution should be extended to benefit eligible employees declining coverage.

17. Information: LCAP Update--Peter Sagebiel

Peter updated the Council on the LCAP.

18. Information: 2017-2018 Cash Flow--Debbie Carter

Debbie presented the Cash Flow to the Council and let them know that the next Cash Flow should be from Escape, the new county accounting software.

19. Information/Action: School Wide Action Plan—Peter Sagebiel

Peter presented the School Wide Action Plan which included reviewing WASC goals and feedback. Peter proposed the WASC Action Plan be changed to School Wide Action Plan.

Erin McCarthy made a motion to approve the School Wide Action Plan. Dave Stanger seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny Shelly Rose, Erin McCarthy, Dave Stanger
Nays: None
Abstain: None

20. Information/Action: Suicide Prevention Policy--Peter Sagebiel

The policy was presented in final version. Shelly inquired about a written chain of command. The policy includes contacts and Peter informed the council that a document is in the works with information to share but there is care being taken to make this document as concise as possible.

Erin McCarthy made the motion to approve the Suicide Prevention Policy. Shelly Rose seconded.

Ayes: Dan Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Dave Stanger, Erin McCarthy, Shelly Rose
Nays: None
Abstain: None

21. Information/Action: Updated Fiscal Control Policy--Debbie Carter

Debbie presented the proposed Fiscal Control Policy with revisions to the approval limits for Peter Sagebiel which was increased to 20K and for Debbie Carter which was increased to 10K, as well as, additional increases to equipment contracts to 90K.

Julie Coffin made the motion to approve the Fiscal Control Policy. Shelly Rose seconded.

Ayes: Dan Thiem, Erin McCarthy, Kaleen Ojeda-Chatigny, Dave Stanger, Julie Coffin, Shelly Rose

Nays: None

Abstain: None

22. Information/Action: Review and Approval of Other Policies—Peter Sagebiel

Peter presented revisions to three policies:

- Disenrollment Policy
- Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy - replaces Harassment and Anti-Bullying Policy
- Uniform Complaint Policy and Procedures - updated to account for new laws. Kaleen and Dave noted address revisions were needed on pages 4 & 11.

Julie Coffin made a motion to approve all three policies with revisions to the school address on pages 4 & 11 of the Uniform Complaint Policy. Dave Stanger seconded.

Ayes: Dan Thiem, Erin McCarthy, Kaleen Ojeda-Chatigny, Shelly Rose, Julie Coffin, Dave Stanger

Nays: None

Abstain: None

23. Information/Action: Bylaws of Forest Charter School—Peter Sagebiel

Peter reviewed the proposed changes to the FCS Bylaws with the Council. The composition of the Board was changed by the removal of the teachers and student positions, and the number of directors changed to include 5-7 members consisting of parent members and 1 community member. Terms are all same.

Erin McCarthy made the motion to approve the Bylaws of Forest Charter School. Shelly Rose seconded.

Ayes: Dave Thiem, Julie Coffin, Kaleen Ojeda-Chatigny, Dave Stanger, Erin McCarthy, Shelly Rose

Nays: None

Abstain: None

24. Information: Director's Update—Peter Sagebiel

- **Enrollment:** There was a slight dip in enrollment due to December grads but we went right back up.
- **Online Portfolios:** All but 8 teachers are doing online portfolios and things are going great. The consensus is that although the process is not a huge time saver it is efficient and the process good.
- **County Oversight:** Went well. No problems. The County was impressed with Business Services and Board involvement.
- **Staff Appreciation Luncheon:** On December 1st the staff was provided with a luncheon. It was a nice gathering.

- **FCS Giving Event:** The Giving Event was successful with \$11,200 received so far.
- **Other:** A huge “thank you” was given to Kaleen Ojeda-Chatigny, Dave Stanger, and Alex Torres for all of their time and commitment to the Board.

25. Information: Future Agenda Items

- FCS Bylaws (January—Peter)
- Suicide Prevention Policy (November—Peter)
- 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)
- Classified Job Descriptions
- LCAP Update (as needed)
- WASC Update (as needed)

26. Information: Reminder of Future Meetings

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

2017: 12/12

2018: 1/16, **2/6, 3/13, 4/24, **5/22, 6/5

***Special Meeting**

****Budget Meeting**

27. Action: Adjourn at 7:35 p.m.

Respectfully submitted:

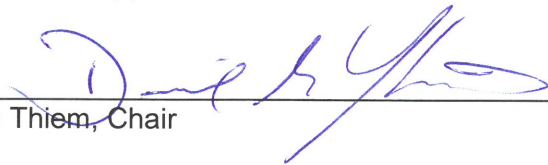


Tita Fowler, Secretary

2-10-18

Date

Charter Council Approved:



Dan Thiem, Chair

2-10-18

Date