

Forest Charter School

Monthly Charter Council Meeting Minutes – February 6, 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, Shelly Rose, Jennifer Sheffo, Peter Sagebiel, Debbie Carter, Janice Eggers, Paul Simoes, BJ Hatcher, Dave Stanger, Alex Torres, and Tita Fowler

Absent: Erin McCarthy

- 1. Call to Order: 5:35 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of January 16, 2018**

Shelly Rose made the motion to approve the Minutes. Julie Coffin seconded.

Ayes: Julie Coffin, Shelly Rose, Dan Thiem
Nays: None
Abstain: None

- 4. Action: Adoption of the Agenda**

Julie Coffin made the motion to approve the Agenda. Shelly Rose seconded.

Ayes: Julie Coffin, Shelly Rose, Dan Thiem
Nays: None
Abstain: None

5. Discussion: Other

None.

6. Information/Action: Charter Council Appointments—Dan Thiem

Julie Coffin made a motion to approve Jennifer Sheffo as a Charter Council member. Shelly Rose seconded.

Ayes: Julie Coffin, Shelly Rose, Dan Thiem

Nays: None

Abstain: None

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

Appointment of new Vice-Chair tabled until March Council meeting. Dan Thiem will determine whether the Vice-Chair position is mandatory.

8. Information: Charter Council Binders—Peter Sagebiel

Peter handed out and reviewed Charter Council binders with the Council.

9. Information/Action: 2017/2018 2nd Interim Budget—Debbie Carter

Debbie presented the Budget Narrative and Cash Flow to the Council. Julie Coffin made a motion to approve the 2017/2018 2nd Interim Budget and Cash Flow. Shelly Rose seconded.

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

Nays: None

Abstain: None

10. Information/Action: Classified Job Descriptions—Debbie Carter

Debbie presented the Council with the revisions to the Office Support, Business Assistant/Student Records and Administrative Assistant job descriptions. The Office Support position will now include facilities and the Administrative Assistant position will take on safety training responsibilities. The Business Assistant position will include purchasing and student record responsibilities. Julie Coffin made a motion to approve the Classified Job Descriptions. Shelly Rose seconded.

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

Nays: None

Abstain: None

11. Information: Student Achievement—BJ Hatcher

BJ informed the Council we are moving into the second round of NWEA and high school ELA. CAASP testing is also approaching. PACE CAASPP testing will be conducted mid-April. For all other students the testing will be done during the first week of May.

12. Information/Action: Review and Approval of the Safety Plan—Peter Sagebiel

Peter presented the Safety Plan updates to the Council.

Julie Coffin made a motion to approve the Safety Plan revisions. Shelly Rose seconded.

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

Nays: None

Abstain: None

13. Information/Action: 2017/2018 2nd Interim HSA Contribution—Debbie Carter

Debbie presented the Council with a handout and additional detail on the proposed 2017/2018 2nd Interim HSA Contribution of \$500 for each eligible employee currently enrolled in FCS health benefits.

Julie Coffin made a motion to approve the 2017/2018 2nd Interim HSA Contributions. Jennifer Sheffo seconded.

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

Nays: None

Abstain: None

14. Information/Action: Advisory Committee on Director Evaluation: Resolution #1718-081-120—Dan Thiem

Dan explained the purpose of the committee is to work with the public to facilitate the process for evaluating the Director. The primary update is that the resolution is ongoing to future years.

Shelly Rose made a motion to approve the Resolution. Julie Coffin seconded.

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

Nays: None

Abstain: None

15. Information: LCAP Update--Peter Sagebiel

No update on the LCAP.

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

Dan provided updates and information on the progress of the Director's Evaluation. The surveys have been completed and should be sent out shortly. The next steps in the process will include a Council survey, self-evaluation and narrative development.

17. Information/Action: Plagiarism Policy--Peter Sagebiel

The Plagiarism Policy was revised to include cheating and changed the title of the policy to the Plagiarism/Cheating Policy.

Shelly Rose made the motion to approve the Plagiarism/Cheating Policy. Julie Coffin seconded.

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

Nays: None

Abstain: None

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

Debbie presented the December and January New Contracts and Warrants for approval.

Julie Coffin made a motion to approve. Jennifer Sheffo seconded.

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

Nays: None

Abstain: None

19. Information: Director's Update—Peter Sagebiel

- **Enrollment:** Close to 750. There is lots of interest in 18/19 school year.
- **KVMR Community Forum:** KVMR held a High School Community forum to educate the community with a open discussion on High School options. There were about 50 people in attendance. The participation was positive.
- **Safety Training:** Chris Espedal, County School Safety and Climate Coordinator, provided updated safety ALICE training and materials on lockdown procedures. Staff training also included review of the Suicide Prevention Policy, a presentation on Vaping, discussion on human trafficking, anti-bullying, and local gang activity.
- **Staff Changes:** Debbie reviewed changes earlier in the agenda.
- **Mid-year Check-ins:** Went great.
- **Nevada County Handle with Care:** "Handle with Care" is a free program run by law enforcement by which contact is made with school administrators if a student has been subjected to a traumatic event. This is a no cost program. "Handle with Care" is designed to support students, and staff is reminded not to pry but offer support. ST's should provide forgiveness and flexibility in regards to assignments and classwork.
- **Classified Employee of the Year:** Valerie Jones was nominated and will be honored at a breakfast in May.
- **Other:** None.

20. Information: Future Agenda Items

- Charter Council - Vice-Chair Position
- 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
- Planning for 2017/18 Adopted Budget (March-Debbie)
- FCS 2016 taxes/Form 990
- 2018-19 School Calendar (March)

21. Information: Reminder of Future Meetings

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

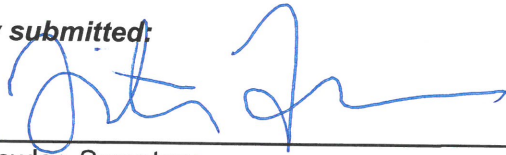
2018: 3/13, 4/24, **5/22, 6/5

***Special Meeting**

****Budget Meeting**

22. Action: Adjourn at 6:45 p.m.

Respectfully submitted:



Tita Fowler, Secretary

3/13/18

Date

Charter Council Approved:



Dan Thiem, Chair

3/13/18

Date