

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes – August 22, 2017**

**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  
Vacant, Parent Representative  
Vacant, Community Representative  
Dave Stanger, ST Representative  
Alex Torres, ST Representative  
Shawn Flynn, Secretary

## **Minutes**

**Present:** Dan Thiem, Julie Coffin, Shelly Rose, Dave Stanger, Alex Torres, Peter Sagebiel, Debbie Carter, Paul Simoes, BJ Hatcher, and Shawn Flynn

**Absent:** Kaleen Ojeda-Chatigny

- 1. Call to Order: 5:32 pm**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of May 31, 2017, and May 30, 2017 (Special Meeting)**

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

**Ayes:** Dan Thiem, Alex Torres

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

Alex Torres made the motion to approve the Agenda. Dave Stanger seconded.

**Ayes:** Dan Thiem, Julie Coffin

**Nays:** None

**Abstain:** None

**5. Discussion: Other**

Nothing to report.

**6. Action: 2017/2018 Charter Council Appointments—Peter Sagebiel**

Peter announced that the following will be returning as members to the 2017/18 Charter Council: Julie Coffin as Parent Representative and Dave Stanger as ST Representative. Alex Torres was re-elected as ST Representative.

Peter introduced Shelly Rose, whose daughter attends Forest Charter, to Council members and asked them to approve her as new Parent Representative for the 2017/18 school year.

Alex Torres made the motion to approve the appointment of Shelly Rose as Parent Representative for the 2017/18 school year. Dave Stanger seconded.

**Ayes:** Dan Thiem, Julie Coffin

**Nays:** None

**Abstain:** None

**7. Action: Voting in Board Officers—Peter Sagebiel**

Peter announced that the following Charter Council Board Officers will be returning: Dan Thiem as Chair and Shawn Flynn as Secretary. Dan Thiem nominated Kaleen Ojeda-Chatigny as Vice-Chair.

Dave Stanger made the motion to approve the 2017/18 Board Officers and to approve Kaleen Ojeda-Chatigny as Vice-Chair. Alex Torres seconded.

**Ayes:** Dan Thiem, Julie Coffin, Shelly Rose

**Nays:** None

**Abstain:** None

**8. Information: Brown Act Training—Peter Sagebiel**

Peter explained the protocols of complying with the Brown Act, which had been sent to Council members for review prior to the meeting. Charter Council meetings must be open to the public (with some exceptions for Closed Meetings), agendas must be posted at least 72 hours prior to the meeting, and minutes for the public to view. Peter also noted that email and verbal discussions between Council members are also subject to the Brown Act rules.

**9. Information: 2017–2018 Cash Flow—Debbie Carter**

Debbie provided a handout of the 2017/18 Cash Flow to the Council for their review and explained that we are on target for July. She will have the year-end Actuals for 2016/17 and beginning cash balance for 2017/18 at the next meeting.

**10. Information: Student Achievement—BJ Hatcher**

BJ updated the Council on the CAASPP testing and Benchmark Assessments. We don't have the individual CAASPP results yet, but we have received the aggregate numbers. Math scores improved by 2.5% and English scores by 1.5%, so we reached our goal of continuing to increase testing scores. We are doing well on Benchmark Assessments and will be switching over to match the CAASPP benchmarks.

**11. Information/Action: 2017-18 FCS Conflict of Interest Policy—Peter Sagebiel**

Peter explained that approving the Conflict of Interest Policy is an annual requirement for the new school year and that no changes have been made to our existing policy.

Julie Coffin moved to approve the 2017/18 FCS Conflict of Interest Policy. Dave Stanger seconded.

**Ayes:** Dan Thiem, Alex Torres, Shelly Rose

**Nays:** None

**Abstain:** None

**12. Information/Action: 2017-18 FCS Safety Plan—Peter Sagebiel**

Peter explained to the Council that the only changes that have been made to the Safety Plan are to add/remove staff and to update contact information.

Dave Stanger made a motion to approve the 2017/18 FCS Safety Plan. Julie Coffin seconded.

**Ayes:** Dan Thiem, Alex Torres, Shelly Rose

**Nays:** None

**Abstain:** None

**13. Information: Material Revision to FCS Charter Document—Peter Sagebiel**

Peter reviewed the reasons and the process regarding FCS's request to the Nevada County Board of Education for a material revision to our charter to continue operations of a resource center in Nevada City. He noted that Nevada County Superintendent of Schools is our sponsoring agency. The revision has been approved and is permanent.

**14. Information: Education Protection Account—Debbie Carter**

Debbie will provide the Actuals for the 2016/17 Education Protection Account and Spending Plan at the next meeting.

Item tabled until September meeting.

**15. Information/Action: 2017/18 FCS Employee Handbook—Debbie Carter**

Debbie explained that approving the Employee Handbook is an annual requirement for the new school year, and only the logo and dates were changed for the new version.

Julie Coffin made a motion to approve the changes made to the 2017/18 FCS Employee Handbook. Alex Torres seconded.

**Ayes:** Dan Thiem, Dave Stanger, Shelly Rose

**Nays:** None

**Abstain:** None

**16. Discussion: Bylaws of Forest Charter School—Peter Sagebiel**

Peter presented to the Council several proposed changes to the FCS Bylaws. In addition to updating our address, he proposed considering a revision to the current makeup of the Board. Currently, there are five parents, two ST Representatives, one Community

Representative, and one Student Representative. He said that removing the Student member will leave an even number of Council members. We could change the Student to another Community member, or we could remove the Community member as well. There was consensus for reducing the Board from nine members to seven. Discussion ensued regarding the possibility of having a *non-voting* Student member and whether Community Members should be called “At Large” members. Peter said they will be discussing our options with the attorney.

#### **17. Information: WASC Update—Paul Simoes**

Paul updated the Council on the progress of the Western Association of Schools and Colleges (WASC) report. All sections of the report have been completed and the first draft will be sent to WASC by August 25. Once the WASC team responds, their suggested revisions will be shared with the Charter Council. Then the report will be revised and sent back to the WASC team. Peter reviewed the Action Plan, which has the same goals as the LCAP (increasing students’ proficiency in Math and ELA, and maintaining a positive school climate), and the actions to be taken to reach those goals.

Staff met with our WASC Committee’s team leader earlier in August. The full Committee will visit on November 12–15, 2017.

#### **18. Information/Action: Revised Block Class Salary Schedule 2017–2018**

Debbie informed the Council that new employment laws require us to move non-exempt employees (part-time and Block Class teachers) from stipends to hourly pay. Although their number of steps will increase from three to five, their pay will remain the same and their contracts will specify the number of hours per week they are authorized to work.

Shelly Rose made a motion to approve the revised Block Class Salary Schedule. Dave Stanger seconded.

**Ayes:** Dan Thiem, Julie Coffin, Alex Torres

**Nays:** None

**Abstain:** None

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

Debbie asked the Council for approval of the new contracts and warrants, and the 2017/18 Salary Schedules for Aides, Stipends, and Substitutes. She noted that the only change to the Substitute Salary Schedule was to match the increase made by the County’s Substitute Salary Schedule.

Shelly Rose made a motion to approve the new contracts and warrants and the three Salary Schedules. Julie Coffin seconded.

**Ayes:** Dan Thiem, Dave Stanger, Alex Torres

**Nays:** None

**Abstain:** None

#### **20. Information: Director’s Update—Peter Sagebiel**

- **2017/18 Enrollment:** Enrollment is going very well. We are currently at 695 and are still getting inquiries and conducting enrollment interviews.

- **Team Building:** BJ Hatcher and Janice Eggers led staff and STs from all Learning Centers in team-building exercises at Donner Lake.
- **Back-to-School Celebration:** The Truckee center held a parent orientation and had K-8 team-building at Donner Lake; Foresthill also held a parent orientation; and Nevada City held a Welcome Back Field Day.
- **Website update:** The new website template will launch very soon.

**21. Information: Future Agenda Items**

- Foundation Report (as needed)
- Action Plan Update (as needed)
- Energy Plan Update (as needed)
- One-Time Funds (Peter and Debbie)
- Classified Job Descriptions
- SB277 – Immunizations (as needed)
- Update Enrollment Policy (September—Peter)
- WASC Update (as needed)
- Bylaws (September—Peter)

**22. Information: Reminder of Future Meetings**

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

**2017:** 9/19, 10/24, \*\*11/7, 12/12

**2018:** 1/16, \*\*2/6, 3/13, 4/17, \*\*5/22, 6/5

**\*Special Meeting**

**\*\*Budget Meeting**

**23. Action: Adjourn at 6:43 p.m.**

***Respectfully submitted:***

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Shawn Flynn, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

\_\_\_\_\_  
Dan Thiem, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kaleen Ojeda-Chatigny, Vice Chair

\_\_\_\_\_  
Date