

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

January 11, 2022

5:00 p.m. Regular Session

****Virtual Meeting****

Network User ID: FC_Public

Network Password: PineCedar2

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Cheryl Knight, Parent Representative
Amea Medeiros, Parent Representative
Dylan Hendricks, Parent Representative

ANNOUNCEMENTS

ANNOUNCEMENT No. 1: This meeting is being held pursuant to the procedures established in Assembly Bill 361 amending elements of the Brown Act effective October 1, 2021. All Board members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

ANNOUNCEMENT No. 2: The public will have access to the Forest Charter School Charter Council meeting through Zoom Teleconferencing. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. A moderator will call you by the last three digits of your phone number when it is your turn to speak. Speakers will be limited to 3 minutes.

ANNOUNCEMENT No. 3: Should this Board meeting encounter any security breach or inappropriate issues, the meeting will be ended immediately and rescheduled as soon as practical.

Join Zoom Meeting:

<https://us02web.zoom.us/j/85408398614?pwd=Y2dzdFBFUXdQTUFXazl3bERnZGIYUT09>

Meeting ID: 854 0839 8614

Passcode: 873378

Dial by your location

+1 408 638 0968 US (San Jose)

Meeting ID: 854 0839 8614

Find your local number: <https://us02web.zoom.us/u/kb7yu4OPaF>

AGENDA:

1. **Call To Order**
2. **Roll Call**
3. **Information/Action: A, B, C, and D may be considered for Consent Agenda--Meshawn Simmons**
(E-Attachments)
 - Should the Consent Agenda be approved?
 - A. Adoption of the January 11, 2022 Agenda (*page 1*)
 - B. December 7, 2021, and December 14, 2021, Charter Council Meeting Minutes (*page 4*)
 - C. Contracts (*page 9*)
 - D. Warrants (December) (*page 10*)

4. 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 three minutes.⁸⁷

Information/Discussion Items:

5. Information: Forest Charter COVID Protocol and Contingency Plans--Peter Sagebiel, Meshawn Simmons

Peter and Meshawn will discuss any changes to COVID protocol and requirements with the Council.

6. Information: County Oversight Follow-Up Letter--Peter Sagebiel (page 14)

Peter will review the County Oversight Follow-Up letter with the Council.

7. Information: 2022 School Accountability Report Card (SARC)--B.J. Hatcher

B.J. will update the Council on the 2022 School Accountability Report Card (SARC).

8. Discussion: Forest Charter School Parent/Student/Staff Surveys--B.J. Hatcher

B.J. will review questions included in the upcoming parent, student, and staff surveys.

9. Information: Forest Charter School Local Control & Accountability Plan (LCAP)--Peter Sagebiel

Peter will provide the Council with an LCAP update.

10. Information: 2021/22 Budget and Cash Flow--Meshawn Simmons (page 15)

Meshawn will update the Council on 2021/22 Budget items and Cash Flow.

Action Items:

11. Action: 2021/22 Forest Charter School Policy Updates--Peter Sagebiel, Meshawn Simmons

(page 18)

- Should the Council approve revisions to the following Forest Charter School policies?
 - ❖ Enrollment Policy
 - ❖ Co-op Enrollment and Expectations Policy

12. Action: Teleconferenced Board Meetings - AB 361—Peter Sagebiel

- Shall the Council approve utilizing AB 361 provisions to continue virtual meetings?

13. Director's Update--Peter Sagebiel

- Enrollment
- Political Update
- Other

14. Future Agenda Items

15. Information: Reminder of Future Meetings

2022: 2/8, 3/8, 4/19, 5/17, 6/13*, 6/14****

***Special Meeting/Public Hearing **Budget Meeting**

16. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – December 7, 2021

5:00 p.m. Regular Session
****Virtual Meeting****

Council Members:

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Amea Medeiros, Parent Representative
Cheryl Knight, Parent Representative
Dylan Hendricks, Parent Representative
Tita Fowler, Secretary

Minutes

Virtually Present: Dan Thiem, Peter Sagebiel, Katy Baggett, Karen Fruchtenicht, B.J. Hatcher, Dylan Hendricks, Cheryl Knight, Amea Medeiros, Meshawn Simmons, Dave Stanger, Paul Simoes

Absent: Janice Eggers, Tita Fowler

- 1. Call to Order: 5:01 pm**
- 2. Roll Call: Dan Thiem, Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Amea Medeiros, Peter Sagebiel, Paul Simoes, B.J. Hatcher, Meshawn Simmons, Katy Baggett, Dave Stanger**
- 3. Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

December 7, 2021, Charter Council Agenda was presented for approval. November 9, 2021, Meeting Minutes, Warrants, and Contracts were presented for approval.

Amea Medeiros made a motion to approve the Consent Agenda. Dylan Hendricks seconded.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Amea Medeiros, Dan Thiem

Nays: None

- 4. Discussion: Other**

None.

Information Items:

5. Information: Forest Charter COVID Protocol and Contingency Plans--Peter Sagebiel, Meshawn Simmons

Peter informed the Council no revisions to current protocols have been made. Current protocols are going well.

6. Information: Forest Charter School Local Control & Accountability Plan (LCAP)--Peter Sagebiel

Peter informed the Council that FCS is making small changes due to County recommendations learned from the State. These changes do not impact goals, actions or metrics so they do not need to be approved by the board. There is also a new mid-year supplement to the LCAP due in February to provide an update on progress and spending.

7. Information: Student Achievement--B.J. Hatcher

B.J. presented the 9th grade Math placement report and noted that we had zero students misplaced.

8. Information: Educator Effectiveness Block Grant Spending Plan--Peter Sagebiel, Meshawn Simmons

Meshawn presented the Educator Effectiveness Block Grant spending plan.

Action Items:

9. Action: 2021/22 Cash Flow and First Interim Budget and Cash Flow--Meshawn Simmons

Meshawn reviewed the 2021/22 Cash Flow and First Interim Budget with the Council including the new SACS report.

Karen Fruchtenicht made a motion to approve the 2021/22 first interim budget package. Dylan Hendricks seconded.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Amee Medeiros, Dan Thiem

Nays: None

10. Action: Teleconference Board Meetings - AB 361--Peter Sagebiel

The Council reviewed utilizing AB 361 provisions to continue virtual meetings.

Cheryl Knight made a motion to approve utilizing AB 361 provisions to continue virtual meetings. Amee Medeiros seconded.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Amee Medeiros, Dan Thiem

Nays: None

11. Director's Update--Peter Sagebiel

- Enrollment - Enrollment continues to climb, we are currently at 771
- Booster Shots Clinic - the county hosted a booster clinic last week and over 500 educators and their families attended the clinic
- Marketing and Website Upgrades - we are looking into an upgrade for our website and potential marketing services to launch in the 2022-23 school year
- CTE options through NCSOS (Strong Workforce) - FCS has been working with the county to offer in person CTE courses
- County Oversight Visit - Teena Corker, Darlene Waddle, and Eli Gallup attended our oversight meeting last week and gave us positive feedback on the LCAP, our academic programs, our fiscal operations, and our special education programs
- Political Update - Nothing to report.
- CSDC Conference - Peter and Meshawn attended a virtual leadership conference this week and received lots of helpful legal and fiscal information
- Mid-Year check-ins - Peter is wrapping up mid-year check-ins and reported that most teachers and staff had a stressful beginning to the year given all of the new changes, but have felt supported by the school and are feeling like they are better able to manage everything now.

12. Future Agenda Items

- SB740

13. Information: Reminder of Future Meetings

Dates for the 2021/22 Charter Council meetings were set as follows:

2021: 12/14

2022: 1/11, 2/8, 3/8, 4/19, 5/17, 6/13*, 6/14****

***Special Meeting**

****Budget Meeting**

14. Action: Adjourn at 5:36 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Forest Charter School

Monthly Charter Council Meeting Minutes – December 14, 2021

5:00 p.m. Regular Session
****Virtual Meeting****

Council Members:

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Amea Medeiros, Parent Representative
Cheryl Knight, Parent Representative
Dylan Hendricks, Parent Representative
Tita Fowler, Secretary

Minutes

Virtually Present: Dan Thiem, Peter Sagebiel, Katy Baggett, Karen Fruchtenicht, B.J. Hatcher, Dylan Hendricks, Cheryl Knight, Amea Medeiros, Meshawn Simmons, Paul Simoes

Absent: Karen Fruchtenicht

1. **Call to Order: 5:01 pm**
2. **Roll Call: Dan Thiem, Dylan Hendricks (arrived 5:03 pm), Cheryl Knight, Amea Medeiros, Peter Sagebiel, Paul Simoes, B.J. Hatcher, Meshawn Simmons, Katy Baggett, Dave Stanger**
3. **Information/Action: December 14, 2021, Charter Council Meeting Agenda may be considered for the Consent Agenda—Meshawn Simmons**

December 14, 2021, Charter Council Agenda was presented for approval.

Amea Medeiros made a motion to approve the Consent Agenda. Cheryl Knight seconded.

Ayes: Cheryl Knight, Amea Medeiros, Dan Thiem

Nays: None

4. **Discussion: Other**

None.

Action Items:

5. **Information: Educator Effectiveness Block Grant Spending Plan--Peter Sagebiel, Meshawn Simmons**

Meshawn presented the Educator Effectiveness Block Grant spending plan for approval.

Dylan Hendricks made a motion to approve the Educator Effectiveness Block Grant spending plan. Amee Medeiros seconded.

Ayes: Dylan Hendricks, Cheryl Knight, Amee Medeiros, Dan Thiem
Nays: None

6. Action: Teleconference Board Meetings - AB 361--Peter Sagebiel

The Council reviewed utilizing AB 361 provisions to continue virtual meetings.

Cheryl Knight made a motion to approve utilizing AB 361 provisions to continue virtual meetings. Dylan Hendricks seconded.

Ayes: Dylan Hendricks, Cheryl Knight, Amee Medeiros, Dan Thiem
Nays: None

7. Future Agenda Items

- SB740
- SARC

8. Information: Reminder of Future Meetings

Dates for the 2021/22 Charter Council meetings were set as follows:

2022: 1/11, 2/8, 3/8, 4/19, 5/17, 6/13*, 6/14****

***Special Meeting **Budget Meeting**

9. Action: Adjourn at 5:07 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (January 2022)

At-Will:

Stipends:

Torres, Alex	\$1,500.00 prorated, starting 12/7/21	Spanish Lab
--------------	---------------------------------------	-------------

Hourly:

McCreery, Juanita	\$105.00	Tutor (x2)
-------------------	----------	------------

Checks Dated 12/01/2021 through 12/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-506188	12/03/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		1,883.12
22-506189	12/03/2021	AUBURN GYMNASTICS CENTER	01-5800		309.50
22-506190	12/03/2021	B & C ACE HOME CENTER	01-4300		67.31
22-506191	12/03/2021	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		422.00
22-506192	12/03/2021	Bonnie Wiesz	01-5800		1,015.00
22-506193	12/03/2021	BRUCE MAIRS	01-5800		2,179.51
22-506194	12/03/2021	GOLD COUNTRY GYMNASTICS	01-5800		1,078.00
22-506195	12/03/2021	GRIFFIN TUTORING	01-5800		675.00
22-506196	12/03/2021	HOLT BALLET CONSERVATORY	01-5800		380.00
22-506197	12/03/2021	JA FOOD SERVICE CORP	01-4700		2,798.22
22-506198	12/03/2021	JACKRIS PUBLISHING	01-4300	71.50	
			Unpaid Tax	5.53-	65.97
22-506199	12/03/2021	JJR Enterprises FILE 2388	01-5600		381.32
22-506200	12/03/2021	KAYLA RAE RAYSON	01-5800		192.00
22-506201	12/03/2021	LAKESHORE LEARNING MATERIALS	01-4300		566.86
22-506202	12/03/2021	LINDSAY HILDEBRANDT	01-5800		245.00
22-506203	12/03/2021	OAK MEADOW	01-4300		86.26
22-506204	12/03/2021	OFFICE DEPOT	01-4300		58.12
22-506205	12/03/2021	ONE-II-ONE MATH TUTORING	01-5800		280.00
22-506206	12/03/2021	RAINBOW RESOURCE CENTER	01-4300		518.97
22-506207	12/03/2021	SDI INNOVATIONS/SCHOOL DATEBOOKS	01-4300		894.63
22-506208	12/03/2021	SHERRY TORGERSON	01-5800		1,885.00
22-506209	12/03/2021	SIERRA NEVADA BOULDERING GYM	01-5800		60.00
22-506210	12/03/2021	SINGAPORE MATH INC	01-4300		140.37
22-506211	12/03/2021	TAHOE SCHOOL OF MUSIC	01-5800		140.00
22-506212	12/03/2021	TEACHING TEXTBOOKS INC	01-4300	135.40	
			01-5800	55.08	190.48
22-506213	12/03/2021	WILLIAMS STATIONERY	01-4300		732.62
22-506214	12/03/2021	YESENIA ANDERSON ANDERSONS STEP IT UP	01-5800		65.00
22-506215	12/03/2021	YESHIVA DERECH HATORAH	01-4300	122.79	
			Unpaid Tax	9.49-	113.30
22-506613	12/10/2021	ALPENGLOW CLEANING INC	01-5800		1,875.00
22-506614	12/10/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		1,624.02
22-506615	12/10/2021	CHERYL BARBER	01-5800		300.00
22-506616	12/10/2021	DIANE CORREIA	01-5800		45.00
22-506617	12/10/2021	EMPLOYMENT DEVELOPMENT DEPT	01-9515		4,927.05
22-506618	12/10/2021	GRASS VALLEY CROSSFIT	01-5800		360.00
22-506619	12/10/2021	HAFDIS TRAUSTADOTTIR	01-5800		787.50
22-506620	12/10/2021	Jaimee Wadman	01-5800		400.00
22-506621	12/10/2021	JJR Enterprises FILE 2388	01-5600		196.74
22-506622	12/10/2021	LINDA COUPER	01-5800		234.00

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.

ESCAPE ONLINE

Page 1 of 4

Checks Dated 12/01/2021 through 12/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-506623	12/10/2021	MR ROOTER OF NEVADA COUNTY	01-5800		672.10
22-506624	12/10/2021	NEVADA CITY BALLET ACADEMY	01-5800		1,350.00
22-506625	12/10/2021	NEVADA COUNTY SUPERINTENDENT	01-9514		72,652.44
22-506626	12/10/2021	NORTHERN SIERRA AQUATICS	01-5800		149.00
22-506627	12/10/2021	OFFICE DEPOT	01-4300		575.01
22-506628	12/10/2021	ONE-II-ONE MATH TUTORING	01-5800		440.00
22-506629	12/10/2021	PARSEC EDUCATION	01-5800		18,704.25
22-506630	12/10/2021	REED'S LOCKS INC	01-4300	58.59	
			01-5800	110.85	169.44
22-506631	12/10/2021	SEBASTIAN	01-5930		174.18
22-506632	12/10/2021	SIERRA NEVADA BOULDERING GYM	01-5800		30.00
22-506633	12/10/2021	SINGAPORE MATH INC	01-4300		68.82
22-506634	12/10/2021	THE CLEANING SOLUTION	01-5800		2,357.50
22-506635	12/10/2021	US BANK CORPORATE PAYMENT SYS	01-4300	6,855.83	
			01-5800	4,515.89	
			01-5920	8.32	
			Unpaid Tax	57.17-	11,322.87
22-506636	12/10/2021	VERIZON	01-5800		38.01
22-506637	12/10/2021	ZANER-BLOSER	01-4300		382.07
22-507084	12/17/2021	4 ELEMENTS EARTH EDUCATION INC	01-5800		1,515.00
22-507085	12/17/2021	ABIGAIL FISCHER	01-5800		800.00
22-507086	12/17/2021	ABSOLUTE COMM SOLUTIONS	01-5800		474.83
22-507087	12/17/2021	ALL ABOUT LEARNING PRESS INC	01-4300		299.05
22-507088	12/17/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		3,343.95
22-507089	12/17/2021	AT&T	01-5930		295.73
22-507090	12/17/2021	AT&T	01-5800		74.19
22-507091	12/17/2021	B & C ACE HOME CENTER	01-4300		297.14
22-507092	12/17/2021	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		248.00
22-507093	12/17/2021	BOB SWEAT M.ED MATH TUTORING	01-5800		1,160.00
22-507094	12/17/2021	CANYON VIEW ASSEMBLY	01-5600		1,000.00
22-507095	12/17/2021	CARRIE BLANCHE MORRIS DBA MASTERPIECE ART ACADEMY	01-5800		6,200.00
22-507096	12/17/2021	CENTER STAGE DANCE STUDIO	01-5800		408.00
22-507097	12/17/2021	CHERYL ANNE KENNEDY	01-5800		5,135.00
22-507098	12/17/2021	CINDY VOIGT	01-5800		630.00
22-507099	12/17/2021	CLEVER MINDS	01-5800		1,260.00
22-507100	12/17/2021	COMMUNICATION TOOLS	01-5800		2,580.00
22-507101	12/17/2021	DAY BY DAY SPANISH	01-5800		2,006.00
22-507102	12/17/2021	DE LAGE LANDEN FINCL SRV INC	01-5600		1,003.55
22-507103	12/17/2021	DELTA EDUCATION	01-4300		16.58
22-507104	12/17/2021	ELIZABETH SCHOPFER	01-5800		2,925.00
22-507105	12/17/2021	FULL STEAM AHEAD	01-5800		4,810.00

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.

ESCAPE ONLINE

Page 2 of 4

Checks Dated 12/01/2021 through 12/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-507106	12/17/2021	GOLD COUNTRY KUK SOOL WON	01-5800		2,790.00
22-507107	12/17/2021	GPP	01-5400		2,450.00
22-507108	12/17/2021	HOLT BALLET CONSERVATORY	01-5800		188.64
22-507109	12/17/2021	INSTITUTE FOR EXCELLENCE/IN WR ITING	01-4300		217.27
22-507110	12/17/2021	JUSTINE LEYBA'S HOUSE CLEANING	01-5800		1,390.00
22-507111	12/17/2021	K&T MANAGEMENT	01-5600		952.86
22-507112	12/17/2021	KAREN BAILEY	01-5800		550.00
22-507113	12/17/2021	KATHRYN NUNN	01-5800		990.00
22-507114	12/17/2021	KEN WILLER	01-5800		275.00
22-507115	12/17/2021	Kiera Odell	01-5800		1,320.00
22-507116	12/17/2021	LINDA COUPER	01-5800		130.00
22-507117	12/17/2021	MARGARET JOHNSON	01-5800		350.00
22-507118	12/17/2021	MEREDITH COOPER	01-5800		808.00
22-507119	12/17/2021	MINDY CHITTOCK	01-5800		1,430.00
22-507120	12/17/2021	NEVADA CITY SCHOOL DISTRICT	01-5600		14,166.66
22-507121	12/17/2021	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-5100		107,308.65
22-507122	12/17/2021	ONE-II-ONE MATH TUTORING	01-5800		560.00
22-507123	12/17/2021	PACIFIC GAS & ELECTRIC COMPANY	01-5510	925.93	
			01-5520	1,543.72	2,469.65
22-507124	12/17/2021	PIONEER COMMERCE CENTER	01-5600		13,892.15
22-507125	12/17/2021	R&B COMMUNICATIONS	01-5800		395.00
22-507126	12/17/2021	RAINBOW RESOURCE CENTER	01-4300		359.40
22-507127	12/17/2021	REPUBLIC INDEMTY CO OF AMERICA	01-9516		2,536.60
22-507128	12/17/2021	SARAH ROUSE PIANO	01-5800		715.00
22-507129	12/17/2021	SEAN BIANCO	01-5800		530.00
22-507130	12/17/2021	SPD MARKET- NEVADA CITY	01-4300	5.82	
			01-5920	52.69	58.51
22-507131	12/17/2021	Stacey Anderson	01-5800		1,125.00
22-507132	12/17/2021	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		64.00
22-507133	12/17/2021	T-MOBILE	01-5800		163.98
22-507134	12/17/2021	TAHOE SCHOOL OF MUSIC	01-5800		140.00
22-507135	12/17/2021	TEACHING TEXTBOOKS INC	01-5800		67.08
22-507136	12/17/2021	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	490.61	
			01-5540	112.57	603.18
22-507137	12/17/2021	WASTE MANAGEMENT	01-5570		284.24
22-507138	12/17/2021	WAVE	01-5930		273.56
22-507139	12/17/2021	YOUNG MINNEY & CORR LLP	01-5802		26.00
22-507140	12/17/2021	4 ELEMENTS EARTH EDUCATION INC	01-5800		900.00
Total Number of Checks			110		334,221.01

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.

ESCAPE ONLINE

Page 3 of 4

Checks Dated 12/01/2021 through 12/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
--------------	------------	---------------------	-------------	-----------------	--------------

Fund Recap

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	FOREST CHARTER	110	334,293.20
	Total Number of Checks	110	334,293.20
	Less Unpaid Tax Liability		72.19-
	Net (Check Amount)		334,221.01

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.

ESCAPE ONLINE

Page 4 of 4



SCOTT W. LAY, SUPERINTENDENT

380 Crown Point Circle
Grass Valley, CA 95945
530-478-6400 · fax 530-478-6410

Peter Sagebiel, Executive Director
Forest Charter School
470 Searls Avenue
Nevada City, CA 95959

December 22, 2021

Subject: 2021-22 Annual Site Visit

Dear Peter,

Thank you for the opportunity to conduct an annual site visit on November 22, 2021 pursuant to Education Code Section 47604.32. We appreciate the time that you and Meshawn spent meeting with us. We were especially impressed with the hearing about the beginning stages of your new student assessment program and appreciate all the hard work you and your staff are doing during these challenging times.

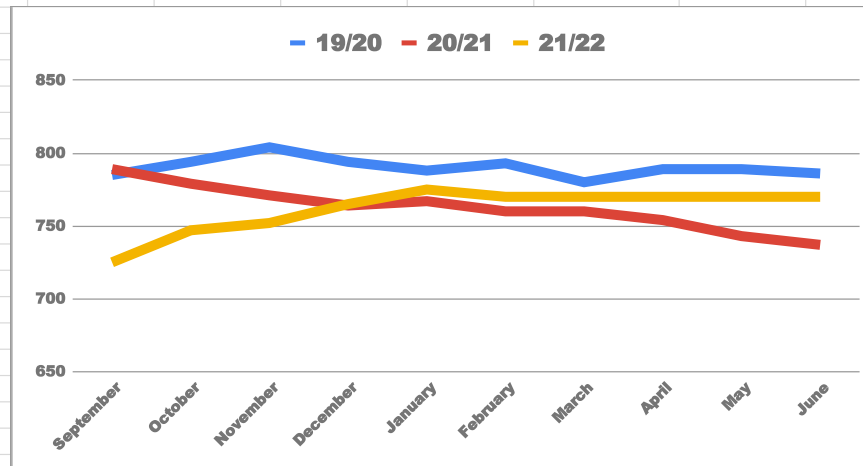
As we discussed in our site visit, we reviewed revisions needed for the 2021-22 LCAP. I did receive your email sharing the updated "how" statements made to your LCAP. Please submit these and the other revisions discussed in an updated LCAP by **January 30, 2022**. Thank you for your continued cooperation with this process and especially your dedication to serving the students of the Forest Charter School. If you have any questions, please call me at (530) 478-6400, ext. 2005.

Sincerely,

Teena M. Corker, Assoc. Supt. of Ed. Services

cc: Darlene Waddle (CFO) and Eli Gallup (SELPA)
Meshawn Simmons (Business Official)

2019/2020					2020/2021					2021/2022			
19/20	ADA	Enrolled	% Apportionment		20/21	ADA	Enrolled	% Apportionment		20/21	ADA	Enrolled	% Apportionment
September	745.71	785	99.02%		September	750	789	97.42%		September	688.71	725	98.84%
October	778	794	99.22%		October	749	779	97.12%		October	720.95	747	98.24%
November	781.87	804	98.77%		November	748.2	771	97.87%		November	726.07	752	97.55%
December	787.38	794	98.60%		December	745.13	764	97.01%		December	741.27	765	97.07%
January	782.13	788	98.60%		January	748.2	767	97.22%		January		775	
February	765.16	793	98.72%		February	739.58	760	97.43%		February		770	
March	775.4	780	98.76%		March	743.21	760	97.75%		March		770	
April	773.07	789	98.01%		April	735.9	754	97.63%		April		770	
May	767	789	97.21%		May	725.2	743	97.64%		May		770	
June	759.67	786	96.46%		June	723.58	737	98.14%		June		770	
P1	773.18	831	98.77		P1	748.13	776	97.33		P1			
P2	773.13	790	98.85		P2	744.50		97.43		P2			
Annual	773.26	791.8			Annual					Annual			



FOREST CHARTER SCHOOL FY 21-22

1/5/22

Object		Adopted Budget	Revenue	% Rcvd
Total Year To Date Revenues		9,442,769	2,101,195	22%
Object	Description	Adopted Budget	Actual	% Used
Total Certificated Salaries		3,407,969	1,541,495	45%
Total Classified Salaries		1,106,432	466,873	42%
Total Employee Benefits		2,005,648	545,664	27%
	4300 MATERIALS AND SUPPLIES	285,360	128,040	45%
	4400 NON CAPITALIZED EQUIPMENT	59,500	3,636	6%
	4700 FOOD	12,000	8,099	67%
Total Books and Supplies		356,860	139,775	39%
Services and Other Operating Expenditures				
	5100 SUBAGREEMENTS FOR SERVICES	1,197,101	709,910	59%
	5210 CONFERENCE	16,000	1,708	11%
	5220 MILEAGE REIMBURSEMENT	200		0%
Expenditure Detail (continued)				
Services and Other Operating Expenditures (continued)				
	5300 DUES AND MEMBERSHIPS	17,500	19,185	110%
	5400 INSURANCE	35,000	19,721	56%
	5510 GAS HEATING/FUEL	10,000	1,522	15%
	5520 ELECTRICITY	20,000	11,883	59%
	5540 WATER	9,000	6,501	72%
	5550 SEWER	1,000	1,984	198%
	5570 GARBAGE	4,000	1,798	45%
	5600 RENT,LEASES,REPAIRS/NON CAP	406,338	218,346	54%
	5800 PROF/CONSUL/SVCS/OP EXPENSE	442,495	251,224	57%
	5801 ADVERTISING	5,000	2,805	56%
	5802 LEGAL FEES	15,000	4,471	30%
	5806 DATA PROCESSING SERVICES	85,000	9,732	11%
	5840 FINGERPRINTING	1,000	295	30%
	5850 OVERSIGHT	78,000		0%
	5852 BUSINESS SERVICES	85,000		0%
	5871 FIELD TRIP CONTRACT/EXP	3,500	146	4%
	5920 POSTAGE/SHIPPING (OUT)	4,000	811	20%
	5930 TELEPHONE	20,000	10,910	55%
	5940 INTERNET	500		0%
Total Services and Other Operating Expenditures		2,455,634	1,272,952	
Total Year To Date Expenditures		9,332,543	3,966,759	43%

FOREST CHARTER SCHOOL

Date that actuals are posted thru... 12/31/2021

CASH FLOW REPORT 2021-22

PROJECTED YEAR BUDGET Descriptions	Current or Revised Budget 2021-22	Original Budget 2021-22								Total Jul-Jan						Total Jul-Jun
			July	August	September	October	November	December	January		February	March	April	May	June	
Beginning Cash Balance	1,995,031	1,993,589	1,995,031	1,731,127	2,361,553	2,606,475	2,221,776	1,925,710	1,483,442	1,889,927	1,889,927	1,587,278	2,100,191	1,828,268	1,293,278	2,604,997
RECEIPTS																
Prop Tax 8020-8079	929,364	929,364	0	0	0	0			232,341	232,341	232,341	0	232,341		232,341	929,364
State Aid (Appc 8010-8019	3,500,910	5,166,307	186,247	186,247	335,244	335,244	335,244	335,244	335,244	2,048,714	290,439	290,439	290,439	290,439	0	3,210,470
EPA 8080-8099	2,976,843	1,684,977	0	0	513,727		0	0	513,728	1,027,455	821,039	821,039		0	821,039	2,669,533
Total 8010-809 8010-8099	7,407,117	7,780,648	186,247	186,247	848,971	335,244	335,244	335,244	1,081,313	3,308,510	522,780	1,111,478	522,780	290,439	1,053,380	6,809,367
Federal Reven 8100-8299	504,811	128,358	0	0	0	0	0	0	0	0	0	0	0	0	504,811	504,811
Other State Re 8300-8599	1,424,375	1,476,852	0	0	0	0	0	1,931	150,601	152,532	0	226,864	30,726	0	577,957	988,079
Other Local Re 8600-8799	56,908	52,500	24,981	24,512	52,273	44,167	61,017	44,481	0	251,431	0	0	0	0	0	251,431
Transfers In 8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sources 8931-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contributions 8980-8999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS	9,393,211	9,438,358	211,228	210,759	901,244	379,411	396,261	381,656	1,231,914	3,712,473	522,780	1,338,342	553,506	290,439	2,136,148	8,553,688
DISBURSEMENTS																
Cert Salaries 1000-1999	3,612,880	3,407,969	68,159	289,677	289,677	289,677	289,677	289,677	289,677	1,806,221	289,677	289,677	289,677	289,677	289,677	3,254,606
Actuals			55,731	177,500	326,997	327,514	326,917	326,835	342,603	1,884,097	342,603	342,603	342,603	342,603	342,603	3,597,112
Classified Salai 2000-2999	959,220	1,108,688	22,174	94,238	94,238	94,238	94,238	94,238	94,238	587,602	94,238	94,238	94,238	94,238	94,238	1,058,792
Actuals			36,505	61,377	83,665	98,726	91,746	94,854	84,000	550,873	84,000	84,000	84,000	84,000	83,000	969,873
Empl Benefits 3000-3999	1,881,524	2,005,843	90,940	139,877	139,877	139,877	139,877	139,877	139,877	930,202	139,877	139,877	139,877	139,877	139,877	1,629,587
Actuals			28,967	70,005	109,529	111,428	114,550	111,186	144,117	689,782	144,117	144,117	144,117	144,117	144,117	1,410,367
Supplies 4000-4999	353,914	356,860	6,500	15,000	65,000	40,000	30,000	20,000	15,000	191,500	15,000	25,000	60,000	15,000	10,000	316,500
Actuals			5,514	19,731	36,739	40,610	15,007	22,174	33,759	173,534	33,759	33,759	33,759	33,759	33,759	342,329
Services 5000-5999	2,587,726	2,453,392	300,000	150,000	150,000	175,000	175,000	200,000	300,000	1,450,000	175,000	200,000	175,000	250,000	100,000	2,350,000
Actuals			297,216	189,253	182,457	189,956	182,194	231,876	220,950	1,493,902	220,950	220,950	220,950	220,950	220,950	2,598,652
TOTAL Est.										4,965,525						8,609,485
TOTAL Actual: 4000-5999	9,395,264	2,810,252	423,933	517,866	739,387	768,234	730,414	786,925	825,429	4,792,188	825,429	825,429	825,429	825,429	824,429	8,918,333
Capital Outlays 6000-6999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo 7000-7399	0	89,813	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trf of Indirect 7300-7399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service 7400-7499	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 7000-749	8290	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interfund Trans 7600-7629	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Financing Uses 7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trans 9640 9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS	9,395,264	9,422,565	423,933	517,866	739,387	768,234	730,414	786,925	825,429	4,792,188	825,429	825,429	825,429	825,429	824,429	8,918,333
CURR YR NET INC/DEC	(2,053)	15,793	(212,705)	(307,107)	161,857	(388,823)	(334,153)	(405,269)	406,485	(1,079,715)	(302,649)	512,913	(271,923)	(534,990)	1,311,719	(364,645)
Total Prior Year Transaction	(2,600)	73,447	(51,199)	937,533	83,065	4,124	38,087	(36,999)	0	974,611	0	0	0	0	0	974,611
TOTAL NET INC/DEC	0	0	(263,904)	630,426	244,922	(384,699)	(296,066)	(442,268)	406,485	(105,104)	(302,649)	512,913	(271,923)	(534,990)	1,311,719	609,966
ENDING CASH BALANCE	0	0	1,731,127	2,361,553	2,606,475	2,221,776	1,925,710	1,483,442	1,889,927	1,889,927	1,587,278	2,100,191	1,828,268	1,293,278	2,604,997	2,604,997

~Cash



Cooperative Enrollment and Expectations Policy

Policy:

Once a student enrolls in Forest Charter School ("FCS"), the school strives to create a personalized learning program for each student.

One such option is the FCS cooperatives (co-ops). Student participation in a co-op is optional. FCS shall not discriminate on any protected classification of student, as described in Education Code Section 220, in determining enrollment in co-ops.

As part of FCS' unique approach to education, FCS has developed small programs (co-ops) within the larger FCS program, in which students may participate. Due to the limited space and unique nature of each of these co-ops, participation in a co-op is subject to capacity limitations and to students meeting the minimum expectations of the co-op. To the extent there are more applicants for a co-op than spaces available, participation in a selected co-op will be determined by a random public drawing ("lottery"), with preferences as described below.

Enrollment Period for Fall applicants to Co-op and lottery process

- FCS will hold an open enrollment period that will run from the beginning of the second semester until 5:00 pm the Thursday before the lottery.
- Any subsequent open enrollment periods will run from the end of the previous open enrollment period until 5:00 pm each Thursday.
- The lottery will be held on a Friday in March. FCS will announce the exact date/time approximately two months before the March lottery, and will post the lottery date/time on its website.
- If new applications for admission are received following the end of the open enrollment period, subsequent lotteries, if needed to determine admission to a co-op, will be held on a weekly basis on each Friday that school is in session.
- Students wishing to join an FCS co-op must begin by filling out the online interest form on the FCS website during the open enrollment period. If a family is unable to fill out the online form, they may contact FCS by telephone for assistance.
- Students/families must fill out the online interest form during any FCS open enrollment period (please see the FCS Enrollment Policy for details). In the case that there are more students who wish to enroll in a co-op than there is capacity, enrollment will be determined by a lottery.

DRAFT

- If a student is not admitted into a co-op, the student may choose to be placed on the waitlist for a space in the co-op even if they do not choose to otherwise be enrolled in FCS, absent participation in a co-op.
- Students advancing a grade level within the same co-op (e.g. PACE or Tree Top) even if they are moving to a new Supervising Teacher are guaranteed a spot in the co-op as long as they can meet the basic language arts requirement for the grade level to which they are advancing (see below for details). This guaranteed spot includes eighth grade students moving from PACE to ninth grade Global Studies.

Students wishing to participate in a co-op program will be given priority in the lottery in the following order:

1. Current students of FCS who have been enrolled for at least one half of one semester.
2. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS
3. Sibling of a student already enrolled in any co-op
4. All other applicants
5. Once capacity has been reached in the lottery, the remaining applications will be drawn and students will be placed on a waitlist based on the order of the lottery draw.

Other Considerations

- Students must be able to regularly attend the co-op during its meeting days.
- In order to maintain balance in a multi-grade co-op, capacity may be based on space being available at a specific grade level. If a co-op receives more applications than capacity, participation will be determined by the process described above.
- Twins will be placed in the co-op lottery as one student and will receive the same lottery position. If there is only one spot available, the family will be offered co-op placement for one twin. If the family declines the offer of placement in the co-op, the twins will remain on the co-op waitlist in the same position and the next applicant on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if they decline a spot unless there are two participation spots available at the time of declining.

Acceptance of Admission to a Co-op

- After a student has been admitted through the co-op lottery, FCS will contact the family via email. Once contacted by the school, the family has two school days to contact Forest Charter School and accept the spot in the co-op. If FCS does not hear from the family within these two school days, the spot in the co-op will be given to the next student on the waitlist, and the student who was originally contacted will be removed from the waitlist.
- If a family declines a spot in the co-op, the student will be removed from the co-op waitlist.
- Following the acceptance of a spot in a co-op, the family will have three school days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three school days, FCS will rescind the offer of admission, remove the student from the waitlist, and contact the next student on the waitlist.

DRAFT

- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

Waitlist

- Co-op waitlists are created based on the specific co-op and grade level.
- In order to maintain their spot on the co-op waitlist from year to year, families must register with FCS indicating their continued interest in remaining on the co-op waitlist for the next school year. FCS will send out a form to all families on the co-op waitlist at the beginning of the calendar year and families will have until the last school day in February to return the form. If this form is not returned on time, students will be removed from the co-op waitlist.
- The waitlist may be adjusted if a new applicant meets one of the enumerated lottery preferences (e.g., the child of a staff member) that an applicant on the waitlist does not.

Co-op Participation Requirements

In order to participate in a FCS co-op program, students/families must meet the following expectations. These co-op expectations are meant to ensure that students participate in FCS program options where they may receive an educational benefit. Due to the unique, multi-grade, learning structure of the FCS co-op, trying to support a student whose academic skills are too far below grade level does not foster student success. Therefore, FCS has determined that there are minimum academic skills that a student must possess in order to succeed in any of the co-ops. With these considerations in mind, FCS has developed the following expectation to qualify for a co-op:

Family

- Prior to participating in a co-op, the co-op Supervising Teacher, an administrator, or their designee will meet with the family to review the co-op program and homeschooling expectations.

Student

- FCS seeks to ensure that each student who chooses to participate in a co-op is enabled to receive an educational benefit. Each co-op involves a great deal of written assignments and pacing that requires academic skills that are no more than one grade level below the student's assigned grade level. As such, students seeking to participate in a co-op must independently demonstrate that their English Language Arts proficiency is equivalent to scoring 80% or higher on a basic language arts assessment that is no lower than one grade level below their enrolled grade level. This skill level can be demonstrated in a number of ways including, but not necessarily limited to, the following:
 1. Scoring 80% or higher on a basic language arts assessment that is no lower than one grade level below their enrolled grade level
 2. Independently writing a letter/paragraph in front of the teacher that demonstrates the required language arts ability
 3. A recommendation from the student's current FCS supervising teacher ensuring that the student meets the language arts requirement articulated above
- If there is any uncertainty as to whether or not the student has met the minimum co-op language arts

DRAFT

expectations, FCS reserves the right to defer to an objective language arts assessment. FCS shall also ensure that when considering the participation of any student with a disability under Section 504 or under the IDEA or who is identified as an English Learner, the student's participation is considered with appropriate accommodations/services to ensure equal access to co-op participation for all students. If a student is not recommended to participate in a co-op, FCS shall offer interventions designed to assist the student to qualify for co-op participation in the future.

- This minimum language arts requirement can also be used to evaluate whether it is appropriate for a student currently enrolled in a co-op to continue with the co-op the following year.
- Exceptions to this language arts requirement can be made by the FCS administration on a case-by-case basis if there is evidence that the student can receive an educational benefit in the co-op program.



Cooperative Participation Procedures and Expectations Policy

Policy:

Once a student enrolls in Forest Charter School (“FCS”), the school strives to create a personalized learning program for each student. During the orientation meeting, the administrator or designee will discuss the various educational opportunities with the family and work to place students where they will thrive. One such option is the FCS cooperatives. Participation in a cooperative is not a condition of enrollment in FCS. Student participation in cooperatives is optional. FCS shall not discriminate on any protected classification of student, as described in Education Code Section 220, in determining participation in cooperatives.

As part of FCS’ unique approach to education, FCS has developed small programs (cooperatives) within the larger FCS program in which students may participate. Due to the limited space and unique nature each of these cooperatives, participation in one of these programs is subject to capacity and to students meeting the minimum expectations of cooperative. To the extent there are more applicants for a cooperative than spaces available, participation in a selected cooperative will be determined by lottery with preferences as described below. If a student is unable to participate in a cooperative, the student may choose to be placed on the wait list for a space in the cooperative even if they do not choose to otherwise be enrolled in FCS absent participation in a cooperative.

Students wishing to participate in a cooperative program will be given priority in the lottery in the following order:

1. Students advancing a grade level within the same co-op (e.g. PACE, Global Studies) even if they are moving to a new Supervising Teacher. (This includes eighth grade students moving from PACE to ninth grade Global Studies.)
2. Current students of FCS who have been enrolled for at least one half of one semester.
3. Children or grandchildren of Administration, office staff, special Ed staff and Supervising Teachers currently working at FCS,
4. Children or grandchildren of learning center instructors currently working at FCS
5. Sibling of a student already enrolled in a specific co-op for at least one half of one semester trying to enroll in the same co-op
6. All other applicants

ORIGINAL

Participation Periods for fall applicants to Cooperatives

- February, March, and April – Beginning the first Monday of the month and ending the last Friday of the month that the office is open.
- May and June – Three (3) two-week cooperative participation periods will be held beginning with the first Monday in May. If necessary, an additional open participation period will be established for one week in June.
- If these cooperative participation period dates need to be changed, the new dates will be posted on the website, and at the main office.
- If there are more cooperative applicants than available spots for any open cooperative participation period, a public lottery will be held the Friday that any cooperative participation period closes to determine who is eligible for participation in the cooperative and the order of the waiting list. The cooperative participation period will close the Friday that any participation period ends at 3:00 and the lottery will be pulled that same Friday at 3:30.
- If space is still available in August and beyond for current year cooperative participation, FCS will first place students in a cooperative based on the waiting list and then hold weekly lottery sessions every Friday as needed (i.e. when there are more interested students than there are spots available in the cooperative). The weekly cooperative participation period will close each Friday at 3:00 and the cooperative lottery will be pulled that same Friday at 3:30. Other students will be kept on a cooperative waiting list and FCS will contact these students in the order of the wait list to offer a space.

Other Considerations

- Students must be able to regularly attend the cooperative during its meeting days.
- In order to maintain balance in a multi-grade cooperative, availability may be based on space being available at a specific grade level. If a cooperative receives more applications than capacity, participation will be determined by lottery as described above.
- Twins – Twins will be placed in the cooperative lottery as one student and receive the same lottery position. If there is only one spot available, the family will be offered cooperative placement for one twin. If the family declines the offer of placement in the cooperative, the twins will remain on the cooperative lottery list in the same position and the applicant next on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if they decline a spot unless there are two participation spots available at the time of declining.

ORIGINAL

Acceptance of Participation

- After a student has been drawn in the cooperative lottery, FCS will contact the family. Once contacted by the school, the family has two business days to contact Forest Charter School and accept the spot in the cooperative. If FCS does not hear from the family within these two business days, the spot in the cooperative will be given to the next student on the waiting list, and the student who was originally called will be moved to the next spot on the waiting list.
- FCS will attempt to contact a family for two different open spots in the cooperative. After two attempts to contact a family with an open participation spot in the cooperative where the family does not respond to the school, the family will be removed from the cooperative waiting list.
- If a family declines an participation spot in the cooperative the student will be removed from the waiting list.

Wait List

- Cooperative waiting lists are created based on the specific co-op and grade level.
- Students will be held on the cooperative waiting list for one year. If a family wishes to stay on the waiting list for more than one year, the family will need to re-contact Forest Charter and indicate their continued interest in the cooperative.
- Students will remain on the cooperative wait list from year to year in the same order as long as they re-contact FCS and establish their continued interest. However, at the end of each participation period, the list may be adjusted if a new applicant meets one of the articulated priorities (e.g. the child of a staff member) that the original applicant does not.

Cooperative Participation Requirements

In order to participate in a Forest Charter School Cooperative program, students/parents must meet the following expectations. These cooperative expectations are meant to ensure that students participate in FCS program options where they may receive an educational benefit. Due to the unique, multi-grade, learning structure of the Forest Charter School cooperatives, trying to support a student whose academic skills are too far below grade level does not foster student success. Therefore, Forest Charter School believes that there are minimum academic skills that a student must possess in order to succeed in any of the cooperatives. With these considerations in mind, Forest Charter School has developed the following expectation to qualify for the cooperative:

ORIGINAL

Family

- Prior to participating in a Co-op, the Co-op Supervising Teacher or an administrator will meet with the family to review program and homeschooling expectations

Student

- FCS seeks to ensure that each student who chooses to participate in a Co-op is enabled to receive an educational benefit. Each co-op involves a great deal of written assignments and pacing that requires academic skills that are no more than one grade level below the student's assigned grade level. As such, students seeking to participate in a co-op must independently demonstrate that their English Language Arts proficiency is equivalent to scoring 80% or higher on a basic language arts assessment that is no lower than one grade level below his or her enrolled grade level. This skill level can be demonstrated in a number of ways including, but not necessarily limited to, the following:
 1. Scoring 80% or higher on a basic language arts assessment that is no lower than one grade level below his or her enrolled grade level
 2. Independently writing a letter/paragraph to the teacher (and in front of the teacher) that demonstrates the required language arts ability
 3. A recommendation from the student's former FCS teacher ensuring that this student meets the language arts requirement articulated above
- If there is any uncertainty as to whether or not the student has met the minimum cooperative language arts expectations, FCS reserves the right to defer to a basic language arts assessment. FCS shall also ensure that when considering the participation of any student with a disability under Section 504 or under the IDEA or who is identified as an English Learner, the student's participation is considered with appropriate accommodations/services to ensure equal access to co-op participation for all students. If a student is not recommended to participate in a co-op, FCS shall offer interventions designed to assist the student to qualify for co-op participation in the future.
- This policy can also be used to evaluate if it is appropriate for a student currently enrolled in that cooperative to continue with the cooperative the following year
- Exceptions to this language arts requirement can be made by the Forest Charter School administration on a case-by-case basis if there is a reasonable belief and evidence that the student can receive an educational benefit in the cooperative program.



Section: 500

Policy: 003

FCS Council Approved: February 15, 2011

Revised: September 20, 2016

Revised: October 25, 2016

Revised: November 7, 2017

Revised: January 11, 2022

Enrollment Policy

Rationale

Forest Charter School (“FCS”) is committed to providing a personalized learning experience for all students. Further, FCS wants to be sure that the enrollment process is fair and equitable.

With these considerations in mind, FCS has adopted the following policy:

Admission Requirements

In accordance with Education Code Section 51747.3, students must reside in Nevada County or adjacent counties to be enrolled in FCS. Students must meet the minimum age for admission to a public school and must not exceed the maximum age for public school admission (no older than 22, and once 19, must remain continuously enrolled in a public school, without a break in enrollment since that time, and is making satisfactory progress toward a high school diploma). FCS admits all students who wish to attend subject only to the geographic limitations set forth in Section 51747.3 and the age limitations described above.

FCS does not discriminate on any protected classification described in Education Code Section 220, including but not limited to race or ethnicity, nationality, gender, gender expression, gender identity, sexual orientation, disability, religion, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status.

Open Enrollment Period for Fall applicants and lottery process

- FCS will hold an open enrollment period that will run from the beginning of the second semester until 5:00 pm on the Thursday before the public random drawing (“lottery”).
- Any subsequent open enrollment periods will run from the end of the previous open enrollment period until 5:00 pm each Thursday.
- The lottery will be held on a Friday in March. FCS will announce the exact date/time approximately two months before the March lottery, and will post the lottery date/time on its website.
- If new applications for admission are received following the end of the open enrollment period, subsequent lotteries, if needed to determine admission, will be held on a weekly basis on each Friday that school is in session.

- Students wishing to be admitted to FCS must begin by filling out the online interest form on the FCS website during the open enrollment period. If a family is unable to fill out the online form, they may contact FCS by telephone for assistance.
- Students/families must fill out the online interest form during any FCS open enrollment period. In the case that there are more students who wish to be admitted than there is capacity, admission will be determined by lottery. Students who were enrolled in FCS in the previous year and who timely notify FCS that they are continuing their education with FCS are exempt from the lottery, and are guaranteed admission.

Preference in the lottery will be given in the following order:

1. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS
 2. Siblings of students admitted to or attending FCS
 3. Residents of Nevada County
 4. Residents of the Chicago Park School District
 5. All other applicants
- Once capacity has been reached in the lottery, the remaining applications will be drawn and students will be placed on a waitlist based on the order of the lottery draw.

Other Considerations

- In accordance with Education Code Section 51745(c), students who enroll with an existing individualized education program (“IEP”), may not participate in independent study unless the IEP specifically provides for that participation. As a result, it may be necessary for an IEP team meeting to be held. The legal requirement for an IEP meeting will not delay admission.
- Students who are under a current expulsion order from a previous school will require special consideration and may not be admitted.
- Due to FCS serving a large geographic area, capacity may vary each year, based on the capacity of the Supervising Teachers (“ST”) serving a given geographic area. (E.g., FCS will not require an ST from Nevada City to serve students in Truckee if the Truckee Supervising Teachers are all at capacity.)
- Twins will be placed in the lottery as one student and will receive the same lottery position. If there is only one spot available, the family will be offered placement for one twin. If the family declines the offer of placement, the twins will remain on the waitlist in the same position and the next applicant on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if they decline a spot unless there are two enrollment spots available at the time of declining.

Acceptance of Admission and Enrollment Procedures

- After a student has been admitted through the lottery, FCS will contact the family via email. Once contacted by the school, the family has two school days to contact FCS and accept the offer of admission. If FCS does not hear from the family within these two school days, the admission spot will be given to the next student on the waitlist, and the student who was originally contacted will be removed from the waitlist.

- If a family declines admission, the student will be removed from the waitlist.
- Following the acceptance of an offer of admission, the family will have three school days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three school days, FCS will rescind the offer of admission, remove the student from the waitlist, and contact the next student on the waitlist.
- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

Waitlist

- In order to maintain their spot on the waitlist from year to year, families must register with FCS indicating their continued interest in remaining on the waitlist for the next school year. FCS will send out a form to all families on the waitlist at the beginning of the calendar year and families will have until the last school day in February to return the form. If this form is not returned on time, students will be removed from the waitlist.
- The waitlist may be adjusted if a new applicant meets one of the enumerated lottery preferences (e.g., the child of a staff member) that an applicant on the waitlist does not.

ORIGINAL



Section: 500

Policy: 004

FCS Council Approved: February 15, 2011

Revised: September 20, 2016

Revised: October 25, 2016

Revised: November 7, 2017

Enrollment Policy

Rationale

Forest Charter School ("FCS") is committed to providing a personalized learning experience for all students. Further, FCS wants to be sure that the enrollment process is fair and equitable. With these considerations in mind, FCS has adopted the following policy:

Admission Requirements

In accordance with Education Code Section 51747.3, students must reside in Nevada County or adjacent counties to be enrolled in FCS. Students must meet the minimum age for admission to a public school (generally 5 by September 1) and must not exceed the maximum age for public school admission (no older than 22 and once 19, must remain continuously enrolled in a public school and without a break in enrollment since that time, is making satisfactory progress toward a high school diploma. FCS admits all students who wish to attend subject only to the geographic limitations set forth in Section 51747.3 and the age limitations described above. FCS does not discriminate on any protected classification described in Education Code Section 220, including but not limited to race, ethnicity, national origin, gender, gender expression, gender identity, sexual orientation, disability or religion.

General Enrollment Procedure

Students wishing to attend Forest Charter School must fill out the online form on the FCS Website during one of the open enrollment periods. If a family is unable to fill out the online form, they may contact FCS by telephone for assistance.

In the case that there are more students who wish to enroll than there is capacity, enrollment will be determined by public random drawing. Preference in the public random drawing ("lottery") will be given in the following order:

1. Students who were enrolled in FCS in the previous year and are continuing their education with FCS
2. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS
3. Siblings of current students already enrolled in FCS for at least two full Learning Periods
4. Applicants on the waiting list who reside in Nevada County
5. Residents of the Chicago Park School District

Enrollment Policy

Page 1 of 3

ORIGINAL

6. All other applicants

Open Enrollment Periods for fall applicants and lottery

- February, March, and April – Beginning the first Monday of the month and ending the last school day of the month that the office is open.
- May and June – Three (3) two-week enrollment periods will be held beginning with the first Monday in May. Each enrollment period will run for ten school days (except that Memorial Day will count as a school day). If necessary, an additional open enrollment period will be established for one week in June.
- If these enrollment period dates need to be changed, the new dates will be posted on the website, and at the main office.
- If there are more applicants than available spots for any open enrollment period, a lottery will be held at 3:30 the next school day after any enrollment period closes to determine who is eligible for enrollment and the order of the waiting list.
- If space is still available in August and beyond for current year enrollment, FCS will first offer enrollment to students based on the waiting list and then hold weekly lottery sessions every Friday as needed (i.e., when there are more interested students than there are spots available). The weekly enrollment period will close each Friday at 3:00 and the lottery will be pulled that same Friday at 3:30. Other students will be kept on a waiting list and FCS will contact these students in the order of the wait list to offer a space. To accept the enrollment space, the parent/guardian will meet with the administrator or designee and submit all required registration documents within the timeline described below.

Other Considerations

- In accordance with Education Code Section 51745(c), students who enroll with an existing open IEP, may not participate in independent study unless the IEP specifically provides for that participation. As a result, it may be necessary for an IEP team meeting to be held. The legal requirement for an IEP meeting will not delay enrollment.
- Due to FCS' unique non-classroom based/ personalized learning structure, students who are under a current expulsion order from a previous school will require special consideration and may not be accepted.
- Due to FCS serving a large geographic area, enrollment space may vary based on the space available with the Supervising Teacher ("ST") serving that specific geographic area. (e.g., FCS will not require an ST from Nevada City to serve students in Truckee if the Truckee Supervising Teachers are all at capacity.)

- Twins – Twins will be placed in the lottery as one student and receive the same lottery position. If there is only one spot available, the family will be offered placement for one twin. If the family declines the offer of placement, the twins will remain on the lottery list in the same position and the applicant next on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if the decline a spot unless there are two enrollment spots available at the time of declining.

Acceptance of Enrollment

- After a student has been drawn in the lottery, FCS will contact the family via phone and email (if provided) on the online form. Once contacted by the school, the family has two business days to contact Forest Charter School and schedule the orientation meeting with the administrator or designee in order to accept the spot. If Forest Charter does not hear from the family within these two business days, the enrollment spot will be given to the next student on the waiting list, and the student who was originally called will be moved to the next spot on the waiting list.
- FCS will attempt to contact a family for two different open spots in the school. After two attempts to contact a family with an open enrollment spot where the family does not respond to the school, the family will be removed from the waiting list.
- If a family declines an enrollment spot the student will be removed from the waiting list.
- Following the orientation meeting with the administrator or designee, the family will have three business days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three business days, FCS will offer the enrollment spot to the next student on the waiting list.
- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

Wait List

- Students will remain on the wait list from year to year in the same order as long as they re-contact FCS and establish their continued interest. However, at the end of each enrollment period, the list may be adjusted if a new applicant meets one of the articulated preferences described, above (e.g., the child of a staff member) that the original applicant does not.