

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

May 17, 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
Tita Fowler, Secretary

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=Y2dzdFBFUjdQTUFXazl3bERnZGIYUT09>

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 May 17, 2022 Agenda (*page 1*)
 - B. April 19, 2022, Charter Council Meeting Minutes (*page 5*)
 - C. Contracts (*page 9*)
 - D. Warrants (April) (*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.

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: FCS Review of Charter Council Parent Representative Election Results—Dan Thiem, Peter Sagebiel

Peter and Dan will review Charter Council election results for the 22/23 school year.

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

Peter will review the LCAP progress with the Council.

8. Information: Student Achievement—B.J. Hatcher

B.J. will provide the Council with an update on student achievement and CAASPP testing.

9. Information: 2021/22 Budget and Cash Flow--Meshawn Simmons (*page 14*)

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

10. Information: Nevada City Learning Center Relocatable Office Space --Meshawn Simmons, Peter Sagebiel

Peter and Meshawn will provide the Council with an update on the Nevada City Learning Center Relocatable Office Space.

Action Items:

11. Action: Nevada City Learning Center Playground—Peter Sagebiel, Meshawn Simmons

- Should the Council approve the playground proposal for the Nevada City Learning Center?

12. Action: Nevada City Learning Center Relocatable Office Space—Peter Sagebiel, Meshawn Simmons

- Should the Council approve the proposed funding to install a relocatable office space for the Nevada City Learning Center?

13. Action: Forest Charter School Graduation Requirement Updates--Peter Sagebiel, Paul Simoes

(page 17)

- Should the Council approve the revisions to the Forest Charter School graduation requirements?

14. Action: Foresthill Learning Center Lease Renewal--Meshawn Simmons

(page 18)

- Should the Council approve the lease renewal for the Foresthill Learning Center?

15. Action: Forest Charter School Classified Job Descriptions—Meshawn Simmons

(page 21)

- Shall the Council approve the following job description updates and additions:
 - o Administrative Business Assistant I (Revised)
 - o Administration Business Assistant II (New)
 - o Administrative Business Assistant III (New)
 - o TEMPORARY Enrollment Coordinator/Front Desk (New)

16. Action: Forest Charter School Policy Revisions--Peter Sagebiel

(page 27)

- Should the Council approve the following Forest Charter School policy revisions:
 - o Volunteer/TB Policy and Chaperone Agreement
 - o Online Course Publisher Policy

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

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

18. Director's Update--Peter Sagebiel

- Political Update
- Enrollment
- FCS Shared Drive-Curriculum Housing
- Staffing-Auburn ST Hire, Nevada City ST
- Prom
- UPK/UTK Requirement
- Graduation
- Marketing & Website Update
- Other

19. Future Agenda Items

- UPK/UTK Requirement
- Data Policy Updates

20. Information: Reminder of Future Meetings

2022: 6/13*, 6/14**

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

21. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – April 19, 2022

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, Tita Fowler, Karen Fruchtenicht, B.J. Hatcher, Dylan Hendricks, Cheryl Knight, Amea Medeiros (arrived at 5:10 pm), Meshawn Simmons, Paul Simoes, Dave Stanger

Absent: All present

- 1. Call to Order: 5:01 pm**
- 2. Roll Call: Dan Thiem, Karen Fruchtenicht, Dylan Hendricks, Amea Medeiros (arrived at 5:10 pm), Peter Sagebiel, Meshawn Simmons, Katy Baggett, Dave Stanger, Tita Fowler**
- 3. Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

The April 19, 2022, Charter Council Agenda was presented for approval. The March 8, 2022, and April 5, 2022, Meeting Minutes, Warrants, and Contracts were presented for approval.

Dylan Hendricks made a motion to approve the Consent Agenda. Karen Fruchtenicht seconded.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, 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 there have been no changes and that required COVID immunizations have been tabled for the 22/23 school year.

6. Information: Charter Council Board Elections--Dan Thiem, Peter Sagebiel

Dan and Peter provided the Council with an update on Charter Council Board Elections. Elections will take place in early May.

Amee Medeiros arrived at 5:10 pm

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

Peter provided the Council with an LCAP update including a review of the proposed goals and actions. The Council would like to see the metrics for progression and past and present assessments.

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

B.J. provided the Council with a CAASPP testing update. Things are going well but we still need to increase numbers and teach keyboarding for the younger students. The Council suggested incentivizing CAASPP testing to increase participation.

9. Information: 2021/22 Budget and Cash Flow--Meshawn Simmons

Meshawn updated the Council on the current financials which are on track with budget projections.

Action Items:

10. Action: Nevada City Learning Center Relocatable Space--Peter Sagebiel, Meshawn Simmons

Peter and Meshawn requested approval for the addition of a relocatable space at the Nevada City Learning Center in response to increased Special Education staff to support the needs of the students.

Dylan Hendricks made a motion to approve the addition of a relocatable space at the Nevada City Learning Center. Karen Fruchtenicht seconded.

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

Nays: None

11. Action: 22/23 Salary Schedules and Benefit Caps--Meshawn Simmons

Meshawn reviewed the 22/23 Salary Schedules and Benefit Caps with the Council which included a 6% COLA and adjustments to the benefit caps to account for the increased benefit costs and assessments.

Dylan Hendricks made a motion to approve the 22/23 Salary Schedules and Benefit Caps. Cheryl Knight seconded.

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

Nays: None

12. Action: Personnel Document Revisions--Meshawn Simmons

Meshawn presented the revised Employment Contracts and the 22/23 Employee Handbook to the Council for approval.

Karen Fruchtenicht made a motion to approve the revised Employment Contracts and the 22/23 Employee Handbook. Amee Medeiros seconded.

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

Nays: None

13. Action: 21/22 Retroactive Sick Leave Increase (Hourly Staff)--Meshawn Simmons

Meshawn requested a one-time retroactive sick leave increase of 20 hours for hourly staff due to COVID.

Cheryl Knight made a motion to approve a one-time retroactive sick leave increase of 20 hours for hourly staff. Dylan Hendricks seconded.

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

Nays: None

14. 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. Karen Fruchtenicht seconded.

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

Nays: None

15. Director's Update--Peter Sagebiel

- Enrollment - Excited about the 22/23 school year. Things are looking good.
- Political Update - Vaccine mandate tabled for the 22/23 school year

- Teachers Who Make a Difference Award - Congratulations to FCS teacher Lindsey Mercado and Special Ed Resource Specialist April Ferrel who were honored this year.
- Staffing - We are welcoming three new teachers to the 22/23 school year. Luke Campe in Nevada City, Susan Farwell in Foresthill, and Adrienne Anila in Truckee.
- Marketing & Website Updates - This is moving along with much of the business stuff in place and working on the language. Hopefully going live in June 2022.
- Form 700 Reminder - Form 700 submissions are due April 1, 2022
- Other - Truckee Sports program support inquiry. The program will remain the same for the 22/23 school year but looking into more support for these students.

16. Future Agenda Items

- Graduation Requirement Updates

17. Information: Reminder of Future Meetings

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

2022: 5/17, 6/13*, 6/14**

***Special Meeting**

****Budget Meeting**

18. Closed Session

The Council met in Closed Session in compliance with the Brown Act restrictions to consider qualified matters of litigation, negotiations, student discipline, and/or personnel qualifications that are timely. The Director's Evaluation was reviewed.

19. Action: Adjourn at 6:58 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (May 2022)

At-Will:

Stipends:

Hourly:

Gallagher, Ashley	\$249.84	Special Ed Aide
Manuola, Colleen	\$240.00	Tutor
Marks, Juli	\$240.00	Tutor
Marks, Juli	\$300.00	Tutor
McCreery, Juanita	\$280.00	Tutor (x2)
Ojeda-Chatigny, Kaleen	\$280.00	Tutor

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-511455	04/01/2022	ALL ABOUT LEARNING PRESS INC	01-4300		595.74
22-511456	04/01/2022	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		43.29
22-511457	04/01/2022	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		422.00
22-511458	04/01/2022	BRUCE MAIRS	01-5800		1,902.00
22-511459	04/01/2022	DIANE CORREIA	01-5800		90.00
22-511460	04/01/2022	EGGERS, PAUL D	01-4300		27.85
22-511461	04/01/2022	GOLD COUNTRY GYMNASTICS	01-5800		1,560.00
22-511462	04/01/2022	GRIFFIN TUTORING	01-5800		585.00
22-511463	04/01/2022	HOLT BALLET CONSERVATORY	01-5800		290.00
22-511464	04/01/2022	IMAGINE LEARNING EDGENUITY DEPT 2195	01-5800		325.00
22-511465	04/01/2022	JA FOOD SERVICE CORP	01-4700		1,445.71
22-511466	04/01/2022	NEVADA CITY SELF STORAGE	01-5600		781.00
22-511467	04/01/2022	OFFICE DEPOT	01-4300		165.32
22-511468	04/01/2022	ONE-II-ONE MATH TUTORING	01-5800		720.00
22-511469	04/01/2022	PIONEER COMMERCE CENTER	01-5600		925.04
22-511470	04/01/2022	RAINBOW RESOURCE CENTER	01-4300		1,006.21
22-511471	04/01/2022	SINGAPORE MATH INC	01-4300		134.42
22-511472	04/01/2022	TAHOE SCHOOL OF MUSIC	01-5800		120.00
22-511473	04/01/2022	VERIZON	01-5800		38.01
22-511769	04/08/2022	ALL ABOUT LEARNING PRESS INC	01-4300		371.20
22-511770	04/08/2022	ALPENGLOW CLEANING INC	01-5800		4,625.00
22-511771	04/08/2022	AT&T	01-5930		64.20
22-511772	04/08/2022	BEAM EASY LIVING CENTER	01-5800		120.00
22-511773	04/08/2022	Bonnie Wiesz	01-5800		1,015.00
22-511774	04/08/2022	CATHY COLLINGS	01-5800		90.00
22-511775	04/08/2022	CHERYL ANNE KENNEDY	01-5800		4,140.00
22-511776	04/08/2022	CHERYL BARBER	01-5800		550.00
22-511777	04/08/2022	DENISE WEY	01-5800		510.00
22-511778	04/08/2022	EDCOMM INC DUCKWORTH, TRAVIS	01-5800		600.00
22-511779	04/08/2022	EMPLOYMENT DEVELOPMENT DEPT	01-9515		6,088.25 ✓
22-511780	04/08/2022	FOREST CHARTER REVOLVING	01-5800		67.50
22-511781	04/08/2022	GOLD COUNTRY GYMNASTICS	01-5800		81.00
22-511782	04/08/2022	GPP	01-5400		2,450.00
22-511783	04/08/2022	HAFDIS TRAUSTADOTTIR	01-5800		537.50
22-511784	04/08/2022	INSTITUTE FOR EXCELLENCE/IN WR ITING	01-4300		103.64
22-511785	04/08/2022	JACKRIS PUBLISHING	01-4300	89.71	
			Unpaid Tax	6.93-	82.78
22-511786	04/08/2022	OFFICE DEPOT	01-4300		655.18
22-511787	04/08/2022	ONE-II-ONE MATH TUTORING	01-5800		280.00
22-511788	04/08/2022	PACIFIC GAS & ELECTRIC COMPANY	01-5510	1,101.97	

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.

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-511788	04/08/2022	PACIFIC GAS & ELECTRIC COMPANY	01-5520	1,946.60	3,048.57
22-511789	04/08/2022	PAMELOT A SCHOOL OF DANCE	01-5800		406.00
22-511790	04/08/2022	RAINBOW RESOURCE CENTER	01-4300		1,285.30
22-511791	04/08/2022	RICHARD T KIRKPATRICK	01-5800		420.00
22-511792	04/08/2022	SEAN BIANCO	01-5800		260.00
22-511793	04/08/2022	SEBASTIAN	01-5930		175.53
22-511794	04/08/2022	SIERRA NEVADA BOULDERING GYM	01-5800		114.00
22-511795	04/08/2022	SINGAPORE MATH INC	01-4300		168.06
22-511796	04/08/2022	TAHOE FOOD HUB	01-4700		8.95
22-511797	04/08/2022	TEACHING TEXTBOOKS INC	01-4300	147.77	
			Unpaid Tax	5.24-	142.53
22-511798	04/08/2022	THE AERIAL LAB LLC	01-5800		104.50
22-511799	04/08/2022	THE CLEANING SOLUTION	01-5800		2,357.50
22-511800	04/08/2022	TIME4LEARNING- TIME4WRITING	01-5800		329.40
22-511801	04/08/2022	US BANK CORPORATE PAYMENT SYS	01-4300	19,637.65	
			01-4400	2,737.89	
			01-5800	1,411.01	
			01-5801	456.81	
			01-5871	296.02	
			01-5920	8.32	
			Unpaid Tax	50.80-	24,496.90 ✓
22-511802	04/08/2022	YESHIVA DERECH HATORAH	01-4300	24.93	
			Unpaid Tax	1.93-	23.00
22-512134	04/15/2022	CANYON VIEW ASSEMBLY	01-5600		1,000.00
22-512135	04/15/2022	CLEVER MINDS	01-5800		1,692.50
22-512136	04/15/2022	COMCAST	01-5930		900.72
22-512137	04/15/2022	ELIZABETH BROWN	01-5800		760.00
22-512138	04/15/2022	JJR Enterprises FILE 2388	01-5600		298.68
22-512139	04/15/2022	JOEL DEPAOLI	01-5801		750.00
22-512140	04/15/2022	K&T MANAGEMENT	01-5600		952.86
22-512141	04/15/2022	KEN WILLER	01-5800		330.00
22-512142	04/15/2022	MARGARET JOHNSON	01-5800		1,950.00
22-512143	04/15/2022	NEVADA CITY BALLET ACADEMY	01-5800		1,295.00
22-512144	04/15/2022	NEVADA CITY SCHOOL DISTRICT	01-5600		14,166.66
22-512145	04/15/2022	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-5100		103,965.72 ✓
22-512146	04/15/2022	PIONEER COMMERCE CENTER	01-5600	14,123.41	
			01-5800	699.82	14,823.23 ✓
22-512147	04/15/2022	R&B COMMUNICATIONS	01-5800		440.00
22-512148	04/15/2022	RAINBOW RESOURCE CENTER	01-4300		134.17
22-512149	04/15/2022	REPUBLIC INDEMTY CO OF AMERICA	01-9516		2,536.60
22-512150	04/15/2022	ROSE-MAY MICKELSON	01-5800		515.00
22-512151	04/15/2022	SHERRY TORGERSO	01-5800		1,170.00
22-512152	04/15/2022	SUDDENLINK COMMUNICATIONS	01-5930		309.18

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-512153	04/15/2022	T-MOBILE	01-5800		444.19
22-512154	04/15/2022	TAHOE TUTORING	01-5800		120.00
22-512155	04/15/2022	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	587.86	
			01-5540	125.21	713.07
22-512156	04/15/2022	WASTE MANAGEMENT	01-5570		284.24
22-512157	04/15/2022	WAVE	01-5920		274.19
22-512446	04/22/2022	AT&T	01-5930		295.57
22-512447	04/22/2022	DE LAGE LANDEN FINCL SRV INC	01-5600		1,003.55
22-512448	04/22/2022	KEON, BREANNE A	01-4300		21.37
22-512449	04/22/2022	OFFICE DEPOT	01-4300		238.87
22-512450	04/22/2022	SOUTHWEST GAS CORPORATION	01-5510		239.32
22-512451	04/22/2022	TAHOE SCHOOL OF MUSIC	01-5800		265.00
22-512452	04/22/2022	TEACHING TEXTBOOKS INC	01-5800		153.24
22-512453	04/22/2022	THE CLEANING SOLUTION	01-5800		2,357.50
22-512454	04/22/2022	WAXIE SANITARY SUPPLY	01-4300		79.07
22-512675	04/29/2022	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		248.00
22-512676	04/29/2022	DEPT OF INDUSTRIAL RELATIONS C /O PROCESSING CTR	01-5800		125.00
22-512677	04/29/2022	EZ WAY DRIVING SCHOOL	01-5800		800.00
22-512678	04/29/2022	FULL STEAM AHEAD	01-5800		1,970.00
22-512679	04/29/2022	GOLD COUNTRY GYMNASTICS	01-5800		1,803.00
22-512680	04/29/2022	HOLT BALLET CONSERVATORY	01-5800		401.11
22-512681	04/29/2022	INSTITUTE FOR EXCELLENCE/IN WR ITING	01-4300		265.36
22-512682	04/29/2022	JACKRIS PUBLISHING	01-4300	502.05	
			Unpaid Tax	38.80-	463.25
22-512683	04/29/2022	JUSTINE LEYBA'S HOUSE CLEANING	01-5800		1,216.25
22-512684	04/29/2022	Kiera Odell	01-5800		1,320.00
22-512685	04/29/2022	LINDA COUPER	01-5800		364.00
22-512686	04/29/2022	MINDY CHITTOCK	01-5800		780.00
22-512687	04/29/2022	NORTHERN SIERRA SWIMMING	01-5800		298.00
22-512688	04/29/2022	PACIFIC GAS & ELECTRIC COMPANY	01-5510	28.66	
			01-5520	64.24	92.90
22-512689	04/29/2022	PIONEER COMMERCE CENTER	01-5800		824.04
22-512690	04/29/2022	Rebecca Gonnella	01-5800		450.00
22-512691	04/29/2022	SPD MARKET- NEVADA CITY	01-4300	33.55	
			01-4700	70.11	
			01-5920	105.63	209.29
22-512692	04/29/2022	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		49.00
Total Number of Checks			104		233,106.78

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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.

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Checks Dated 04/01/2022 through 04/30/2022

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

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	104	233,210.48
	Total Number of Checks	104	233,210.48
	Less Unpaid Tax Liability		103.70-
	Net (Check Amount)		<u>233,106.78</u>

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.

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FOREST CHARTER SCHOOL FY 21-22

5/13/22

Object		Revised Budget	Revenue	% Rcvd
Total Year To Date Revenues		9,587,522	6,554,075	68%

Object	Description	Revised Budget	Actual	% Used
Total Certificated Salaries		3,627,028	2,984,441	82%
Total Classified Salaries		1,010,681	869,766	86%
Total Employee Benefits		1,889,571	1,032,767	55%
	4300 MATERIALS AND SUPPLIES	276,933	204,540	74%
	4400 NON CAPITALIZED EQUIPMENT	28,000	7,715	28%
	4700 FOOD	9,541	9,632	101%
Total Books and Supplies		314,474	221,887	71%
Services and Other Operating Expenditures				
	5100 SUBAGREEMENTS FOR SERVICES	1,242,839	1,233,081	99%
	5210 CONFERENCE	2,500	2,027	81%
	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	32,000	29,827	93%
	5510 GAS HEATING/FUEL	10,000	9,540	95%
	5520 ELECTRICITY	18,500	21,046	114%
	5540 WATER	9,000	8,253	92%
	5550 SEWER	4,500	3,821	85%
	5570 GARBAGE	4,000	2,935	73%
	5600 RENT,LEASES,REPAIRS/NON CAP	406,338	347,792	86%
	5800 PROF/CONSUL/SVCS/OP EXPENSE	660,174	473,038	72%
	5801 ADVERTISING	8,000	6,283	79%
	5802 LEGAL FEES	15,000	7,826	52%
	5806 DATA PROCESSING SERVICES	50,000	9,732	19%
	5840 FINGERPRINTING	1,000	425	43%
	5850 OVERSIGHT	72,775		0%
	5852 BUSINESS SERVICES	85,000		0%
	5871 FIELD TRIP CONTRACT/EXP	500	645	129%
	5920 POSTAGE/SHIPPING (OUT)	4,000	1,995	50%
	5930 TELEPHONE	25,000	18,631	75%
	5940 INTERNET	500		0%
Total Services and Other Operating Expenditures		2,669,326	2,040,071	

Total Year To Date Expenditures		9,511,080	7,304,943	77%
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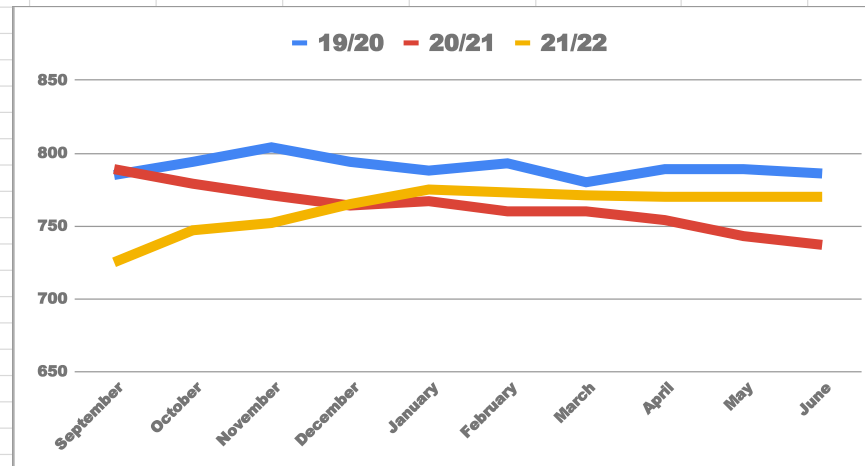
FOREST CHARTER SCHOOL Date that actuals are posted thru... 5/1/2022

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	2,082,409	1,924,267	1,924,267	1,402,018	2,246,469	1,912,250	1,510,793	2,165,297
RECEIPTS																
Prop Tax 8020-8079	929,364	929,364	0	0	0	0	0	0	0	0		599,962	194,597		194,597	989,156
State Aid (Appc 8010-8019	3,415,165	5,166,307	186,247	186,247	335,244	335,244	335,244	335,244	883,307	2,596,777	228,285	228,285	228,285	228,285	163,676	3,673,593
EPA 8080-8099	2,932,949	1,684,977	0	0	513,727	0	0	513,728		1,027,455		709,011			580,354	2,316,820
Total 8010-809 8010-8099	7,277,478	7,780,648	186,247	186,247	848,971	335,244	335,244	848,972	883,307	3,624,232	228,285	1,537,258	422,882	228,285	938,627	6,979,569
Federal Reven 8100-8299	545,272	128,358	0	0	0	0	0	0	0	0		0		0	545,272	545,272
Other State Re 8300-8599	1,707,864	1,476,852	24,981	24,512	52,273	44,167	61,017	131,651	182,376	520,977		50,291	0	150,000	510,023	1,231,291
Other Local Re 8600-8799	56,908	52,500	0	0	0	0	0	0	11,650	11,650	51,672	55,849	50,937	5,258	0	175,366
Transfers In 8910-8929	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
Contributions 8980-8999	0	0	0	0	0	0	0	0	0	0						0
TOTAL RECEIPTS	9,587,522	9,438,358	211,228	210,759	901,244	379,411	396,261	980,623	1,077,333	4,156,859	279,957	1,643,398	473,819	383,543	1,993,922	8,931,498
DISBURSEMENTS																
Cert Salaries 1000-1999	3,627,028	3,407,969	55,731	177,500	326,997	327,514	326,917	326,835	326,113	1,867,607	351,884	351,884	351,884	351,884	351,884	3,627,027
Actuals			55,731	177,500	326,997	327,514	326,917	326,835	326,113	1,867,607	327,408	328,747	326,832	329,000	320,000	3,499,594
Classified Sala 2000-2999	991,929	1,108,688	36,505	61,377	83,665	98,726	91,746	94,854	85,835	552,708	87,844	87,844	87,844	87,844	87,844	991,928
Actuals			36,505	61,377	83,665	98,726	91,746	94,854	85,835	552,708	97,476	88,463	91,504	90,000	90,000	1,010,151
Empl Benefits 3000-3999	1,887,784	2,005,843	28,967	70,005	109,529	111,428	114,550	111,186	110,140	655,805	158,750	158,750	158,750	158,750	158,750	1,449,555
Actuals			28,967	70,005	109,529	111,428	114,550	111,186	110,140	655,805	111,394	110,390	110,395	111,000	111,000	1,209,984
Supplies 4000-4999	314,474	356,860	6,500	15,000	65,000	40,000	30,000	20,000	15,000	191,500	15,000	25,000	50,000	15,000	10,000	306,500
Actuals			5,514	19,731	36,739	40,610	15,007	22,174	13,995	153,770	15,652	19,811	29,993	30,000	30,000	279,226
Services 5000-5999	2,669,326	2,453,392	297,216	189,253	182,457	189,956	182,194	231,876	191,749	1,464,701	241,141	241,141	241,141	241,141	240,061	2,669,326
Actuals			297,216	189,253	182,457	189,956	182,194	231,876	191,749	1,464,701	194,353	201,586	192,235	225,000	340,000	2,617,875
TOTAL Est.										4,732,321						9,044,336
TOTAL Actual: 4000-5999	9,490,541	2,810,252	423,933	517,866	739,387	768,234	730,414	786,925	727,832	4,694,591	746,283	748,997	750,959	785,000	891,000	8,616,830
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	89,813	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS	9,490,541	9,422,565	423,933	517,866	739,387	768,234	730,414	786,925	727,832	4,694,591	746,283	748,997	750,959	785,000	891,000	8,616,830
TOTAL NET INC/DEC	0	0	(263,904)	630,426	244,922	(384,699)	(296,066)	156,699	(158,142)	(70,764)	(522,249)	844,451	(334,219)	(401,457)	654,504	170,266
ENDING CASH BALANCE	0	0	1,731,127	2,361,553	2,606,475	2,221,776	1,925,710	2,082,409	1,924,267	1,924,267	1,402,018	2,246,469	1,912,250	1,510,793	2,165,297	2,165,297
																~Cash

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	717.95	775	95.00%
February	765.16	793	98.72%		February	739.58	760	97.43%		February	749.4	773	97.01%
March	775.4	780	98.76%		March	743.21	760	97.75%		March	750.15	771	97.32%
April	773.07	789	98.01%		April	735.9	754	97.63%		April	741.27	770	97.02%
May	767	789	97.21%		May	725.2	743	97.64%		May	741.27	770	97.02%
June	759.67	786	96.46%		June	723.58	737	98.14%		June	741.27	770	97.02%
P1	773.18	831	98.77		P1	748.13	776	97.33		P1	718.46		97.95
P2	773.13	790	98.85		P2	744.50		97.43		P2	729.11		97.32
Annual	773.26	791.8			Annual					Annual			

731.831 761.8 97.21%



Minimum Graduation Requirements through 2022

220 Credits total

English	Four years (40 credits) of English. 40 credits must be cored English
History	Three years (35 credits) of history/social science. Including one year (10 credits) of World History, one year (10 credits) of US History, one semester (5 credits) of Government, one semester (5 credits) of Geography, and one semester (5 credits) of Economics.
Math	Three years (30 credits) of mathematics. Students must complete Algebra I.
Science	Two years (20 credits) of science. 10 credits must be in physical science and 10 credits must be in biological science.
World Language OR Visual and Performing Arts (VAPA) OR CTE	One year (10 credits) of world language. OR Students can also meet this requirement by completing one year of a visual or performing art (VAPA). OR One year (10 credits) of an approved CTE course.
PE/Health	Two years (20 credits) of PE and one semester (5 credits) of health.
Contemporary Skills	One semester (2.5 credits) of Contemporary Skills.
Electives	55 credits of electives.
Career Advisory	One semester (2.5 credits) of Career Advisory.

Proposed Minimum Graduation Requirements starting for the 2022-2023 Academic Year

220 Credits total

English	Four years (40 credits) of English. 40 credits must be core English.
History	Three years (30 credits) of history/social science. Including one year (10 credits) of World History, one year (10 credits) of US History, one semester (5 credits) of Government, and one semester (5 credits) of Economics.
Math	Three years (30 credits) of mathematics. Students must complete Algebra I.
Science	Two years (20 credits) of science. 10 credits must be in physical science and 10 credits must be in biological science.
World Language OR Visual and Performing Arts (VAPA) OR CTE	One year (10 credits) of world language. OR Students can also meet this requirement by completing one year of a visual or performing art (VAPA). OR One year (10 credits) of an approved CTE course.
PE/Health	Two years (20 credits) of PE and one semester (5 credits) of health.
Electives	60 credits of electives.
Career Prep	One semester (5 credits) of a career preparatory class.

- Geography is embedded via CA state standards within the other history classes.
- Contemporary Skills and Career Advisory become one category and one 5 credit requirement.

FOREST CHARTER SCHOOL

Memo of Understanding/Use Agreement

Revised March 15, 2022

Revised by CVA 4.14.2022

This Memorandum of Understanding (MOU) is between Canyon View Assembly (CVA) and Forest Charter School (FCS). The purpose of this MOU is to set forth the terms and conditions governing the rental of the building located at Foresthill Road, Foresthill, CA by FCS for the school term between August 1, 2022 and May 30, 2024. It is acknowledged and agreed to by both parties that the school's rental and use of the property and facilities will be governed by the following terms and agreements:

- **PREMISES:** CVA agrees to sublease to FCS the space located at 23221 Foresthill Road, Foresthill, CA. The sole purpose for which the school may use this building is to conduct charter school classes, including special education and directly related activities. FCS is leasing three portables, inside classrooms for classes and tutoring, play yard, picnic tables, and black-top parking area. The sanctuary use will be coordinated with CVA office.
- **TERM:** The term of this MOU shall be for two (2) years commencing August 1, 2022 and continuing through May 30, 2024. Either party [FCS or CVA] has the right to terminate this agreement at any time with thirty (30) days written notice.
- **RENT:** Rent shall be paid on the 1st day of each month for a period of ten (10) months from August through May for a total of \$1,500 per month. CVA shall pay for the expense of reasonable and customary maintenance and use of electric, gas, garbage, and water by the school. Payments shall be made to:

Canyon View Assembly
P.O. Box 432
Foresthill, CA 95631
(530) 367-2272

- USE: FCS's regular use hours will be Monday, Tuesday, and Thursday from 7:30am to 4:30pm. Other use times may be arranged as the need arises, so long as it does not conflict with other user groups. CVA holds the right to use the facilities as early as 2:30 pm upon their request, as originally agreed upon.
- FCS will notify CVA when classes will not be held due to holidays.
- FCS will be allowed to use three portables, inside classrooms, play yard, picnic tables, and black-top parking area. The sanctuary use will be coordinated with CVA office.
- CVA will allow FCS to place one storage shed to be located outside of the portables.
- FCS shall name CVA as "additional insured" on the FCS Public Liability Insurance in the amount of \$1,000,000 and Property Damage in the amount of \$50,000 and provide CVA proof of such insurance.
- FCS will agree to repair or replace damage caused by FCS staff or students to any CVA furniture or borrowed equipment. CVA shall hold FCS's \$1,000 damage deposit for the term of use. If, in June of each year, FCS intends to continue its use the following August through May, CVA will hold the amount over. This deposit is refundable to FCS when it discontinues its use of the above said premises and if no damage is caused.
- CVA is to approve any cabinets, etc. brought onto the premises. Unless built in, these shall remain the property of FCS. In addition, CVA will allow FCS to install a leased copier in one of the portables for school use only.
- A late charge of \$25.00 may be assessed to FCS if the rent is not paid within ten (10) days of the due date.
- FCS's sandwich board signs may be visible on the property on the days when classes are in session.
- At the end of each school day, FCS will store all classroom materials and curriculum in FCS locking cabinets.
- FCS agrees to return any chairs or tables on Thursdays after class in the young children's rooms so the rooms are ready for Sunday's use.

- FCS agrees to pay for cleaning twice per week. Preferable before Mondays and Thursdays after school use.
- FCS agrees to deep clean our rented spaces at the close of the school year.
- FCS will be responsible for contracting and payment of snow removal should the school decide to run school on snow days.
- CVA understands the concerns for the safety of the students during FCS's time use. As such, both parties will ask our members and other user groups to respect each other's time use. The roped off "school zone" will be off limits to non-school CVA members and/or employees when school is in session. CVA members and/or employees needing access on a regular basis during the school hours may be required to be fingerprinted.

[Peter Sagebiel](#), Executive Director
 Forest Charter School

 Pastor
 Canyon View Assembly

 Date

 Date

Approved by FCS Charter Council:

Forest Charter School

Job Description

Position Title: *Administrative Business Assistant I*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the business director, the Administrative Business Assistant supports the Supervising Teachers by developing individual student instructional budgets; monitoring, verifying, and communicating instructional budgets; coding and approving all Purchase Orders. Supports the Business Director by tracking co-op budgets and tracking specific budget coding; processes all accounts payable for school; is the primary Human Resource contact for the school.

Skills:

Must have a positive and professional attitude. Excellent interpersonal and communication skills. Ability to show sensitivity and objectivity with confidential issues. Must be detail oriented. Ability to multi-task and prioritize competing deadlines; Knowledge of Microsoft Office and Google Suite. Ability to input data with high accuracy. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Budget:

- Develops, monitors, and maintains each family/student's instructional budgets
- Communicates instructional budgets to ST's
- Monitors restricted budget codes, creates reports, and ensures school is within budget

Fiscal:

- In accordance with school policies, reviews and approves purchase orders prior to input into school fiscal system
- In accordance with school policies, and in a timely and accurate manner, processes vendor invoices, employee reimbursements, and any other payments through AP
- Reconciles bank accounts monthly and assists with credit card reconciliation

Student Information System:

- Primary contact for Pathways SIS for support, troubleshooting, and analyzing issues and solutions, set up, oversight and audit
- Inputs and maintains Pathways staff, courses, calendar and Learning Centers
- Updates and maintain Course Catalog under the direction of the Academic Dean

May, 2022

- Manages Federal and State reporting through CalSASS and CALPADS

Human Resources/Safety:

- Monitor teacher credentials by tracking expiration; communicating and follow up with teachers and instructors; input and maintain info in Pathways database
- Supports Business Director in all areas of Human Resources, including:
- Meets with new employees to streamline required paperwork; Organizes all new employment packets
- Provides information regarding employee health and welfare benefits and manages open enrollment for all staff
- Maintains TB Testing database
- Manages required staff safety trainings

Other:

- Represents FCS in a respectful and professional manner
- Supports Business Director with special projects as assigned

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

Forest Charter School

Job Description

Position Title: *Administrative Business Assistant II*

Salary Placement: *Classified*

Summary of Position:

- Under the direction of the Business Director, the Administrative Business Assistant provides support for a variety of school wide projects including School Wide Purchasing, Community Partner/Vendor Setups, and Bank/Credit Card Reconciliation

Skills:

Must have a positive and professional attitude. Excellent interpersonal and communication skills. Ability to show sensitivity and objectivity with confidential issues. Must be detail oriented. Ability to multi-task and prioritize competing deadlines; Knowledge of Microsoft Office and Google Suite. Ability to input data with high accuracy. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Administration Support:

- Facilities point person for site rentals, worker scheduling, and emergency site issues
- Develops and posts all school surveys
- Maintain ParentSquare database
- Reconciles credit card monthly

Purchasing:

- Accurately input all purchase orders after initial approval from administrative business assistant or business director
- Manage purchasing and budgets in FCS's purchasing software
- Communicates purchasing changes/status to staff when necessary

Community Partners/Vendors:

- Build and/or maintain relationships with community partners/vendors
- Handle all new community partner/vendor applications
- Approve and create setups for community partners/vendors
- Communicate with community partner/vendors regarding classes, cost approved, time, etc.
- Create and send vendor invoices as necessary

Other special projects as assigned

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

5/2022

Forest Charter School

Job Description

Position Title: *Administrative Business Assistant III*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the Business Director, the Administrative Business Assistant provides support for a variety of school wide projects including Field Trips, Student Records, Marketing, and Parent Communication.

Skills:

Must have a positive and professional attitude. Excellent interpersonal and communication skills. Ability to show sensitivity and objectivity with confidential issues. Ability to multi-task and prioritize competing deadlines; Knowledge of Microsoft Office and Google Suite. Ability to input data with high accuracy. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Administration Support:

- Collects information and develops school newsletter
- Coordinates staff appreciation events
- Implement changes/updates to website and manages social media accounts

Health and Safety:

- Maintains and updates all student medication consent forms
- Works with the school nurse scheduling and conducting vision and hearing screenings at all school sites
- Sends referral letters to parents if needed

Field Trips:

- Support ST's with the organization of field trips by reviewing all requests, tracking participation, and coordinating payment with the Foundation Manager
- Create student permission slips
- Collect all required permission slips, driver/chaperone forms, medical forms, insurance forms, etc.

Student Records:

- Provides accurate tracking of receiving and mailing of all student cumulative files
- Reviews incoming cumulative files for special education, high school transcripts, testing results, health folders, etc.
- Enters immunizations for all students into Pathways
- Annual immunization audit

5/2022

- Collect, review and input grades for all high school transcripts
- Audits student portfolios in Fall and Spring

Fiscal Support:

- Audits budgets and assists with bank and credit card reconciliation

Special projects as assigned

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

DRAFT

Forest Charter School

Job Description

Position Title: **TEMPORARY** *Enrollment Coordinator/Front Desk*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the Business Director, this position is primary point-of-contact for prospective new students and families. This position also manages the school wide food program. This is a temporary position.

Skills: Must have a positive and professional attitude and be able to multi-task responsibilities; strong knowledge of the FCS educational programs and enrollment policy; strong written and verbal communication skills. Effective time management and organizational skills. Microsoft and Google Suite knowledge. Ability to honor sensitive and confidential information. Ability to work independently and as part of a team.

Essential Functions:

Essential functions may include but are not limited to the following:

Enrollment Coordinator:

- Follow articulated enrollment procedures and policies
- Represent the school in a positive and professional manner
- Track each student candidate from first contact to enrollment
- Accurately explain the school's personalized learning philosophy and various educational options
- Ensure timely and accurate completion of all student enrollment documents.
- Monitor and document statistics regarding enrollment. Update enrollment waiting list/google.doc
- Manages re-enrollment process in the Spring

Food Program:

- Coordinates with all learning centers to make sure sites have adequate supplies
- Performs inventory and places orders when necessary
- Works with the health department to ensure FCS is to code

General Office Support:

- Provides student work permits as needed
- Provides support for visitors and students with needs who come to the front office
- Collects student 'drop off' work, date stamps and puts in ST boxes
- Collects, sorts and distributes mail on a daily basis
- Graduation support including grad docs, diplomas, and graduation program
- Maintains health and safety supplies including first aid kits and office supplies
- Special projects as assigned

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

5/2022



Fingerprinting & TB Testing Policy: Volunteers

Rationale

Forest Charter School is committed to creating a safe learning environment for all its students. Further, FCS believes that learning takes place in many forms and in many locations. In order to facilitate a variety of learning experiences, FCS often relies on volunteers to help create an effective learning experience. FCS also realizes that volunteers bring a great deal of personal experience to an educational setting. With these principles in mind, FCS has adopted the following policy:

Policy

- ~~• All parent and non-parent volunteers shall be fingerprinted for criminal record clearance if he or she will have contact with FCS students during any FCS school activity.~~
- All volunteers must read and sign the volunteer agreement prior to volunteering for any FCS school activity.
- Volunteers who are driving students other than their own, or volunteering on an overnight field trip will need Fingerprint Clearance and TB Clearance.
- ~~• All parent and non-parent volunteers with frequent or prolonged contact with students shall be cleared of infectious tuberculosis (TB). Examples of what may be considered "frequent or prolonged contact with pupils" include, but are not limited to, regularly scheduled classroom volunteering and field trips where cumulative face-to-face time with students exceeds 8 hours.~~
- ~~• In certain unique situations, the FCS Executive Director has the discretion to exempt a volunteer from the fingerprinting and/or TB testing requirement. In determining which volunteers will be subject to fingerprinting and/or TB testing, the FCS Executive Director shall consider the nature, frequency and duration of volunteer work and whether or not the volunteer may have unsupervised contact with minors.~~

~~NOTE: This FCS policy is aligned with the Nevada County Superintendent of Schools Policy SP1240, California Education Code, Section 49406, and California Health and Safety Code, Section 121545.~~

Resources

- Fingerprinting: Volunteers will need to get fingerprinted at a Live Scan authorized location. Visit <https://oag.ca.gov/fingerprints/locations> for a list of locations and fees.
- TB Testing: FCS will make every effort to provide a free TB Screening from our district nurse, or to announce free clinic screenings. However, it is ultimately the responsibility of the volunteer to get a cleared TB screening or test. Volunteers may go to the Nevada County Public Health Department for testing located at 500 Crown Point Circle in Grass Valley on Mondays from 8am - noon for a \$25 fee.

Volunteer/Chaperone Agreement

“VolunteerChaperone” will be defined as any adult placed in supervisory roles by the Supervising Teacher

Volunteer/Chaperone must:

- Be a parent, guardian, OR someone else approved by FCS who must be 21 years or older
- Clear fingerprints through DOJ with Forest Charter School if driving or on an overnight field trip.
- Show proof of TB Clearance if driving or on an overnight field trip.

CONDUCT

Volunteers/Chaperones attending any Forest Charter School field trip pr school activity are representing FCS. Therefore, appropriate and professional behavior is expected at all times and at no time shall any participant cause a situation of embarrassment, safety, or endangerment.

It is in the best interest of all of our students that each volunteer/chaperone must agree to the following mandated guidelines before attending a Forest Charter School field trip or school activity. If you cannot commit to the following mandated guidelines then you may not attend this trip or school activity.

- No alcohol, marijuana, or illegal drugs shall be consumed by any participant at any time
- Tobacco (or vaping) is not permitted by any participant at any time
- Only age-appropriate topics of discussions shall occur around students
- No pets allowed on field trips or on campus
- Must attend all mandatory activities and meal functions related to the school activity or trip
- Follow all guidelines and rules as set forth by the Supervising Teacher
- No siblings allowed on field trips
- Focus on supervising duties at all times and not get distracted by things such as technology
- Carry a list of cell phone numbers of the other chaperones attending a field trip
- Treat all students with kindness and respect at all times. If a student is having a discipline problem, notify the Supervising Teacher immediately

I agree to accept the responsibility of volunteer/chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by the Supervising Teacher.

Volunteer/Chaperone Name

Volunteer/Chaperone Signature

Date



Online Course Publisher Policy

Rationale

Forest Charter School (FCS) strives in all ways to provide a strong independent study program for all students. In building a personalized program for a wide-variety of students, we recognize that it sometimes becomes necessary to use outside resources to support a student's unique educational plan, and FCS permits students to supplement their FCS education in this manner. As a public charter school, FCS is aware of its responsibility to maintain a robust teaching program offered through its own faculty. With these considerations, Forest Charter School has approved the following policy.

Definition

- *Online Course Publishers* - These publishers provide curriculum and assignments; grade the assignments; and provide final grades.

Policy

- Students must be enrolled in at least 20 FCS credits, separate from any online course publishers and/or community college classes
- Students can enroll in a maximum of two classes from online course publishers and/or community college classes per semester (i.e. any combination of community college classes and/or classes with online course publishers).
 - o NOTE: In some instances, community college classes require labs or other support/supplemental sections as part of a primary class. These support/supplemental sections are considered part of the primary class in which the student is enrolled, and therefore count as one class toward the two class maximum.
- ~~Instructors from online course publishers must be California credentialed in the specific subject area taught.~~
- High school classes must be a-g approved, as applicable to the type of course.
- Students may only use FCS-approved online course publishers, if they wish to receive FCS credit for the course(s).
- All final assessments from online course publishers must be proctored either by a third-party online proctor service or an FCS staff member. The supervising teacher and/or FCS administration has the authority to require that any assessment (even if it is proctored by a third-party online proctor service) is taken at an FCS learning center under the supervision of an FCS staff member.
- FCS will report exact grades from online course publishers.

- Forest Charter School will not add classes from online course publishers to the FCS transcript that were not part of the student's FCS master agreement (i.e. approved by Forest Charter School).
- Students/families may appeal any of the above requirements to the FCS Academic Dean or designee, who has final authority over the matter.