

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda August 11, 2020

5:00 p.m. Special Meeting
****Virtual Meeting****

Network User ID: FC_Public
Network Password: PineCedar2

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Amea Medeiros, Parent Representative
Jennifer Sheffo, Parent Representative
Jean Watson, Parent Representative
Tita Fowler, Secretary

ANNOUNCEMENTS

1. ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY

This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. 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.

2. ANNOUNCEMENT: PUBLIC ACCESS TO THE FOREST CHARTER SCHOOL BOARD MEETING

The public will have access to the Forest Charter School board meeting through Zoom Teleconferencing. For those individuals who wish to make a public comment, please do so through the Zoom meeting chat feature. A moderator for the meeting will read your comments for the record.

3. ANNOUNCEMENT: SHOULD THIS BOARD MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WILL BE ENDED IMMEDIATELY.

Join Zoom Meeting

<https://us02web.zoom.us/j/82927084513?pwd=K0RXdWNRNkxHc0R2ZVJqbniSmd4QT09>

Meeting ID: 829 2708 4513

Passcode: 888108

One tap mobile: +16699006833, 82927084513#, +14086380968, 82927084513#

Dial by your location: 1 669 900 6833 US (San Jose)

Meeting ID: 829 2708 4513

Find your local number: <https://us02web.zoom.us/j/82927084513?pwd=K0RXdWNRNkxHc0R2ZVJqbniSmd4QT09>

AGENDA:

1. Call to Order

2. Roll Call

3. Information/Action: A, B, and C may be considered for Consent Agenda—Meshawn Simmons

(E-Attachments)

- Should the Consent Agenda be approved?
 - A. Adoption of the August 11, 2020 Agenda (*page 1*)
 - B. July 30, 2020 Charter Council Meeting Minutes (*page 4*)
 - C. Warrants (July) (*page 7*)

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 five minutes.

Information Items:

5. Information: FCS Learning Continuity and Attendance Plan—Peter Sagebiel

Peter will provide the Council with an update on the FCS Learning Continuity and Attendance Plan.

6. Information: FCS 2020/21 School Plan for Safe Reopening—Peter Sagebiel

(*page 12*)

- Peter will review the FCS School Plan for safe reopening.

Action Items:

7. Action: FCS 2020/21 Conflict of Interest Policy—Peter Sagebiel

(*page 34*)

- Should the Council approve the FCS 2020/21 Conflict of Interest Policy?

8. Action: FCS 2020/21 Budget and Cash Flow—Meshawn Simmons

(*page 38*)

- Should the Council approve the 45-Day Revised Budget?

9. Action: Revised FCS 20/21 Charter Council Meeting Calendar—Peter Sagebiel

(*page 40*)

- Should the Council move the September Public Hearing and Board meeting to a later date to allow FCS administration more time to complete the Learning Continuity and Attendance Plan?

10. Action: Resolution for Approval—Peter Sagebiel

(page 41)

- Should the Council approve the following Resolution?
 - Resolution # 2021-01-128: COVID 19

11. Director's Update—Peter Sagebiel

- Enrollment
- New Auburn ST
- Other

12. Future Agenda Items

- One-Time Spending Funds (Peter and Meshawn)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- SB740
- Vaccination Law Updates
- 403-B
- Data Institute
- Lease Renewal (August - September)

13. Information: Reminder of Future Meetings

2020: 8/11, 9/14*, 9/15, 10/13, 11/10, 12/7*, 12/8****

2021: 1/12, 2/9, 3/9, 4/20, 5/18, 6/14*, 6/15****

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

14. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – July 30, 2020

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

Council Members:

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Amea Medeiros, Parent Representative
Jennifer Sheffo, Parent Representative
Jean Watson, Parent Representative
Tita Fowler, Secretary

Minutes

Virtually Present: Dan Thiem, Peter Sagebiel, Katy Baggett, Janice Eggers, Tita Fowler, Karen Fruchtenicht, Amea Medeiros, Jennifer Sheffo, Meshawn Simmons, Paul Simoes, Jean Watson

Virtually Absent: B.J. Hatcher, Dave Stanger, Tita Fowler

1. **Call to Order: 5:04 pm**
2. **Roll Call: All Present (Dan Thiem, Karen Fruchtenicht, Amea Medeiros, Jennifer Sheffo, Jean Watson)**
3. **Pledge of Allegiance**
4. **Information/Action: A and B may be considered for Consent Agenda—Meshawn Simmons**

The July 30, 2020 Charter Council Agenda and June 23, 2020 Meeting Minutes and Warrants were presented for approval.

Karen Fruchtenicht made a motion to approve the Consent Agenda. Jean Watson seconded.

Ayes: Karen Fruchtenicht, Amea Medeiros, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

5. **Discussion: Other**

None.

Action Items:

6. Action: Re-opening Plan for 20/21 School Year—Peter Sagebiel

Peter discussed the plan for opening the school year on full Independent Study. Amee asked about connectivity and hot spots. Peter explained that we have 30 hot spots that can be sent out to families. The process for this is still being developed. Jean asked about whether or not we would maintain the same levels of flexibility with attendance and grading as the spring. Peter explained that our goal is to hold our “normal” standard with both grading and attendance for students as a whole, but that we know there will be students in circumstances which will require flexibility.

Amee Medeiros made a motion to approve the re-opening plan on full Independent Study. Jen Sheffo seconded.

Ayes: Karen Fruchtenicht, Amee Medeiros, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

7. Action: Revised FCS 20/21 Charter Council Meeting Calendar—Peter Sagebiel

Peter reviewed the revised 20/21 Charter Council Meeting Calendar with the Council.

Jean Watson made a motion to approve the revised meeting calendar with the addition of a public hearing on September 14, 2020. Karen Fruchtenicht seconded.

Ayes: Karen Fruchtenicht, Amee Medeiros, Jennifer Sheffo, Dan Thiem, Jean Watson

Nays: None

8. Director’s Update—Peter Sagebiel

- Enrollment - Enrollment is strong in all areas. Lots of interest.
- Other

9. Information: Future Agenda Items

- One-Time Spending Funds (Peter and Meshawn)
- Student Achievement (monthly)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- SB740
- Vaccination Law Updates
- 403-B
- Data Institute
- Lease Renewal (NCLC-Fall)
- Enrollment Policy and Co-op Participation Policy Updates

- Board Composition
- Budget Review

10. Information: Reminder of Future Meetings

Dates for the 2020/21 Charter Council meetings were set as follows:

2020: 8/11, 9/14, 9/15, 10/13, 11/10, 12/7*, 12/8**

2021: 1/12, 2/9, 3/9, 4/20, 5/18, 6/14*, 6/15****

***Special Meeting**

****Budget Meeting**

11. Action: Adjourn at 5:38 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
21-430187	07/24/2020	OPTUM BANK	Cancelled	1,365.00 *
Cancel	1	1,365.00		
Total Number of Checks			1	.00
21-484771	07/02/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC		
		01-0000-4300-00-000-0-0000-2750-000-0000	111.32	.00
21-484775	07/02/2020	CALTRONICS BUSINESS SYSTEMS		
		01-0000-4300-00-000-0-0000-2750-000-0000	19.63	.00
21-484787	07/02/2020	OFFICE DEPOT		
		01-0000-4300-00-000-0-0000-2750-000-0000	218.09	.00
21-484790	07/02/2020	STAPLES BUSINESS CREDIT		
		01-0000-4300-00-000-0-0000-2750-000-0000	38.07	.00
21-485536	07/24/2020	CALTRONICS BUSINESS SYSTEMS		
		01-0000-4300-00-000-0-0000-2750-000-0000	247.43	.00
21-485700	07/31/2020	CALTRONICS BUSINESS SYSTEMS		
		01-0000-4300-00-000-0-0000-2750-000-0000	2.30	.00
21-484787	07/02/2020	OFFICE DEPOT		
		01-0000-4300-00-000-0-0000-2750-678-0000	216.41	.00
21-484794	07/02/2020	US BANK CORPORATE PAYMENT SYS		
		01-0000-4300-00-000-0-0000-8100-000-0000	83.98	.00
21-485699	07/31/2020	B & C ACE HOME CENTER		
		01-0000-4300-00-000-0-0000-8100-000-0000	26.35	.00
21-484771	07/02/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC		
		01-0000-4300-00-000-0-1110-1000-000-0000	33.76	.00
21-484784	07/02/2020	MOVING BEYOND THE PAGE		
		01-0000-4300-00-000-0-1110-1000-000-0000	99.98	.00
21-484788	07/02/2020	RAINBOW RESOURCE CENTER		
		01-0000-4300-00-000-0-1110-1000-000-0000	283.93	.00
21-484794	07/02/2020	US BANK CORPORATE PAYMENT SYS		
		01-0000-4300-00-000-0-1110-1000-000-0000	251.89	.00
21-485538	07/24/2020	HOUSE OF PRINT & COPY LLC		
		01-0000-4300-00-000-0-1110-1000-000-0000	236.26	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-0000-5100-00-000-0-1110-3140-000-0000	813.15	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-0000-5100-00-000-0-1110-3140-000-0000	813.15	.00
21-484772	07/02/2020	APLUS+		
		01-0000-5300-00-000-0-0000-2750-000-0000	10,500.00 ✓	.00
21-485262	07/17/2020	PACIFIC GAS & ELECTRIC COMPANY		
		01-0000-5510-00-000-0-0000-8140-000-0000	44.46	.00
21-485540	07/24/2020	PACIFIC GAS & ELECTRIC COMPANY		
		01-0000-5510-00-000-0-0000-8140-000-0000	7.84	.00
21-485541	07/24/2020	SOUTHWEST GAS CORPORATION		
		01-0000-5510-00-000-0-0000-8140-000-0000	28.90	.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.

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Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of FF-RRRR-0000-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
21-485015	07/10/2020	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 01-0000-5520-00-000-0-0000-8140-000-0000	147.26	.00
21-485262	07/17/2020	PACIFIC GAS & ELECTRIC COMPANY 01-0000-5520-00-000-0-0000-8140-000-0000	1,192.86	.00
21-485268	07/17/2020	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 01-0000-5520-00-000-0-0000-8140-000-0000	130.99	.00
21-485540	07/24/2020	PACIFIC GAS & ELECTRIC COMPANY 01-0000-5520-00-000-0-0000-8140-000-0000	37.87	.00
21-485011	07/10/2020	CITY OF NEVADA CITY 01-0000-5540-00-000-0-0000-8140-000-0000	1,408.42	.00
21-485015	07/10/2020	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER 01-0000-5540-00-000-0-0000-8140-000-0000	85.03	.00
21-485011	07/10/2020	CITY OF NEVADA CITY 01-0000-5550-00-000-0-0000-8140-000-0000	128.90	.00
21-485269	07/17/2020	WASTE MANAGEMENT 01-0000-5570-00-000-0-0000-8100-000-0000	278.94	.00
21-484778	07/02/2020	DE LAGE LANDEN FINCL SRV INC 01-0000-5600-00-000-0-0000-2740-000-0000	1,200.29	.00
21-485261	07/17/2020	DE LAGE LANDEN FINCL SRV INC 01-0000-5600-00-000-0-0000-2740-000-0000	190.28	.00
21-485701	07/31/2020	DE LAGE LANDEN FINCL SRV INC 01-0000-5600-00-000-0-0000-2740-000-0000	1,200.29	.00
21-484785	07/02/2020	NEVADA CITY SELF STORAGE 01-0000-5600-00-000-0-0000-8700-000-0000	1,065.00	.00
21-485702	07/31/2020	MASTERS COURT TRUST 01-0000-5600-00-000-0-0000-8700-000-0000	952.86	.00
21-485703	07/31/2020	NEVADA CITY SCHOOL DISTRICT 01-0000-5600-00-000-0-0000-8700-000-0000	13,750.00 ✓	.00
21-485704	07/31/2020	PIONEER COMMERCE CENTER 01-0000-5600-00-000-0-0000-8700-000-0000	13,742.95 ✓	.00
21-484770	07/02/2020	ABSOLUTE COMM SOLUTIONS 01-0000-5800-00-000-0-0000-2740-000-0000	255.00	.00
21-484793	07/02/2020	US BANK CORPORATE PAYMENT SYS 01-0000-5800-00-000-0-0000-2740-000-0000	354.99	.00
21-485265	07/17/2020	SAN JOAQUIN CO OFFICE OF ED 01-0000-5800-00-000-0-0000-2740-000-0000	72.75	.00
21-485542	07/24/2020	WESTERN NRG INC 01-0000-5800-00-000-0-0000-2740-000-0000	2,770.93	.00
21-484789	07/02/2020	SECURE RECORD MANAGEMENT 01-0000-5800-00-000-0-0000-2750-000-0000	278.45	.00
21-484795	07/02/2020	WORKS INTERNATIONAL, INC. 01-0000-5800-00-000-0-0000-2750-000-0000	3,500.00	.00
21-484774	07/02/2020	BRUCE MAIRS 01-0000-5800-00-000-0-0000-8100-000-0000	1,270.56	.00

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Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
21-484791	07/02/2020	THE CLEANING SOLUTION 01-0000-5800-00-000-0-0000-8100-000-0000	2,157.50	.00
21-485260	07/17/2020	A 1 CARPET MASTERS 01-0000-5800-00-000-0-0000-8100-000-0000	3,506.10	.00
21-485535	07/24/2020	BRUCE MAIRS 01-0000-5800-00-000-0-0000-8100-000-0000	1,763.49	.00
21-484781	07/02/2020	INTEGRATED FIRE SYSTEMS INC 01-0000-5800-00-000-0-0000-8150-000-0000	605.00	.00
21-484773	07/02/2020	AUBURN GYMNASTICS CENTER 01-0000-5800-00-000-0-1110-1000-000-0000	640.00	.00
21-484777	07/02/2020	COMMUNICATION TOOLS 01-0000-5800-00-000-0-1110-1000-000-0000	240.00	.00
21-484779	07/02/2020	EDGENUITY INC 01-0000-5800-00-000-0-1110-1000-000-0000	10,000.00 ✓	.00
21-484780	07/02/2020	GOLD COUNTRY GYMNASTICS 01-0000-5800-00-000-0-1110-1000-000-0000	321.00	.00
21-484782	07/02/2020	MARK NUNN 01-0000-5800-00-000-0-1110-1000-000-0000	360.00	.00
21-484783	07/02/2020	MIYAGI GYMNASTICS ACADEMY 01-0000-5800-00-000-0-1110-1000-000-0000	577.50	.00
21-484786	07/02/2020	NORTHERN SIERRA AQUATICS 01-0000-5800-00-000-0-1110-1000-000-0000	128.00	.00
21-484794	07/02/2020	US BANK CORPORATE PAYMENT SYS 01-0000-5800-00-000-0-1110-1000-000-0000 01-0000-5801-00-000-0-0000-2750-000-0000	59.94 79.00	.00 .00
21-485705	07/31/2020	THRYV INC 01-0000-5801-00-000-0-0000-2750-000-0000	297.63	.00
21-484796	07/02/2020	YOUNG MINNEY & CORR LLP 01-0000-5802-00-000-0-0000-2750-000-0000	529.00	.00
21-485271	07/17/2020	YOUNG MINNEY & CORR LLP 01-0000-5802-00-000-0-0000-2750-000-0000	1,443.00	.00
21-485263	07/17/2020	PAUL M WAGNER 01-0000-5802-00-000-0-0000-2750-679-0000	1,200.00	.00
21-485266	07/17/2020	SCHOOL PATHWAYS LLC 01-0000-5806-00-000-0-0000-2740-000-0000	3,429.79	.00
21-484792	07/02/2020	THOMAS, MEGHAN J 01-0000-5920-00-000-0-0000-2740-000-0000	2.60	.00
21-484794	07/02/2020	US BANK CORPORATE PAYMENT SYS 01-0000-5920-00-000-0-0000-2740-000-0000	100.00	.00
21-485014	07/10/2020	SPD MARKET- NEVADA CITY 01-0000-5920-00-000-0-0000-2740-000-0000	142.80	.00
21-484776	07/02/2020	COMCAST 01-0000-5930-00-000-0-0000-2740-000-0000	780.59	.00
21-485010	07/10/2020	AT&T 01-0000-5930-00-000-0-0000-2740-000-0000	64.20	.00
21-485013	07/10/2020	SEBASTIAN 01-0000-5930-00-000-0-0000-2740-000-0000	136.95	.00
21-485267	07/17/2020	SUDDENLINK COMMUNICATIONS 01-0000-5930-00-000-0-0000-2740-000-0000	233.45	.00

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Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
21-485270	07/17/2020	WAVE		
		01-0000-5930-00-000-0-0000-2740-000-0000	265.33	.00
21-485537	07/24/2020	COMCAST		
		01-0000-5930-00-000-0-0000-2740-000-0000	797.65	.00
21-485264	07/17/2020	REPUBLIC INDEMTY CO OF AMERICA		
		01-0000-9516- - -0- - - -	4,098.00	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5001-2750-000-0000	4,993.32	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5001-2750-000-0000	4,993.32	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5770-1120-000-0000	3,497.93	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5770-1120-000-0000	3,497.93	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5770-1190-000-0000	3,891.41	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-3310-5100-00-000-0-5770-1190-000-0000	3,891.41	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5001-2750-000-0000	325.00	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5001-2750-000-0000	325.00	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5001-3120-000-0000	18,677.59 ✓	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5001-3120-000-0000	12,509.58 ✓	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5770-1120-000-0000	37,019.00 ✓	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5770-1120-000-0000	37,019.00 ✓	.00
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5770-1190-000-0000	8,097.88	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY		
		01-6500-5100-00-000-0-5770-1190-000-0000	8,097.88	.00
		01-6500-5100-00-000-0-5770-3120-000-0000	6,168.01	.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.

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Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of FF-RRRR-OOOO-SS-LLL-Y-GGGG-FFFF-RRR-DDDD	Expensed Amount	Check Amount
21-485012	07/10/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY 01-6512-5100-00-000-0-5001-3120-000-0000	3,384.58	.00
21-485539	07/24/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY 01-6512-5100-00-000-0-5001-3120-000-0000	3,384.58	.00
Total Number of Checks			60	251,823.46

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	60	251,823.46
	Total Number of Checks	60	251,823.46
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		251,823.46 ✓

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

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School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Forest Charter School - Including all Learning Center: Nevada City, Truckee, Foresthill, and Auburn	Peter Andreas Sagebiel	8/5/2020	FCS was closed from 3/16/2020-3/20/2020	FCS reopened on 3/23/2020 on full Independent Study for the rest of the 2019-20 school year. We are planning to open the 2020-21 school year on 8/19/2020 on full Independent Study.

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Forest Charter School - Including all Learning Center: Nevada City, Truckee, Foresthill, and Auburn's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues

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Communication	21

Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

The state has determined that counties on the state watch list are not allowed to open until certain criteria is met and the county is removed from the watch list. Although Nevada County is not currently on the state watch list, cases continue to rise and it is likely that we could soon end up on this list.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

The county has decided to have schools follow the California Department of Health guidelines and not establish additional guidelines for schools.

Local Public Health Clearance

Condition Met	Condition Assessed
Yes	Local public health officials have made determinations, including, but not limited to, the following: i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

Equipment Availability

Condition Met	Condition Assessed
Yes	i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Forest Charter has received a great deal of personal protective equipment from the Nevada County Superintendent of Schools office including no-touch thermal scan thermometers. We have also identified places from which to purchase additional equipment if needed and we have budgeted for this expense.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance. ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

FCS has received a sufficient supply of hand sanitizer from the state. We also have in stock approved cleaning supplies for all sites and wipes for all rooms. Additionally, we have been researching and ordering school-appropriate cleaning supplies to supply our staff and janitorial staff as well.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

Forest Charter School is a non-classroom based school. Although we have some site-based support programs, we are prepared to run all independent study.

Response to Positive Tests

Condition Met	Condition Assessed
Yes	In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps: i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. iii. Additional close contacts at school outside of a classroom should also isolate at home. iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

Plans are established in the case of a positive COVID-19 test within our school community based on CDPH guidelines.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
No	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

FCS does not currently have an IIPP - We are developing one and will update this section when it is complete.

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

All staff will complete a daily self health screening survey prior to the start of their work day. Parents/students and the community will be educated on proper symptom checks prior to visiting any FCS Learning Center. Staff will identify anyone on campus displaying symptoms and report this to the administration to begin safety protocols per CDPH.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

All staff and students will complete a daily self-health screening survey prior to the start of their work day. FCS staff will continue to monitor staff and students throughout the day and if anyone is showing symptoms such as a temperature above 100.4 or cough, they will be sent home. FCS will work with students with disabilities to develop accommodations as needed.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

Forest Charter is beginning the 2020-21 school year on full independent study. Staff will be trained in protocols for handling symptomatic students/families on campus. If we move to a hybrid model or another model that has students coming to campus, FCS will engage parents in pre-screening students at home rather than screening students as they enter campus. FCS will monitor students for symptoms and then use the active screening protocols as needed. NOTE: FCS does not provide busing.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Staff will be trained in protocols for handling symptomatic staff on campus. Staff will perform self passive screening before coming to campus. FCS will monitor staff for symptoms and then use the active screening protocols as needed.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	i. Limit access to campus for parents and other visitors. ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. v. Charter School Co-locations - Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

FCS is currently limiting visitors to campus. No outside visitors are allowed in FCS buildings, and we are currently not renting any facilities to the community.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes: - Providing opportunities for students and staff to meet handwashing frequency guidance. - Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible. - Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

Hand sanitizer is available for each classroom.

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	Train staff and students on proper handwashing techniques and PPE/EPG use, including the following: - Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly. - Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. - CDC guidance on proper PPE use.

Hand washing is part of our pre-screening checklist. Additionally, FCS has placed instructional signs in all bathrooms and sink stations on the proper hand washing techniques.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	Teach staff and students to: - Use tissue to wipe the nose and cough and sneeze inside the tissue. - Not touch the face or face covering.

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	According to CDC guidance: - Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. - Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt. - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Anyone visiting campus will be required to wear a face covering. We will have masks available for anyone who comes on campus without one.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	- As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. - Provide masks if the employee does not have a clean face covering. - Provide other protective equipment, as appropriate for work assignments. - For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. - For front office and food service employees, provide face coverings and disposable gloves. - For custodial staff, provide equipment and PPE for cleaning and disinfecting, including: - For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. - Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children's reach and stored in a space with restricted access. - Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

All staff are required to wear a face covering while on campus unless they are working alone in a classroom, office or other workspace.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn: 1. While waiting to enter the school campus. 2. While on school grounds (except when eating or drinking). 3. While leaving school. 4. While on a school bus. Driver has access to surplus masks to provide to students who are symptomatic on the bus.

Students are expected to wear a face covering while at any of our learning centers. Note: Forest Charter does not provide busing.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

FCS is beginning the 2020-2021 school year on full Independent Study. All FCS staff are spread out to accommodate physical distancing protocols.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

As noted above, face coverings will be required for everyone while at any FCS learning center. NOTE: FCS does not provide busing.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	LEAs should plan to: i. Limit number of students physically reporting to school, if needed to maintain physical distancing. 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus.

- iv. Buses
 - 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives.
 - 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options:
 - A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
 - B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
 - 3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
 - 4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
 - 5. Students and staff should wear face coverings at bus stops and on buses.
- v. Playgrounds/Outside Spaces/Athletics
 - 1. Increase supervision to ensure physical distancing.
 - 2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- vi. Classrooms
 - 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
 - 2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
 - 3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
 - 4. If necessary, broadcast to other classrooms and students distance learning at home.
 - 5. Increase staffing to ensure physical distancing for younger students and students with special needs.
 - 6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
 - 7. Address physical distancing objectives as students move between classrooms.
 - 8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.
- vii. Food Service
 - 1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).
 - 2. Suspend use of share tables and self-service buffets for food and condiments.
 - 3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
 - 4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.
 - 5. If providing meal service in classrooms, plan for cleaning and trash removal.

At this time students will not be on campus for in-person instruction. When students do return to campus for in-person instruction, cohorts of students will be created and will maintain all protocols established, including but not limited to wearing masks, no use of playground equipment, 6 foot distancing in classrooms/buildings, etc. NOTE regarding item iv: Forest Charter does provide busing.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. 1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students. 2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.

Staff will complete all training necessary.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes: i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. ii. Disinfecting surfaces between uses, such as: 1. Desks and tables 2. Chairs 3. Seats on bus 4. Keyboards, phones, headsets, copy machines iii. Disinfecting frequently—at least daily—high-touch surfaces, such as: 1. Door handles 2. Handrails 3. Drinking fountains 4. Sink handles 5. Restroom surfaces 6. Toys, games, art supplies, instructional materials 7. Playground equipment iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.

	1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.
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Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

FCS purchased additional outdoor tables to facilitate outdoor meetings with students/families.

Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Not Applicable	i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening. ii. Create a plan for future bargaining that may be necessary as additional issues arise.

FCS does not have bargaining units (i.e. unions).

Staffing Ratios

Condition Met	Condition Assessed
Yes	i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19. ii. Consider rolling staff cohorts to meet needs and avoid overwork.

Staff Training

Condition Met	Condition Assessed
Yes	Develop and provide staff training or utilize state-provided training on: i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required. ii. Physical distancing of staff and students. iii. Symptom screening, including temperature checks. iv. Updates to the Injury and Illness Prevention Program (IIPP). v. State and local health standards and recommendations, including, but not limited to, the following: 1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings. 2. Cough and sneeze etiquette. 3. Keeping one's hands away from one's face. 4. Frequent handwashing and proper technique. 5. Confidentiality around health recording and reporting. vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions. vii. Training on trauma-informed practices and suicide prevention.

All staff will participate in required trainings.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

The Executive Director is the liaison for COVID-19 concerns. Local admin at various learning centers will facilitate communication with the Executive Director as needed.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties. ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

FCS primarily uses surveys to get stakeholder feedback. We also have a staff advisory group and engage the governing board (which is made up of parent representatives) to get feedback on our plans. FCS also offered parent forums and email communication with an opportunity to respond and give feedback.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: i. Proper use of PPE/EPG. ii. Cleanliness and disinfection. iii. Transmission prevention. iv. Guidelines for families about when to keep students home from school. v. Systems for self-reporting symptoms. vi. Criteria and plan to close schools again for physical attendance of students.

We have created a section of the website dedicated to COVID-19 information.

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	Create a communications plan for if a school has a positive COVID-19 case. i. Address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.





Section: 100
Policy: 002
Revised: August 2019
Approved:

Conflict of Interest Code

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Forest Charter School hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Forest Charter School ("Charter School"), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the

Conflict of Interest Policy
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designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed with the Charter School. Statements of Economic Interests (Form 700) shall be filed with the Charter school’s filing officer. The filing officer shall make and retain a copy and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Executive Director, who shall record the employee’s disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

The Charter School shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Charter School enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Charter School’s directors are directors and have a material financial interest).

EXHIBIT A

Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in “Exhibit B” (i.e., categories 1, 2, and 3).
 - A. Members of the Governing Board and their alternates (if applicable)
 - B. Executive Director of Charter School
 - C. Business Director of Charter School
 - D. Assistant Director of Charter School
 - E. Academic Dean of Charter School
 - F. Consultants/New Positions¹
- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of “Exhibit B.”
 - A. Not applicable.
- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of “Exhibit B.”
 - A. Contractor.

¹ Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Charter School Executive Director may determine, in writing, that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Charter School Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

EXHIBIT B

Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Charter School Executive Director Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Executive Director. Investments include the interests described in Category 1.

Forest Charter School
ADOPTED 2020-2021

	2nd Interim 2019-2020	Adopted 2020-2021	45 Day Review 2021-2022	YEAR 2 2021-2022	YEAR 3 2022-2023
ENROLLMENT	785	825	800	825	825
ADA	766	800	773	800	800
REVENUE					
LCFF	5,143,293	5,088,923	5,817,627	6,047,677	6,047,677
Prop 30 EPA	1,331,481	1,088,091	708,479	732,931	732,931
In-Lieu Property Taxes	980,924	791,702	791,702	791,702	791,702
Total LCFF	7,455,698	6,968,716	7,317,808	7,572,310	7,572,310
Federal Revenue - Other					
SELPA - Federal (3310) RESTRICTED	137,600	123,666	123,666	123,666	123,666
SELPA - State (6500) RESTRICTED	235,780	228,101	228,101	228,101	228,101
Mental Health (6512) RESTRICTED	40,615	40,615	40,615	40,615	40,615
Mandate Block Grant (0009)	21,038	22,335	22,218	22,218	22,218
One-Time Discretionary Grant (0009)					
State Lottery (1100)	122,400	118,269	115,997	115,997	118,269
State Lottery (6300) RESTRICTED	43,200	41,751	37,892	37,892	41,751
State- Low Perform Grant (7510) RESTRICTED	46,460	0	0	0	0
STRS/PERS on Behalf (7690) RESTRICTED	536,413	245,757	245,757	245,757	245,757
Local - donations (0009)	28,600	25,000	25,000	25,000	25,000
Local - other (0009)	32,420	27,500	27,500	27,500	27,500
Other	18,281				
Total Revenue	8,718,505	7,841,710	8,184,553	8,439,055	8,445,187
EXPENDITURES					
Personnel Costs					
Certificated Salaries	3,431,551	3,403,954	3,403,954	3,472,033	3,541,474
Certificated Increase/Decrease					
Certificated Total	3,431,551	3,403,954	3,403,954	3,472,033	3,541,474
Classified Salaries	884,244	886,128	886,128	903,851	921,928
Classified Increase/Decrease					
Classified Total	884,244	886,128	886,128	903,851	921,928
Benefits	1,681,187	1,125,842	1,125,842	1,148,359	1,171,326
Total Personnel Costs	5,996,982	5,415,924	5,415,924	5,524,242	5,634,727
Expenditures					
Materials & Supplies	257,557	267,798	267,798	250,000	255,000
Non Capitalized Equipment	21,838	132,000	132,000	20,000	20,000
Total Books and Supplies (4000)	279,395	399,798	399,798	270,000	275,000
Other Operating Expenses (5000)					
SubAgreements for Services 5100	901,390	954,382	954,382	950,000	950,000
Travel and Conferences 5200	9,300	9,300	9,300	10,000	10,000
Dues and Memberships 5300	17,000	17,000	17,000	17,000	17,000
Insurance 5400	25,000	28,000	28,000	29,000	30,000
Operations& Housekeeping 5500	40,000	50,000	50,000	40,000	40,000
Rent, Leases, Repairs, Non Cap IM 5600	397,438	399,938	399,938	402,438	412,499
Prof/Consul/Svcs& Oper Expense 5800	826,644	633,060	633,060	635,000	635,000
Communications 5900	17,500	17,000	17,000	20,000	20,000
Bldgs and Improve 6200	9,000				
Excess Program Costs 7100	0				
Total Program Costs	2,522,667	2,508,478	2,508,478	2,373,438	2,389,499
Total Expenses	8,519,649	7,924,402	7,924,402	7,897,680	8,024,226
Net Increase/Decrease	198,856	-82,692	260,151	541,375	420,960
Beginning Balance	1,690,707	1,889,563	1,889,563	2,149,714	2,691,089
Ending Balance	1,889,563	1,806,871	2,149,714	2,691,089	3,112,050
Revolving/Clearing	2,600	2,600	2,600	2,600	2,600
Required Reserve (5%)	425,982	396,220	396,220	394,884	401,211
SE Reserve	170,393	158,488	158,488	157,954	160,485
College Readiness Grant					
Tech Rotation	85,000	100,000	100,000	25,000	50,000
Tech Upgrade	0	5,000	5,000	10,000	15,000
CaSTRS Support					
Additional Reserves					
Building Project Reserve	600,000	600,000	600,000	600,000	600,000
STRS Support					
Unappropriated Fund Balance	605,588	544,563	887,406	1,500,652	1,882,754

Charter Council Approved:

FOREST CHARTER SCHOOL					Date that actuals are posted thru....						08/04/20						
CASH FLOW REPORT 2020-2021																	
PROJECTED YEAR BUDGET	2020-2021	Current or Revised Budget	Original Budget								Total Jul-Jan						Total Jul-Jun
Descriptions		2020-2021	2020-2021	July	August	September	October	November	December	January		February	March	April	May	June	
Beginning Cash Balance		1,889,563	1,889,563	1,889,563	2,696,724	2,325,305	2,337,770	2,174,681	2,032,528	2,484,823	1,889,563	2,118,594	1,934,584	1,336,693	1,065,204	456,312	1,889,563
RECEIPTS																	
Prop Tax 8020-8079	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
State Aid (Appo 8010-8019	6,526,106	6,177,014	241,931	241,931	612,596	435,476	435,476	435,476	612,596	435,476	3,015,482	177,120	0	0	0	177,120	3,369,722
RL Trf & PERS 8080-8099	791,702	791,702	0	0	0	0	0	0	395,851	0	395,851	0	0	316,681	0	79,170	791,702
Total 8010-809 8010-8099		7,317,808	6,968,716	241,931	241,931	612,596	435,476	435,476	1,008,447	435,476	3,411,333	177,120	0	316,681	0	256,290	4,161,424
Federal Revenue 8100-8299	123,666	123,666	13,398	0	0	0	0	0	0	0	13,398	0	0	0	0	110,268	123,666
Other State Rev 8300-8599	690,579	696,827	0	11,301	47,948	41,025	41,755	61,732	61,732	65,946	269,707	276,449	69,760	30,429	20,759	18,214	685,318
Other Local Rev 8600-8799	52,500	52,000	0	500	12,572	3,061	23,267	3,766	3,766	0	43,167	72	0	9,052	0	0	52,291
Transfers In 8910-8929	0	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	0
Contributions 8980-8999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		8,184,553	7,841,209	255,329	253,732	673,116	479,562	500,498	1,073,946	501,422	3,737,605	453,641	69,760	356,162	20,759	384,772	5,022,699
DISBURSEMENTS																	
Cert Salaries 1000-1999	3,403,954	3,403,954	52,125	312,895	312,895	312,895	312,895	312,895	312,895	312,895	1,929,495	312,895	312,895	312,895	312,895	220,004	3,401,079
Classified Salar 2000-2999	886,128	886,128	34,339	77,091	77,091	77,091	77,091	77,091	77,091	77,091	496,885	77,091	77,091	77,091	77,091	65,004	870,253
Empl Benefits 3000-3999	1,125,842	1,125,842	25,757	77,665	77,665	77,665	77,665	77,665	77,665	77,665	491,747	77,665	77,665	77,665	77,665	77,665	880,072
Supplies 4000-4999	399,798	399,798	29	32,500	28,000	25,000	25,000	25,000	39,000	125,000	274,529	20,000	25,000	20,000	22,000	13,298	374,827
Services 5000-5999	2,108,680	2,108,680	264,780	125,000	165,000	150,000	150,000	150,000	115,000	275,000	1,244,780	150,000	175,000	140,000	140,000	135,000	1,984,780
Total Books, 54000-5999		2,508,478	2,508,478	264,809	157,500	193,000	175,000	175,000	154,000	400,000	1,519,309	170,000	200,000	160,000	162,000	148,298	2,359,607
Capital Outlays 6000-6999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo 7000-7399	0	0	0	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	0
Debt Service 7400-7499	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 7000-7499		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interfund Transf 7600-7629	0	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	0
Trans 9640 9640	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		7,924,402	7,924,402	377,030	625,151	660,651	642,651	642,651	621,651	867,651	4,437,436	637,651	667,651	627,651	629,651	510,971	7,511,011
CURR YR NET INC/DEC		260,151	(83,193)	(121,701)	(371,419)	12,465	(163,089)	(142,153)	452,295	(366,229)	(699,831)	(184,010)	(597,891)	(271,489)	(608,892)	(126,199)	(2,488,312)
Total Prior Year Transaction		73,447	73,447	928,862	0	0	0	0	0	0	928,862	0	0	0	0	0	928,862
TOTAL NET INC/DEC		333,598	(9,746)	807,161	(371,419)	12,465	(163,089)	(142,153)	452,295	(366,229)	229,031	(184,010)	(597,891)	(271,489)	(608,892)	(126,199)	(1,559,450)
ENDING CASH BALANCE		2,223,161	1,879,817	2,696,724	2,325,305	2,337,770	2,174,681	2,032,528	2,484,823	2,118,594	2,118,594	1,934,584	1,336,693	1,065,204	456,312	330,113	330,113
																	~Cash

Forest Charter School

Charter Council Meeting Calendar for 2020/2021

Regularly scheduled meeting dates for the Forest Charter School Charter Council are generally held at 5:00 PM in Sequoia (Room #7), located at 470 Searls Avenue, Nevada City, California, 95959, unless otherwise noted. All other learning centers will participate through two-way satellite communication.

1. ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY

Meetings may be held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All board members may attend the meeting by teleconference. If held in this manner, meetings will be a virtual meeting only. The public may observe and address the meeting via Zoom.

2. ANNOUNCEMENT: PUBLIC ACCESS TO THE FOREST CHARTER SCHOOL BOARD MEETING

The public will have access to the Forest Charter School board meeting through Zoom Teleconferencing. For those individuals who wish to make a public comment, please do so through the Zoom meeting chat feature. A moderator for the meeting will read your comments for the record.

3. ANNOUNCEMENT: SHOULD THE BOARD MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WILL BE ENDED IMMEDIATELY.

Date	Time	Notes
July 30	5:00 PM	
August 11	5:00 PM	
September 14	5:00 PM	*LCAP Public Hearing
September 15	5:00 PM	
October 13	5:00 PM	
November 10	5:00 PM	
December 7	5:00 PM	*LCAP Public Hearing
December 8	5:00 PM	**Budget Meeting
January 12	5:00 PM	
February 9	5:00 PM	
March 9	5:00 PM	**Budget Meeting
April 20	5:00 PM	
May 18	5:00 PM	
June 14	4:00 PM	*LCAP Public Hearing
June 15	5:00 PM	**Budget Meeting

* Special Meeting/Public Hearing

** Budget Meeting

Forest Charter School Board of Directors

Resolution #2021-01-128

CONCERNING MEASURES TO ADDRESS ONGOING IMPACTS OF COVID-19 DURING
SCHOOL RE-OPENING

WHEREAS, Forest Charter School manages, operates and directs the operations of Forest Charter School (“Charter School”) in California; and

WHEREAS, the safety and well-being of all students, employees, parents and stakeholders of the Charter School is paramount; and

WHEREAS, equitable access to educational programs is essential for the student population that the Charter School serve; and

WHEREAS, on March 4, 2020 the Governor of the State of California (the “Governor”) declared a statewide emergency relating to the COVID-19 pandemic; and

WHEREAS, the Governor has directed state agencies to provide updated and specific guidance to schools; and

WHEREAS, the Governor has issued Executive Orders pertaining to school closures and other COVID-19 mitigation issues; and

WHEREAS, Forest Charter School has been monitoring advice provided by local, state, and federal authorities including, but not limited to, the California Department of Education (“CDE”), Nevada County Office of Education (“NCOE”), the federal Centers for Disease Control and Prevention (“CDC”), Governor’s Office, California Department of Public Health (“CDPH”), Nevada County Health Officer, and Nevada County Department of Public Health (collectively, the “Relevant Authorities”); and

WHEREAS, guidance and directives from Relevant Authorities continues to rapidly evolve in response to new scientific knowledge, as well as changes to local infection rates in the communities served by the Charter School; and

WHEREAS, time will often be of the essence in responding to new guidance and directives issued by Relevant Authorities in order to protect the health of our students, employees and campus visitors, if allowed by Forest Charter School; and

WHEREAS, the Board previously authorized the closure of the Charter School’s facilities in response to the pandemic and the Charter School continued to provide independent study to students through the end of the 2019-20 academic year; and

WHEREAS, the CDE issued guidance pertaining to school re-openings on June 8, 2020; and

WHEREAS, NCOE recently issued guidance in the form of a “A Public Health Guided Return to Site-Based Classroom Instruction” on July 14, 2020; and

WHEREAS, on July 17, 2020 the Governor issued an updated order requiring that schools in the state commence the 2020-21 school year in distance learning unless they are located in a county that has been off the State’s Monitoring list for 14, days, and the State of California through the CDPH issued revised re-opening criteria that provides “school[s] and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county. monitoring list within the prior 14 days. If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days...”; and

WHEREAS, the Nevada County Public Health Officer has ongoing authority to take steps as necessary to protect the health of Nevada County students and the general public in their county and we do not know at this time whether some or all of the Charter School’ facilities will be allowed to re-open, re-open with modifications, or not re-open at all; and

WHEREAS, Forest Charter School must begin taking steps to plan for re-opening in order to be able to re-open safely and smoothly if and when re-opening is permitted; and

WHEREAS, the Board anticipates that guidance from federal, state, and local officials will continue to change in response to the rapidly evolving pandemic and this necessitates a broad delegation of authority to the Charter School’ leadership team to respond in real time both to the pandemic and issues caused by the pandemic; and

WHEREAS, the pandemic has also caused substantial economic disruption to the State of California that will impact the Charter School’ public funding in significant but as yet unknown ways that necessitate the Board delegating more authority to the Executive Director (the “Executive Director”) to manage the budgets of the Charter School in the context of reduced and/or delayed state funding; and

WHEREAS, there are numerous legal and organizational impacts to decisions made in response to the COVID-19 virus and strict adherence to provisions in existing school policies and/or procedures of the Charter School might prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, the prior Resolution #1920-081-127 adopted by the Board relating to the pandemic did not specifically address issues that might arise for the 2020-21 academic year and beyond and the Board now wishes this Resolution to supersede the prior Resolution;

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors of Forest Charter School directs the following:

1. The Executive Director is authorized to develop and implement a plan for re-opening schools (the “Plan”) in Fall 2020 in accordance with guidance and/or directives from

the chartering authority, and local, state or federal government officials, including, but not limited to, Relevant Authorities.

2. The Plan shall include, but is not limited to: (a) any changes necessary to comply with public health guidance and directives from Relevant Authorities (e.g., physical distancing requirements, cleaning requirements, screening requirements, hygiene training, protective equipment, quarantine area(s), transportation plans and vehicle infection control, Cal/OSHA requirements, lunch and recess period procedures, nutrition service changes, addressing needs of students and employees with underlying health conditions, etc.); and (b) changes to each school's educational program (e.g., changes necessary to support physical distancing, instructional schedule, assessment of student needs and progress, interventions, social-emotional learning, technology needs, meeting the needs of special education students and English Learners, distance learning options, etc.) including the before-and-after school programs, the day care programs, the professional development and training of employees, and the engagement and communication with stakeholders relating to the Plan. Communications relating to the pandemic and the Plan will be translated into languages spoken by families at home to the extent practicable.
3. The Executive Director shall review and update the Comprehensive School Safety Plan of the Charter School as necessary to comply with guidance and directives from Relevant Authorities and other government agencies.
4. The Executive Director shall have the authority to close one or more of the Charter School's facilities during some or all of the 2020-21 academic year should the chartering authority, or local, state, or federal government officials, including, but not limited to Relevant Authorities, direct or recommend the closure as a result of a resurgence of COVID-19 or some other health emergency.
5. The Executive Director shall have the additional authority to direct the closure of one or more of the Charter School's facilities for additional periods not covered in Paragraph 4 based on the Executive Director's determination that it is necessary to protect student and/or employee health and safety as a result of a resurgence of COVID-19 or some other health emergency.
6. In order to immediately protect the health and safety of students and/or employees, the Executive Director may waive any school or organization-wide policy or procedure to implement directives and/or guidance from Relevant Authorities.
7. The Executive Director shall have the authority to exclude anyone from school campus(es) other than students and employees, including parents and volunteers, in order to minimize risk of COVID-19 exposure from the surrounding community.
8. In order to immediately protect the health and safety of students and employees, the Executive Director or designee may exclude students or employees from school or

school activities as necessary to implement guidance or directives from Relevant Authorities or applicable law.

9. The Executive Director or designee may hire additional employees or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the Executive Director deems necessary in their discretion to mitigate the actual or potential impacts of COVID-19.
10. As necessary, the Executive Director, in consultation with Forest Charter School legal counsel, is directed to negotiate any necessary changes to or cancellations of other non-employment contracts in order to mitigate losses that the Charter School would otherwise incur, or to provide different levels and types of services needed, as a result of actual or potential impacts of COVID-19.
11. The Executive Director or designee may direct that some or all parent meetings, conferences, discussions, or other required parent interactions be held telephonically in order to minimize potential exposure of students and employees by parents or other community members.
12. As necessary, the Executive Director, in consultation with Forest Charter School legal counsel, is directed to negotiate and implement revisions to employment agreements for employees relating to impacts on the terms and conditions of employment caused by the actual or potential impacts of COVID-19.
13. The Executive Director and Board President are authorized to implement layoffs, furloughs, salary freezes, and salary reductions to the extent permitted under any applicable employment contracts, and state law in order to effectuate the provisions of this Resolution and to maintain fiscal solvency notwithstanding cuts and deferrals of funding from the State of California.
14. The Executive Director, in consultation with Forest Charter School's granting agency, if required, may implement revisions to the academic calendar for the 2020-21 academic year, if necessary.
15. The Executive Director or the Business Director shall prepare and file all necessary requests and supporting documentation to preserve full apportionment funding.
16. The Executive Director may continue to approve use of virtual, independent study or other distance learning programs designed to serve students who otherwise might be unserved.
17. The Executive Director or designee may restrict or cancel the use of school facilities by off-campus groups and may restrict or cancel extra-curricular activities, field trips, sports, or other school activities sponsored by student or parent groups.

18. The Executive Director shall have the authority to reduce expenditures in any budget category and re-allocate these funds to cover costs associated with re-opening and operating the Charter School in accordance with guidance and directives of Relevant Authorities and the Plan.
19. The Executive Director, after consulting the Board Chair, shall have the authority to exceed the \$20,000 limit that would ordinarily trigger the requirement to also obtain approval of the Board of Directors under Board fiscal policies in order to pay for expenses related to the implementation of guidance and directives from Relevant Authorities and other government agencies relating to the re-opening or operation of Charter School and to implement the Plan. However, the cumulative total of such expenses shall not reduce the unrestricted reserves of the Charter School to lower than three percent (3%) without prior approval of the Board. Additionally, all such expenditures shall be reported to the Board and ratified at the Board's next regularly scheduled meeting. The Executive Director and Board Chair shall be mindful of the Charter School's current fiscal condition in authorizing such expenditures.
20. The Executive Director is authorized to enter into contracts for loans, revenue anticipation notes, and receivable sales to provide cash flow financing to the Charter School that is necessary to cover deferrals in state apportionment payments to the Charter School. The Executive Director shall provide advance notice to the Board of such financing transactions whenever possible and will consult with the Board Chair regarding all such financing transactions.
21. The Executive Director is authorized to seek material revisions to the charter of the Charter School, as necessary, to implement the Plan to reopen schools, other changes that may be necessary to ensure the fiscal stability of Forest Charter School and the Charter School, or to maintain the educational excellence of the Charter School's programs during the pandemic.
22. The Executive Director shall have the authority to commence, defend, and settle litigation on behalf of Forest Charter School and the Charter School that relates to or arises out of the pandemic. This authority shall include, but not be limited to claims and lawsuits relating to employees, students, parents, and volunteers who bring claims due to illness or that arise as a result of the Charter School implementing the Plan or guidance and directives of Relevant Authorities or other government agencies. The Executive Director shall notify the Board of Directors of any lawsuit or claim brought against Forest Charter School or the Charter School within thirty (30) days.
23. The Executive Director is authorized to seek and accept donations from private sources and to apply for and accept funding from public sources including, but not limited to disaster relief funds, to cover the costs of implementing the Plan and/or following the guidance and directives of Relevant Authorities.
24. The Executive Director shall consult with the Charter School's insurer and/or legal counsel for any advice as to how to deal with virus-related issues.

25. The Executive Director is directed to inform families about the Plan and updates to information and directives being received from Relevant Authorities relating to the pandemic as determined in the Executive Director's reasonable judgment.
26. The Executive Director shall keep the Board informed of the implementation of the provisions of this Resolution. In addition, the Executive Director shall keep the Charter School' parents updated on development and implementation of the Plan.
27. In anticipation that the pandemic may continue past the 2020-21 academic year, this Resolution shall remain in effect through June 30, 2022 unless modified or terminated prior to that time by action of the Board.

PASSED AND ADOPTED by the Board of Directors of Forest Charter School on this 11th day of August, 2020.

AYES: _____

NOES: _____

ABSTAIN:

ABSENT:

Secretary
Forest Charter School