

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

October 12, 2021

5:00 p.m. Regular Session

****Virtual Meeting****

Network User ID: FC_Public

Network Password: PineCedar2

Dan Thiem, Chair
Karen Fruchtenicht, Vice Chair
Dylan Hendricks, Parent Representative
Cheryl Knight, Parent Representative
Amea Medeiros, 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=Y2dzdFBFUXdQTUFxazI3bERnZGIYUT09>

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 October 12, 2021 Agenda (*page 1*)
 - B. September 14, 2021, and September 30, 2021, Charter Council Meeting Minutes (*page 4*)
 - C. Contracts (*page 10*)
 - D. Warrants (September) (*page 11*)

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 Items:

1. 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.

2. Information: COVID Vaccine Mandate--Peter Sagebiel, Meshawn Simmons

Peter and Meshawn will discuss the COVID vaccine mandate with the Council.

3. Information: AB 167 Update--Peter Sagebiel

Peter will update the Council on AB 167 clarifying language and changes.

4. Information: 2021/22 Local Control Accountability Plan (LCAP) Letter from NCSOS--Peter Sagebiel (*page 15*)

Peter will review the LCAP feedback from the County Office of Education with the Council.

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

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

6. Information: 2020/21 Education Protection Account (EPA)--Meshawn Simmons (*page 17*)

Meshawn will update the Council on the 2020/21 EPA Actuals.

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

(page 18)

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

Action Items:

8. Action: Forest Charter School 2021/22 Education Protection Account (EPA) Revisions--Meshawn Simmons

(page 20)

- Should the Council approve the revised Forest Charter School 2021/22 EPA Expense Detail and Spending Plan?

9. Action: 2020/21 Forest Charter School Unaudited Actuals—Meshawn Simmons

(page 21)

- Shall the Council approve the 2020-21 Forest Charter School Unaudited Actuals?

10. Action: 2021/22 Forest Charter School Safe Reopening Plan—Peter Sagebiel

(page 22)

- Shall the Council approve updates to the Forest Charter School Safe Reopening Plan?

11. Action: Forest Charter School Independent Study Policy—Peter Sagebiel

(page 29)

- Shall the Council approve updates to the Forest Charter School Independent Study Policy?

12. Action: Teleconferenced Board Meetings - Resolution 2122-01-133—Peter Sagebiel

(page 35)

- Shall the Council approve Resolution 2122-01-133 regarding teleconferenced board meetings?

13. Director's Update--Peter Sagebiel

- Enrollment
- Know the Signs Training
- Learning Center Safety Drills
- iReady
- Political Update
- Other

14. Future Agenda Items

- SB740

15. Information: Reminder of Future Meetings

2021: 11/9, 12/7**

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

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

16. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – September 14, 2021

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

Council Members:

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

Minutes

Virtually Present: Dan Thiem, Peter Sagebiel, Katy Baggett, Janice Eggers (arrived at 5:18 pm), Tita Fowler, Karen Fruchtenicht (arrived at 5:12 pm), B.J. Hatcher, Cheryl Knight, Amea Medeiros, Jennifer Sheffo, Meshawn Simmons, Dave Stanger, Paul Simoes, Jean Watson

- 1. Call to Order: 5:04 pm**
- 2. Roll Call: All Present (Dan Thiem, Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Amea Medeiros, Peter Sagebiel, Paul Simoes, B.J. Hatcher, Meshawn Simmons, Katy Baggett, Dave Stanger, Tita Fowler) Public Present: Tracy Cuneo, Andy Finch, GiGi Greenberger**
- 3. Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

September 14, 2021, Charter Council Agenda was presented for approval. June 14, 2021, June 15, 2021, and August 24, 2021, Meeting Minutes, Warrants, and Contracts were presented for approval.

Karen Fruchtenicht made a motion to approve the Consent Agenda. Cheryl Knight seconded.

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

Nays: None

- 4. Discussion: Other**

None.

Action Items:

5. Action: Appointment of New Board Member--Peter Sagebiel, Dan Thiem

Peter introduced Dylan Hendricks to fill the vacant Parent Representative seat.

Amea Medeiros made a motion to approve the appointment of Dylan Hendricks as a Charter Council Parent Representative. Karen Fruchtenicht seconded.

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

Information Items:

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

Meshawn updated the Council on new COVID requirements that include having a plan in place in order to do on-site testing. The process needs to be approved before site-based testing takes place. Training through CDPH will be provided and additional staff will be trained to administer tests in the weeks to come.

7. Information: Mask Mandate--Peter Sagebiel

By parent request, Peter discussed the mask mandate with the Council explaining that the current protocol is by executive order of the Governor and CDPH which require masks for indoor activities and also recommend them for outdoor activities. Public comment was heard by six members of the public.

8. Information: AQI (Air Quality Index) Closures at the Truckee Learning Center--Peter Sagebiel

By parent request, Peter discussed the closures at the Truckee Learning Center due to an excessively high AQI. He explained that automating the ability to increase airflow due to COVID and concurrently increasing filtration is complex and costly. Filters have all been upgraded and Forest Charter is still looking at purchasing an AQI sensor. Parents in attendance were supportive of the measures taken.

9. Information: Student Achievement and Comparative Data--B.J. Hatcher

B.J. updated the Council on student achievement and provided comparative data. NWEA assessment data from 20/21 was presented and overall we performed comparatively well but showed some declines toward the end of the year possibly due to fatigue. Dave added that he is not seeing a huge learning loss among his middle school program while Katy is seeing a little among her elementary students in math.

10. Information: Critical Race Theory Curricula--Peter Sagebiel, B.J. Hatcher

By parent request, Peter and B.J. discussed the notion of Critical Race Theory curricula and how it applies to Forest Charter School; two parents in attendance commented on the topic

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

Meshawn updated the Council on 2021/22 Budget items and Cash Flow. She presented the unaudited actuals and reported no findings. Meshawn informed the Council that although expenditures are on track, FCS budgeted for 800 students and current enrollment is at 725 which is quite a significant loss in funding. The Council would like to see where we can cut expenses and to see a plan at the next meeting.

Action Items:

12. Action: 21/22 Forest Charter School Employee Handbook--Meshawn Simmons

Meshawn presented the 21/22 Forest Charter School Employee Handbook for approval adding there are no changes back from the attorneys.

Karen Fruchtenicht made a motion to approve the 21/22 Forest Charter School Employee Handbook. Cheryl Knight seconded.

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

Nays: None

13. Director's Update--Peter Sagebiel

- Enrollment – Previously covered. FCS is encouraged that enrollment is increasing.
- New Hires – Lots of new hires! New teachers, special education staff, and aides have all been hired.
- i-Ready – teachers are doing a good job. We are offering a different program for K-1 students but everything is going well.
- Back to School – teachers are feeling energized and everyone is excited to be back on campus
- Political Update – there is a new bill coming through (AB 167) with clarifying language on AB 130. This should not change things on the parent side but it is not clear yet. Also, there is a bill to extend Zoom governance meetings
- Other - none

14. Future Agenda Items

- SB740
- EPA

15. Information: Reminder of Future Meetings

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

2021: 10/12, 11/9, 12/7**

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

***Special Meeting**

****Budget Meeting**

16. Action: Adjourn at 6:50 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Forest Charter School

Monthly Charter Council Meeting Minutes – September 30, 2021

5:00 p.m. Public Hearing
****Virtual Meeting****

Council Members:

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

Minutes

Virtually Present: Dan Thiem, Peter Sagebiel, Tita Fowler, Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Meshawn Simmons, (Absent) Amea Medeiros

- 1. Call to Order: 5:01 pm**
- 2. Roll Call: (Present) Dan Thiem, Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Peter Sagebiel, Meshawn Simmons, Tita Fowler. (Absent) Amea Medeiros**

- 3. Action: Adoption of the September 30, 2021, Special Meeting Agenda—Dan Thiem**

Karen Fruchtenicht made a motion to accept the agenda for September 30, 2021, Special Meeting. Cheryl seconded the motion.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Dan Thiem
Nays: None

- 4. Discussion: Other**

None.

- 5. Action: Meeting Virtually Under AB361—Peter Sagebiel**

A motion was made to approve meeting virtually under the provisions outlined in AB361. Dylan Hendricks made a motion to approve meeting virtually under the provisions outlined in AB361. Karen Fruchtenicht seconded.

Ayes: Karen Fruchtenicht, Dylan Hendricks, Cheryl Knight, Dan Thiem
Nays: None

6. Information: Reminder of Future Meetings

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

2021: 10/12, 11/9, 12/7**

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

***Special Meeting**

****Budget Meeting**

7. Action: Adjourn at 5:05 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (October 2021)

At-Will:

Morrow, Julie	\$3,024.98	Block Class Instructor
Morrow, Julie	\$4,280.76	Block Class Instructor
Pelster, Helen	\$3,765.60	Block Class Instructor

Stipends:

Keim, Mark	\$1,598.36	Block Class Instructor
Sagebiel, Kim	\$50.00	College Essay Workshop

Hourly:

McCreery, Juanita	\$2310.00	Tutor
McCreery, Juanita	\$245.00	Tutor
McCreery, Juanita	\$420.00	Tutor (x3)
McCreery, Juanita	\$385.00	Tutor
Mendenhall, Shawna	\$566.10	Library Assistant
Mendenhall, Shawna	\$3,708.00	Contact Tracer
Ojeda-Chatigny, Kaleen	\$385.00	Tutor
Ojeda-Chatigny, Kaleen	\$490.00	Tutor

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-502100	09/03/2021	Airco Mechanical Inc	01-5800		4,239.14
22-502101	09/03/2021	ALPINE LOCK AND KEY INC	01-5800		293.48
22-502102	09/03/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		2,895.69
22-502103	09/03/2021	DE LAGE LANDEN FINCL SRV INC	01-5600		190.28
22-502104	09/03/2021	FOREST CHARTER REVOLVING	01-9200		2,433.01
22-502105	09/03/2021	HOUGHTON MIFFLIN HARCOURT	01-4300		108.44
22-502106	09/03/2021	INSTITUTE FOR EXCELLENCE/IN WR ITING	01-4300		118.07
22-502107	09/03/2021	LAKESHORE LEARNING MATERIALS	01-4300		614.41
22-502108	09/03/2021	LOGIC OF ENGLISH	01-4300		107.23
22-502109	09/03/2021	OFFICE DEPOT	01-4300		863.28
22-502110	09/03/2021	RAINBOW RESOURCE CENTER	01-4300		190.37
22-502111	09/03/2021	REED'S LOCKS INC	01-5800		170.42
22-502112	09/03/2021	SINGAPORE MATH INC	01-4300		65.05
22-502113	09/03/2021	STANGER, DAVID R	01-4300		23.57
22-502114	09/03/2021	VERIZON	01-5800		38.01
22-502411	09/10/2021	A BRIGHTER CHILD HOMESCHL BKS	01-4300		363.63
22-502412	09/10/2021	ALL ABOUT LEARNING PRESS INC	01-4300	421.69	
			Unpaid Tax	32.59-	389.10
22-502413	09/10/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		4,739.53
22-502414	09/10/2021	ART OF PROBLEM SOLVING	01-4300		145.81
22-502415	09/10/2021	BRUCE MAIRS	01-5800		2,062.98
22-502416	09/10/2021	CHERYL BARBER	01-5800		150.00
22-502417	09/10/2021	DREW, ERIN	01-4300		47.02
22-502418	09/10/2021	EDGENUITY INC	01-5800		3,575.00
22-502419	09/10/2021	EMPLOYMENT DEVELOPMENT DEPT	01-9515		639.99
22-502420	09/10/2021	HOUGHTON MIFFLIN HARCOURT	01-4300		215.56
22-502421	09/10/2021	JACKRIS PUBLISHING	01-4300	125.64	
			Unpaid Tax	9.71-	115.93
22-502422	09/10/2021	OFFICE DEPOT	01-4300		153.24
22-502423	09/10/2021	ORIGO EDUCATION INC	01-4300		355.67
22-502424	09/10/2021	RAINBOW RESOURCE CENTER	01-4300		224.12
22-502425	09/10/2021	SCHOLASTIC, INC.	01-4300		21.06
22-502426	09/10/2021	SEBASTIAN	01-5930		132.32
22-502427	09/10/2021	SINGAPORE MATH INC	01-4300		169.13
22-502428	09/10/2021	STUDIES WEEKLY	01-4300		32.46
22-502429	09/10/2021	TEACHING TEXTBOOKS INC	01-4300		67.08
22-502430	09/10/2021	THE CLEANING SOLUTION	01-5800		2,250.00
22-502431	09/10/2021	US BANK CORPORATE PAYMENT SYS	01-4300	210.75	
			01-5300	7,400.00	
			01-5800	2,579.44	
			01-5920	8.32	10,198.51

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 4

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
22-502432	09/10/2021	YESHIVA DERECH HATORAH	01-4300	2,973.81	
			Unpaid Tax	229.81-	2,744.00
22-502765	09/17/2021	ALL ABOUT LEARNING PRESS INC	01-4300	80.09	
			Unpaid Tax	6.19-	73.90
22-502766	09/17/2021	ALPENGLOW CLEANING INC	01-5800		1,775.00
22-502767	09/17/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300	1,650.48	
			01-4400	3,636.37	5,286.85
22-502768	09/17/2021	AT&T	01-5930		216.52
22-502769	09/17/2021	AT&T	01-5930		64.20
22-502770	09/17/2021	CALTRONICS BUSINESS SYSTEMS	01-5600		398.58
22-502771	09/17/2021	CITY OF NEVADA CITY	01-5540	1,975.72	
			01-5550	892.03	2,867.75
22-502772	09/17/2021	COUNTY OF NEVADA IGS / FACILITIES MGMT	01-4700		195.72
22-502773	09/17/2021	COUNTY OF NEVADA IGS / FACILITIES MGMT	01-4700		195.72
22-502774	09/17/2021	GPP	01-5400		2,450.00
22-502775	09/17/2021	INSTITUTE FOR EXCELLENCE/IN WRITING	01-4300		233.67
22-502776	09/17/2021	KELSIE FIRE EXTINGUISHER	01-5800		234.95
22-502777	09/17/2021	LAKESHORE LEARNING MATERIALS	01-4300		63.13
22-502778	09/17/2021	PACIFIC GAS & ELECTRIC COMPANY	01-5510	40.19	
			01-5520	1,822.74	1,862.93
22-502779	09/17/2021	RAINBOW RESOURCE CENTER	01-4300		1,327.15
22-502780	09/17/2021	REPUBLIC INDEMTY CO OF AMERICA	01-9516		2,536.60
22-502781	09/17/2021	SINGAPORE MATH INC	01-4300		233.31
22-502782	09/17/2021	SPD MARKET- NEVADA CITY	01-4300	50.06	
			01-4700	9.96	
			01-5920	220.00	280.02
22-502783	09/17/2021	TEACHING TEXTBOOKS INC	01-5800		251.40
22-502784	09/17/2021	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	410.23	
			01-5540	100.70	510.93
22-502785	09/17/2021	US BANK CORPORATE PAYMENT SYS	01-4300	5,053.76	
			01-5210	30.00	
			01-5800	3,692.70	
			01-5920	8.32	
			Unpaid Tax	77.80-	8,706.98
22-502786	09/17/2021	WASTE MANAGEMENT	01-5570		284.24
22-502787	09/17/2021	WAVE	01-5930		267.48
22-502788	09/17/2021	WESTERN NRG INC	01-5800		3,401.41
22-502789	09/17/2021	YOUNG MINNEY & CORR LLP	01-5802		2,171.00
22-503171	09/24/2021	ABSOLUTE COMM SOLUTIONS	01-5800		142.50
22-503172	09/24/2021	ALL ABOUT LEARNING PRESS INC	01-4300	1,288.91	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 4

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
			Unpaid Tax	99.61-	1,189.30
22-503173	09/24/2021	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		4,129.00
22-503174	09/24/2021	B & C ACE HOME CENTER	01-4300		121.94
22-503175	09/24/2021	BYU CONTINUING EDUCATION	01-5800		5,133.00
22-503176	09/24/2021	CALTRONICS BUSINESS SYSTEMS	01-5600		223.75
22-503177	09/24/2021	CANYON VIEW ASSEMBLY	01-5600		1,000.00
22-503178	09/24/2021	COMCAST	01-5930		831.12
22-503179	09/24/2021	DE LAGE LANDEN FINCL SRV INC	01-5600		1,084.83
22-503180	09/24/2021	EDGENUITY INC	01-5800		650.00
22-503181	09/24/2021	GREENFIELD LEARNING INC	01-5800		525.00
22-503182	09/24/2021	INSTITUTE FOR EXCELLENCE/IN WR ITING	01-4300		220.67
22-503183	09/24/2021	INTEGRATED FIRE SYSTEMS INC	01-5800		105.00
22-503184	09/24/2021	JACKRIS PUBLISHING	01-4300	530.75	
			Unpaid Tax	41.02-	489.73
22-503185	09/24/2021	K&T MANAGEMENT	01-5600		952.86
22-503186	09/24/2021	MILLER, JOSHUA H	01-4300		9.10
22-503187	09/24/2021	NEVADA CITY SCHOOL DISTRICT	01-5600		14,166.66
22-503188	09/24/2021	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-5100		99,058.48 ✓
22-503189	09/24/2021	NEVADA COUNTY SUPERINTENDENT	01-9514		35,833.43 ✓
22-503190	09/24/2021	OFFICE DEPOT	01-4300		230.15
22-503191	09/24/2021	ONE-II-ONE MATH TUTORING	01-5800		280.00
22-503192	09/24/2021	PACIFIC GAS & ELECTRIC COMPANY	01-5510	6.83	
			01-5520	67.10	73.93
22-503193	09/24/2021	PIONEER COMMERCE CENTER	01-5600		13,892.15
22-503194	09/24/2021	RAINBOW RESOURCE CENTER	01-4300		886.31
22-503195	09/24/2021	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		211.00
22-503196	09/24/2021	STUDIES WEEKLY	01-4300		939.99
22-503197	09/24/2021	SUDDENLINK COMMUNICATIONS	01-5930		449.05
22-503198	09/24/2021	T-MOBILE	01-5800		18.66
22-503199	09/24/2021	TEACHERS CURRICULUM INSTITUTE	01-5800		578.00
22-503200	09/24/2021	TEACHING TEXTBOOKS INC	01-4300		135.40
22-503201	09/24/2021	WAXIE SANITARY SUPPLY	01-4300		152.21
22-503202	09/24/2021	YESHIVA DERECH HATORAH	01-4300		113.30
Total Number of Checks			94		260,858.55

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	94	261,355.28

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 3 of 4

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
		Total Number of Checks	94	261,355.28	
		Less Unpaid Tax Liability		496.73-	
		Net (Check Amount)		<u>260,858.55</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.

ESCAPE ONLINE

Page 4 of 4

Charter Council Members
Forest Charter School
470 Searls Avenue
Nevada City, CA 95959

September 13, 2021

Re: 2021-22 LCAP

Members of the Charter Council,

Thank you for the submission of your 2021-22 Local Control Accountability Plan (LCAP) and budget adoption reports. The purpose of this letter is to provide you with information and feedback regarding both your LCAP and budget adoption reports.

Although, as your authorizer we do not approve your LCAP, we want to provide you with direct feedback for a couple of reasons. First of all, we want to recognize and acknowledge the work that you and your staff put into this document. Our goal is to see the LCAP become a living and working document that defines the work that you do at your charter school and that your charter has complied with all required reports, including the LCAP (Ed. Code section 47604.32). Secondly, it is expected that as the authorizer, we will be using the data from your LCAP in consideration of renewals. Education Code section 47607.3 created new interventions for charter schools that do not meet their LCAP goals. So, it is now our role as your authorizer to ensure documentation of student achievement. Finally, Education Code section 47607(a)(3)(A) states that the authorizer is required to consider increases in pupil achievement as the most important factor in determining whether to grant a charter renewal.

The primary areas that we focused on in reviewing your LCAP included:

- That the 2021-22 LCAP adheres to the State Board of Education template.
- Stakeholder engagement: documentation that the charter school consulted with teachers, principals, administrators and other school personnel, parents and pupils.
- That the LCAP addressed goals for the state priorities included in the charter for the grade levels served and by "the nature of the program operated by the charter school".
- Annual Measureable Outcomes: specific outcomes for all pupils using the required metrics for the related state priorities.
- Annual Update of the 2019-20 LCAP and the 2020-21 LCP: a review of the progress toward each annual measureable outcome and analysis of the actions in the LCP.
- The budget includes the new cover, LCFF Budget Overview for Parents and inside the LCAP expenditures are sufficient to implement the specific actions and strategies.
- The LCAP adheres to the expenditure requirements for funds apportioned on the basis of the number and concentration of unduplicated students pursuant to Sections 42238.02 and 42238.03.

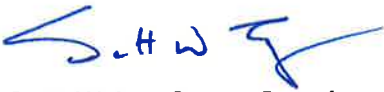
The LCAP should be a dynamic working document. Each year offers the opportunity to reflect on progress, continue to engage stakeholders and revise and refine plans as needed. Our office will continue to work closely with the Director of your charter school and offer technical support, feedback and any assistance needed. Moving forward, we will continue assisting with utilizing and monitoring the evaluation rubrics from

the CA Dashboard and working toward continuous improvement in student achievement. We recognize we are in an endless learning cycle and are here to assist and support charter schools in meeting the expectations of our community and the state.

We appreciate your commitment to maintaining a fiscally solvent organization through the prudent management of resources. In working with your business office, we have observed that your staff demonstrates proper accounting methods, internal procedural controls and sound multi-year projections supported by conservative data.

In addition to reviewing your LCAP, NCSoS will again complete an oversight visit to your charter this fall. We appreciate the opportunity to visit your campus. Thank you for all you do to foster student success. We are appreciative of your dedication and hard work. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. W. Lay", with a stylized flourish at the end.

Scott W. Lay, County Superintendent

Cc: Peter Sagebiel, Executive Director

FOREST CHARTER SCHOOL
2020-2021 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2021
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount	Est. Actuals
AMOUNT AVAILABLE FOR THIS FISCAL YEAR			
Adjusted Beginning Fund Balance	9791-9795	\$ -	\$ 2,247.00
Revenue Limit Sources	8010-8099	\$ 1,088,091.00	\$ 3,085,821.00
Federal Revenue	8100-8299	\$ -	
Other State Revenue	8300-8599	\$ -	
Other Local Revenue	8600-8799	\$ -	
All Other Financing Sources and Contributions	8900-8999	\$ -	
Deferred Revenue	9650	\$ -	
TOTAL AVAILABLE		\$ 1,088,091.00	\$ 3,088,068.00
	Function Codes		
(Objects 1000-7999)	1000-7999		
Instruction	1000 - 1999	\$ 916,111.00	\$ 930,467.00
Instruction-Related Services			
School Administration	2700	\$ -	
Employee Benefits	3110 - 3900	\$ 171,496.00	\$ 252,567.00
Ancillary Services	4000 - 4999	\$ 484.00	\$ -
Community Services	5000 - 5999	\$ -	
Enterprise	6000 - 6999	\$ -	
General Administration	7000 - 7999	\$ -	
Plant Services	8000 - 8999	\$ -	
Other Outgo	9000 - 9999	\$ -	
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$ 1,088,091.00	\$ 1,183,034.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$ -	\$ 1,905,034.00

Charter Council Approved:

9/30/2021

Page 18 of 36

FOREST CHARTER SCHOOL FY 21-22

25 1/2

10/4/21

Object		Adopted Budget	Revenue	% Rcvd
Total Year To Date Revenues		9,442,769	1,315,743	14%
Object	Description	Adopted Budget	Actual	% Used
Total Certificated Salaries		3,407,969	560,229	16%
Total Classified Salaries		1,106,432	181,547	16%
Total Employee Benefits		2,005,648	208,500	10%
	4300 MATERIALS AND SUPPLIES	285,360	62,249	22%
	4400 NON CAPITALIZED EQUIPMENT	59,500	3,636	6%
	4700 FOOD	12,000	5,301	44% ✓
Total Books and Supplies		356,860	71,186	20%
Services and Other Operating Expenditures				
	5100 SUBAGREEMENTS FOR SERVICES	1,197,101	396,234	33%
	5210 CONFERENCE	16,000	433	3%
	5220 MILEAGE REIMBURSEMENT	200		0%
Expenditure Detail (continued)				
Services and Other Operating Expenditures (continued)				
	5300 DUES AND MEMBERSHIPS	17,500	26,585	152% ✓
	5400 INSURANCE	35,000	14,821	42%
	5510 GAS HEATING/FUEL	10,000	148	1%
	5520 ELECTRICITY	20,000	5,234	26%
	5540 WATER	9,000	4,116	46%
	5550 SEWER	1,000	1,092	109% ✓
	5570 GARBAGE	4,000	946	24%
	5600 RENT,LEASES,REPAIRS/NON CAP	406,338	123,100	30%
	5800 PROF/CONSUL/SVCS/OP EXPENSE	442,495	82,046	19%
	5801 ADVERTISING	5,000	1,836	37%
	5802 LEGAL FEES	15,000	2,255	15%
	5806 DATA PROCESSING SERVICES	85,000	9,732	11%
	5840 FINGERPRINTING	1,000	211	21%
	5850 OVERSIGHT	78,000		0%
	5852 BUSINESS SERVICES	85,000		0%
	5871 FIELD TRIP CONTRACT/EXP	3,500		0%
	5920 POSTAGE/SHIPPING (OUT)	4,000	468	12%
	5930 TELEPHONE	20,000	5,524	28%
	5940 INTERNET	500		0%
Total Services and Other Operating Expenditures		2,455,634	674,780	
Total Year To Date Expenditures		9,332,543	1,696,242	18%

FOREST CHARTER SCHOOL
2021-2022 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2022
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount	Est. Actuals
AMOUNT AVAILABLE FOR THIS FISCAL YEAR			
Adjusted Beginning Fund Balance	9791-9795	\$ 1,905,034.00	
Revenue Limit Sources	8010-8099	\$ 2,753,380.00	\$ -
Federal Revenue	8100-8299	\$ -	
Other State Revenue	8300-8599	\$ -	
Other Local Revenue	8600-8799	\$ -	
All Other Financing Sources and Contributions	8900-8999	\$ -	
Deferred Revenue	9650	\$ -	
TOTAL AVAILABLE		\$ 4,658,414.00	\$ -
	Function Codes		
(Objects 1000-7999)	1000-7999		
Instruction	1000 - 1999	\$ 3,407,969.00	\$ -
Instruction-Related Services			
School Administration	2700	\$ -	
Employee Benefits	3110 - 3900	\$ 886,072.00	
Ancillary Services	4000 - 4999	\$ 100,000.00	\$ -
Community Services	5000 - 5999	\$ 164,373.00	
Enterprise	6000 - 6999	\$ -	
General Administration	7000 - 7999	\$ -	
Plant Services	8000 - 8999	\$ 100,000.00	
Other Outgo	9000 - 9999	\$ -	
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$ 4,658,414.00	\$ -
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$ -	\$ -

Charter Council Approved:

Forest Charter School UA 2020-2021			
	2nd Interim 2020-2021	Unaudited Actuals 2020-2021	Adopted 2021-2022
Estimated COLA	0		5.07
ENROLLMENT	767	767	800
ADA	773	773	785
REVENUE			
LCFF	4,768,786	3,187,933	5,166,307
Prop 30 EPA	1,606,280	3,085,821	1,684,977
In-Lieu Property Taxes	924,964	1,013,655	929,364
Total LCFF	7,300,030	7,287,409	7,780,648
Federal Revenue - Other		50,846	
SELPA - Federal (3310) RESTRICTED	119,330	120,678	128,358
SELPA - State (6500) RESTRICTED	284,164	288,035	548,332
Mental Health (6545) RESTRICTED	41,472	45,029	50,771
Mandate Block Grant (0009)	22,218	22,218	22,218
One-Time Discretionary Grant (0009)			
State Lottery (1100)	121,154	134,216	122,905
State Lottery (6300) RESTRICTED	39,577	57,532	40,175
STRS/PERS on Behalf (7690) RESTRICTED	438,226	320,801	438,227
Local - donations (0009)	25,000	22,221	25,000
Local - other (0009)	27,500	25,645	27,500
CARES Act - 3220	50,846	0	0
CARES Act - 7420	62,415	62,415	0
ELO - 7425		228,802	228,802
ELO - 7426		25,422	25,422
Total Revenue	8,531,932	8,691,269	9,438,358
EXPENDITURES			
Personnel Costs			
Certificated Salaries	3,477,745	3,460,664	3,407,969
Classified Salaries	825,498	860,296	1,108,688
Benefits	1,581,317	1,470,976	2,005,843
Total Personnel Costs	5,884,560	5,791,936	6,522,500
Expenditures			
Materials & Supplies	326,624	263,631	297,360
Non Capitalized Equipment	196,500	187,544	59,500
Total Books and Supplies (4000)	523,124	451,175	356,860
Other Operating Expenses (5000)			
SubAgreements for Services 5100	1,010,619	963,972	1,194,759
Travel and Conferences 5200	6,300	4,061	16,300
Dues and Memberships 5300	15,000	12,960	17,500
Insurance 5400	29,000	29,283	35,000
Operations& Housekeeping 5500	41,000	41,318	44,000
Rent, Leases, Repairs, Non Cap IM 5600	404,938	390,608	406,338
Prof/Consul/Svcs& Oper Expense 5800	687,598	697,975	714,995
Communications 5900	19,000	29,493	24,500
Bldgs and Improve 6200			
Excess Program Costs 7100			
Total Program Costs	2,736,579	2,620,845	2,810,252
Total Expenses	8,621,139	8,412,781	9,332,752
Net Increase/Decrease	-89,207	278,488	105,606
Beginning Balance	1,741,680	2,026,877	2,305,365
Ending Balance	1,652,473	2,305,365	2,410,971
Revolving/Clearing	2,600	2,600	2,600
Required Reserve (5%)	431,057	420,639	466,638
SPED Reserve (2%)	172,423	168,256	186,655
Tech Rotation	100,000	100,000	100,000
Tech Upgrade	5,000	35,000	35,000
Playground/Equipment Upgrade		65,000	65,000
Facility Upgrades		100,000	100,000
Building Project Reserve	600,000	600,000	600,000
Unappropriated Fund Balance	341,393	813,870	855,078



Forest Charter School Safe Reopening Plan 2021-22 School Year August 11, 2021

Introduction and Overview

The following School Plan for Safe Reopening is a collaboration between the California Department of Public Health (CDPH), Center for Disease Control (CDC), California Department of Education (CDE), The Nevada County Public Health Department, and the Nevada County Superintendent of Schools (NCSoS) to create a comprehensive plan to get students back to school safely.

As we prepare to resume in-person instruction, we will ensure plans are in place for students who may need to isolate or quarantine, as well as students who are medically fragile or who have a household member who is medically fragile. Because the data regarding the impact of school reopening on COVID-19 transmission dynamics remains incomplete, we will continue to learn and revise our guidance accordingly.

Safety Measures

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include: (1) minimizing the number of people who come into contact with each other, (2) maximizing the physical distance between people, (3) reducing the time that people spend in close proximity to others, and (4) measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes). Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively where possible.

Below are the safety measures and controls that FCS is putting in place to help mitigate the spread of COVID-19.

1. Face Masks: Students are required to wear a mask indoors, with exemptions per CDPH face mask guidance. ~~Face coverings are optional outdoors.~~

- Parents/guardians, students, and visitors must wear masks when indoors on campus regardless of vaccination status. Face masks are currently optional outside, however, the FCS administration can change this rule at any time to require masks outside.
- Examples of acceptable face masks include:
 - Cloth Mask
 - Must properly fit over nose and mouth
 - Be made of multiple layers of tightly woven fabric (should block light when held up to a light source)
 - Preferably have a nose wire
 - ***Should not*** have gaps around the sides, have valves or vents or other openings, or be made of thin fabric that doesn't block light
 - Disposable Mask (also referred to as surgical or medical procedure masks)
 - N95 or KN95 masks
 - FCS will ***not*** allow coverings including, but not limited to, gaiters, bandanas, face shields (without an acceptable mask underneath), and mesh fabric masks
- FCS staff must wear a mask when meeting with parents/guardians, students, visitors, or other staff while inside on campus, regardless of vaccination status.
- FCS will provide a face mask to students, staff, and visitors who inadvertently fail to bring one to school.
- If students refuse to wear a mask, they will be sent to an administrator who will work with the student and parent/guardian regarding masking requirements.
- **Persons with approved medical exemptions** ~~exempted from wearing a face covering due to a medical condition~~, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it. Contact msimmons@forestcharter.com with any questions about medical exemptions.

2. Physical distancing: Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance. We will create as much physical distancing in classrooms as practicable with a goal of 3' distance between workstations/desks.

3. Ventilation: FCS has installed MERV-13 air filters at our Nevada City and Truckee learning centers. Additionally, we have established ventilation system cleaning protocols to ensure proper ventilation. At our Foresthill learning center, where installing MERV-13 filters was not possible, we purchased portable HEPA air purifiers for each classroom.

We will encourage as much outside teaching time as practicable, and when inside and weather and air quality permissible, we will encourage open doors and windows to allow additional air flow.

4. **Health Screening:** All students, staff, and visitors will be asked to conduct an at-home self-symptom screening prior to arriving on campus each day. If they cannot conduct the self-screening at home, we will provide a symptom questionnaire at each learning center. Additionally, staff will be trained to conduct visual screening by knowing the common symptoms of COVID-19.

FCS will post signage throughout the campus instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.4 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.

FCS will provide reminders on screening requirements throughout the year.

5. **Hand Washing:** FCS will teach proper hand washing time and frequency. We have provided hand washing stations in or near all classrooms and will provide enough time to make sure we meet the CDPH handwashing frequency guidance. Fragrance free hand sanitizer (with a minimum of 60 percent alcohol) is available in all classrooms and workstations (although frequent handwashing is more effective than hand sanitizer).
6. **Cleaning:** FCS has hired professional cleaners to do frequent cleaning and disinfecting at all learning centers. We provide our janitorial staff with the proper cleaning supplies (from the US EPA COVID-19 approved list) to remove any remaining germs on surfaces, which will further reduce the risk of spreading infection.

If a room has had a sick person with COVID-19 within the last 24 hours, FCS staff will clean AND disinfect the spaces occupied by that person during that time.

7. **Food:**
 - Maximize physical distance as much as possible while eating (especially indoors). FCS will utilize additional spaces for mealtime seating such as classrooms, outdoor tables, or the gymnasium can help facilitate distancing.
 - Clean frequently touched surfaces. Surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals.
8. **Field Trips:** FCS will pre-approve all requested Field Trips to make sure they can be compliant with all current health and safety guidelines. Guidance from CDPH is forthcoming, and these requirements may change.
 - FCS will encourage outdoor Field Trips when possible.

- All FCS students, staff, and chaperones will be required to wear masks indoors, even if the Field Trip venue does not require them.
 - Only approved chaperones will be allowed on FCS Field Trips.
 - Students can only drive in their own car with their household members to and from Field Trips.
9. **School Events:** Assemblies, meetings, and other gatherings will be permitted to the extent allowed under any applicable requirements for gatherings occurring in the community. We will utilize Zoom or the outdoors as much as possible for all school events, and will limit attendance to students and staff, or those participating in a presentation (no visitors). Masks will be required for all indoor school events.
10. **Recommendations for staying home when sick and getting tested:** FCS will follow the protocol for staying home when sick and getting tested from CDPH. FCS will advise staff and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Other symptoms have improved; and
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department. Forest Charter School has a COVID-19 liaison to assist the local health department with contact tracing and investigations.

11. **Quarantine recommendations for vaccinated close contacts:** For those who are vaccinated, FCS will follow the CDPH Fully Vaccinated People Guidance regarding quarantine.
12. **Quarantine recommendations for unvaccinated students for exposures** when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.

When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine;

- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

13. Quarantine recommendations for unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.

For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

14. Isolation recommendations: For both vaccinated and unvaccinated persons, Forest Charter will follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

COVID-19 Testing and Reporting

Testing: Forest Charter School will follow all CDPH and health department guidance on when to recommend testing, protocols for quarantine, and return to school.

Community Testing Sites

Testing is available for anyone, whether or not you have insurance. **You must pre-register and schedule an appointment at <https://www.lhi.care/covidtesting> or call 1-888-634-1123.**

For assistance scheduling a COVID-19 test, contact 211 Connecting Point at 1-833-DIAL211 to speak to a local call specialist.

LHI Testing Locations (please note, there are many other places to get tested including urgent care centers, primary care offices, and retail facilities):

Western Nevada County

231 Colfax Avenue, Grass Valley, CA 95945 (formerly Summer Thymes)

Eastern Nevada County

10990 Donner Pass Rd., Truckee, CA 96161

Roseville (closest LHI facility to Auburn)

1960 Johnson Ranch Rd., Roseville, CA 95661

According to The Nevada County Public Health Department, tests can also still be conducted by doctor's offices too, but you do not need your physician's approval to be tested at the OptumServe site. Call your primary care physician before physically going to the doctor.

Guidelines for a Healthy Workplace

- Practice physical distancing whenever possible.
- Face masks are required per the CDPH guidelines
- Observe boundary lines and floor signs
- When practicable, do not share computers or other equipment (phones, desks, pens, etc.)
- Wipe down computer keyboard and other hard, regularly touched surfaces with disinfectant wipes frequently
- Maintain clutter free surfaces
- Do not use shared dishes and utensils – provide your own dishes or use paper products
- When possible, do not bring food that requires heating in a microwave

First aid & hygiene

- Wash hands with soap and water frequently and thoroughly
- Use respiratory etiquette (cover cough and sneeze)
- Use designated restrooms
- Wash hands or use hand sanitizer before and after using the bathroom.
- Stay home if sick or exposure to COVID-19 is confirmed

Common Areas (e.g. Kitchen, Classrooms, & Copiers)

- Maintain physical distancing when possible
- Use hand sanitizer before and after use of copiers, fax, postage machine and other equipment
- Do not use shared dishes and utensils stored in kitchen area – provide your own dishes or use paper products

Business Office

- Only business office staff are allowed in the business office, unless you are picking up your mail. Only one person in the copy/mail room/office at a time
- Only business office staff may use the office bathroom
- No congregating in the office. Please call or IM staff if you have a question or need something instead of going to their work space
- If you need to check out a cume file, email Tita and she will put it in your box - do not take the file off campus, and please return it to the office the same day



Section: 100
Policy: 001
FCS Council Approved: May 16, 2011
Revised: August 11, 2021

Independent Study Policy

Resources used to create this policy:

Independent Study Operations Manual (2000) California Department of Education

Policy

The Charter Council authorizes independent study as an optional alternative instructional strategy by which pupils in grades K-12 may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of personalizing the educational plan for pupils whose needs may be met best through study outside of the regular classroom setting.

The Executive Director or designee shall determine that the prospective independent study pupil understands and is prepared to meet the school's requirements for independent study. Independent study entails a commitment by both the parent/guardian and the pupil. As the pupil gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to pupils who can achieve in this program as well as or better than they would in a regular classroom.

The Executive Director or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating pupil. (Education Code 51747)

The following written policies have been adopted by the Forest Charter School Charter Council for implementation at Forest Charter School:

1. To foster each pupil's success in independent study, the Charter Council establishes the following maximum length of time which may elapse for all grades between the time an assignment is made and date by which the pupil must complete the assigned work is thirty (30) school days.

When circumstances justify a longer time, the Executive Director or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.

2. The Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete 70% of assignments during a period of thirty (30) school days.
 - b. In the event pupil's educational progress falls below satisfactory levels as determined by

Forest Charter School's Tiered Intervention Process which considers ALL of the following indicators:

- i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts, as determined by the supervising teacher.
- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. Forest Charter School shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by Forest Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

4. For pupils who participate in independent study for fifteen (15) or more days in a school year, Forest Charter School has adopted tiered reengagement strategies for the following pupils:

a. All pupils who are not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;

b. Pupils found not participatory pursuant to Education Code Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span; or

c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include, but are not necessarily limited to, all of the following~~are as follows~~:

- a. Verification of current contact information for each enrolled pupil;
- b. Notification to parents or guardians of lack of participation within one school day of the absence recording of a non-attendance day or lack of participation;
- c. A plan for outreach from Forest Charter School to determine pupil needs including connection with health and social services as necessary;
- d. ~~When the evaluation described above under paragraph 2.b.iv. is triggered to consider whether remaining in independent study is in the best interest of the pupil, A clear standard for requiring~~ a pupil-parent-educator conference ~~shall be required~~ to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

4.5. For pupils who participate in independent study for fifteen (15) or more days in a school year, the following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:

- a. For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows: large group, small group, or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the supervising teacher and pupils.

- b. For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of Forest Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows: For synchronous instruction: large group, small group, or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the supervising teacher and pupil. For live interaction: large group, small group, or one-on-one interaction in person, or in the form of internet or telephonic communications, and involving live two-way communication between employee(s) and pupils.
- c. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows: large group, small group, or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the supervising teacher and pupils.

For pupils who participate in independent study for fifteen (15) or more days in a school year, the following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days: FCS will provide the family with a list of schools in which they can enroll, including their district of residence.

5.6. Written Agreements and Assignments

A current written agreement shall be maintained on file for each independent study pupil, including, but not be limited to, all of the following:

- a. The manner, frequency, time and place for submitting the pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- b. The objectives and methods of study for the pupil's work and the methods used to evaluate that work.
- c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted pursuant to Education Code Section 51747, subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.

- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- i. Each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
- For the 2021–22 school year only, the Charter School shall obtain a signed written agreement for an independent study program of any length of time no later than 30 days after the first day of instruction in an independent study program or October 15, whichever date comes later.

The curriculum and methods of study specified in the written agreement shall be consistent with the Charter Council's policies, administrative regulations and procedures for curriculum and instruction. The agreement may also include a schedule for achieving objectives and completing the agreement and a schedule of conference between the pupil and Supervising Teacher.

Before beginning the independent study, each written agreement shall be signed and dated by the pupil, the parent/guardian or caregiver of the pupil under 18 years of age, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confers his/her permission for the pupil's independent study as specified in the agreement.

6.7. Forest Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.

7.8. The Executive Director ~~shall~~ ~~may~~ establish regulations to implement these policies in accordance with the law.

FOREST CHARTER SCHOOL

RESOLUTION REGARDING TELECONFERENCED BOARD MEETINGS

RESOLUTION NO. 2122-01-133

WHEREAS, the Forest Charter School Board held teleconferenced board meetings from April 2020 through September 2021 in compliance with the Governor's Executive Order N-29-20 which relaxed certain legal requirements for board meetings during the COVID-19 pandemic. These legal requirements for public meetings are named the "Brown Act."

WHEREAS, Executive Order N-29-20 was recently rescinded, but Assembly Bill 361 was signed into law and it amended elements of the Brown Act effective October 1, 2021.

WHEREAS, the Brown Act as amended by AB 361 permits the Forest Charter School Board to continue holding board meetings under abbreviated teleconference procedures in three circumstances:

1. When the meeting is held during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
2. When the meeting is held during a proclaimed state of emergency and the meeting is held for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; OR
3. When the meeting is held during a proclaimed state of emergency and the board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(Gov't. Code sec. 54953(e)(1).)

WHEREAS, the Forest Charter School Board may continue holding board meetings under AB 361's abbreviated teleconference procedures if it adopts certain findings by majority vote of the Board and readopts findings every month thereafter. Those findings are:

1. The board has reconsidered the circumstances of the state of emergency, AND
2. The state of emergency continues to directly impact the ability of members to meet safely in person, OR state or local officials continue to impose or recommend measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED, that the Forest Charter School Board adopts the following findings:

- The Forest Charter School Board has reconsidered the state of emergency proclaimed by the Governor of California in response to the COVID-19 pandemic.
- The state of emergency continues to directly impact the ability of Trustees and other meeting attendees to meet safely in person.
- State and local public health officials continue to recommend measures to promote social distancing.

I hereby certify the foregoing to be a full, true, and correct copy of a resolution duly adopted by majority vote of the Forest Charter School Board on _____ at a virtual regular meeting of said board held pursuant to the procedures established in the Brown Act.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dan Thiem, Board President

Forest Charter School

Tita Fowler, Board Secretary

Forest Charter School