

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda November 10, 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/85408398614?pwd=Y2dzdFBFUXdQTUFxazl3bERnZGIYUT09>

Meeting ID: 854 0839 8614

Passcode: 873378

Dial by your location

+1 408 638 0968 US (San Jose)

Meeting ID: 854 0839 8614

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

AGENDA:

1. Call To Order

2. Roll Call

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

(E-Attachments)

- Should the Consent Agenda be approved?
 - A. Adoption of the November 11, 2020 Agenda (*page 1*)
 - B. October 13, 2020, Charter Council Meeting Minutes (*page 4*)
 - C. Contracts (*page 8*)
 - D. Warrants (Oct/Nov) (*page 9*)

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: Enrollment Strategy Based On SB 98—Peter Sagebiel

Peter will provide the Council with an update on Forest Charter's enrollment strategy based on SB 98.

6. Information: Program Options—Peter Sagebiel

Peter will provide the Council with an update on possible program options in the future.

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

B.J. will provide an update on wrapping up the first round of NWEA benchmark testing and the new data tracking software (Parsec).

8. Information: WASC Midterm Review—Peter Sagebiel, Paul Simoes

Peter and Paul will provide the Council with a progress update on the WASC Midterm virtual visit scheduled for January.

9. Information: Lending Options—Peter Sagebiel, Meshawn Simmons

Peter and Meshawn will provide an update on progress made with the lending options available to Forest Charter.

10. Information: 2020/21 Budget and Cash Flow—Meshawn Simmons

(page 14)

Meshawn will update the Council on 2020/21 Budget items and Cash Flow.

Action Items:

11. Action: Injury and Illness Prevention Plan (IIPP)—Peter Sagebiel and Meshawn Simmons

(page 20)

- Should the Council approve the IIPP?

12. Director's Update—Peter Sagebiel

- Enrollment
- CSDC Conference
- Campus Filtration Upgrades
- Health Dept Review - Health and Safety Protocols
- Other

13. Future Agenda Items

- One-Time Spending Funds (Peter and Meshawn)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- SB740
- Vaccination Law Updates
- Local Indicators (Spring)
- Data Institute
- Lease Renewal (August - September)
- Lending Options
- Enrollment Strategy
- IIPP

14. Information: Reminder of Future Meetings

2020: 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**

15. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – October 13, 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, B.J. Hatcher, 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, Amea Medeiros, Jennifer Sheffo, Jean Watson*arrived 5:43 pm*)**
- 3. Information/Action: A and B may be considered for Consent Agenda—Meshawn Simmons**

October 13, 2020, Charter Council Agenda and September 21 and 22, 2020, Meeting Minutes and Warrants were presented for approval.

Jen Sheffo made a motion to approve the Consent Agenda. Karen Fruchtenicht seconded.

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

Nays: None

- 4. Discussion: Other**

None.

Information Items:

5. Information: Enrollment Strategy Based On SB 98--Peter Sagebiel

Peter informed the Council that no changes had been made to the current enrollment strategy. We are continuing our efforts to maintain enrollment of 790-795 students and are currently hovering around 770.

6. Information: FCS Learning Continuity and Attendance Plan Letter--Peter Sagebiel

Peter reviewed the Learning Continuity and Attendance plan feedback included in a letter from the County Office of Education. Feedback was positive with no recommendations, changes, or requests were noted.

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

B.J. reviewed NWEA testing information with the Council. He explained the importance of the local benchmark data as state testing results will be minimal. BJ also shared that most FCS students have taken the NWEA assessment.

8. Information: WASC Midterm Review--Peter Sagebiel, Paul Simoes

Peter and Paul reviewed the WASC goals with the Council and updated the Council on the review process as well as the virtual mid-term visit in late January 2021.

9. Information: Education Protection Account (EPA)--Meshawn Simmons

Meshawn reviewed the 2019-2020 EPA Actuals with the Council.

10. Information: Lending Options--Peter Sagebiel, Meshawn Simmons

Meshawn updated the Council on the lending options available and application for a no risk loan due October 23.

11. Information: 2020/21 Budget and Cash Flow--Meshawn Simmons

Meshawn provided the Council with a 20/21 Budget and Cash Flow update which shows that we are right on track and explained that only variance should be in spending as the funding is static.

12. Information: SB740 Update--Meshawn Simmons

Meshawn provided the Council with an update on SB740 including plans to apply for SB740 in February.

13. Information: 2019/20 Budget Actuals--Meshawn Simmons

Meshawn provided the Council with an update on the 2019/20 budget actuals.

Action Items:

14. Action: Program Options—Peter Sagebiel

Peter presented the Council with survey data and analysis for the current educational program as well as the data regarding potential program options (i.e. hybrid models). It was the recommendation to stay on full distance learning through the remainder of the semester and continue to look at transitional options for next semester. There was a theme in the survey that the hybrid models won't be substantively better returning to campus; most survey respondents felt that the current model is more supportive to students needs and safety. Discussion will continue on different program options

Amea Medeiros made a motion to stay on the current distance model for the remainder of the semester and reevaluate for the next semester. Jean Watson seconded.

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

Nays: None

15. Action: Health and Safety Protocol/K-2 Student Face Coverings Requirement—Peter Sagebiel

Peter reviewed survey results regarding TK/K-2 face coverings with the Council.

Jean Watson made a motion to approve making TK/K-2 face coverings mandatory while at any FCS learning center. Jen Sheffo seconded.

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

Nays: None

16. Action: 2020/21 FCS Salary Increases—Meshawn Simmons

Meshawn provided the Council with budget impact and requested staff receive 20/21 step increases previously put on hold.

Jean Watson made a motion to approve 20/21 retroactive salary increases. Karen Fruchtenicht seconded.

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

Nays: None

17. Director's Update—Peter Sagebiel

- Enrollment - Currently 770 and working on increasing to 795.
- Aplus - Peter is still meeting with various groups to help provide Charter support.
- New Data Analysis Program - Currently looking at a new data analysis group lead by a data scientist that, although costlier, will provide better data and professional training and support

- RAKE! - "Thank you!" Garden work was great!
- Other - Annual Giving Campaign has kicked off and while there are less donors so far the donations amounts have increased!

18. 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)
- K-2 Face Coverings
- Program Options
- Lending Options
- IIPP
- Enrollment Strategy
- Local Indicators (Spring)

19. Information: Reminder of Future Meetings

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

2020: 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**

20. Action: Adjourn at 6:39 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (October 2020)

At-Will:

Stipends:

Sween, Christine	\$250	Stipend – extra duties
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Hourly:

Marks, Beverly	\$175	Enrichment Instruction
McCreery, Juanita	\$700	Tutor

Checks Dated 10/01/2020 through 10/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
21-488084	10/02/2020	A BRIGHTER CHILD HOMESCHL BKS	01-4300		348.55
21-488085	10/02/2020	ABERNATHY, EZRA	01-5840		130.00
21-488086	10/02/2020	ALL ABOUT LEARNING PRESS INC	01-4300	584.48	
21-488087	10/02/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC	Unpaid Tax	45.18-	539.30
			01-4300		6,065.37
21-488088	10/02/2020	AT&T	01-5930		193.89
21-488089	10/02/2020	BLACKBOARD INC	01-5800		1,814.44
21-488090	10/02/2020	BRUCE MAIRS	01-5800		2,076.75
21-488091	10/02/2020	CLASSICAL ACADEMIC PRESS	01-4300	106.64	
			Unpaid Tax	8.24-	98.40
21-488092	10/02/2020	CLEVER MINDS	01-5800		415.00
21-488093	10/02/2020	COUNTY OF NEVADA-DEPT OF ENV H LTH	01-4700		192.20
21-488094	10/02/2020	COUNTY OF NEVADA-DEPT OF ENV H LTH	01-4700		192.20
21-488095	10/02/2020	DE LAGE LANDEN FINCL SRV INC	01-5600		1,200.29
21-488096	10/02/2020	ESSENTIALS IN WRITING	01-4300	352.38	
			Unpaid Tax	27.23-	325.15
21-488097	10/02/2020	GOLD COUNTRY GYMNASTICS	01-5800		207.20
21-488098	10/02/2020	HOUGHTON MIFFLIN HARCOURT	01-4300		191.85
21-488099	10/02/2020	JACKRIS PUBLISHING	01-4300	388.61	
			Unpaid Tax	30.03-	358.58
21-488100	10/02/2020	KELSIE FIRE EXTINGUISHER	01-5800		165.99
21-488101	10/02/2020	KEN WILLER	01-5800		75.00
21-488102	10/02/2020	KIWICO INC	01-4300	964.22	
			01-5800	194.97	1,159.19
21-488103	10/02/2020	LAKESHORE LEARNING MATERIALS	01-4300		22.13
21-488104	10/02/2020	LINDA COUPER	01-5800		290.00
21-488105	10/02/2020	MOVING BEYOND THE PAGE	01-4300	97.54	
			Unpaid Tax	7.54-	90.00
21-488106	10/02/2020	OFFICE DEPOT	01-4300		420.93
21-488107	10/02/2020	PAPER SCISSORS STONE LLC	01-4300	30.07	
			Unpaid Tax	2.32-	27.75
21-488108	10/02/2020	R&B COMMUNICATIONS	01-5800		395.00
21-488109	10/02/2020	RAINBOW RESOURCE CENTER	01-4300		1,625.55
21-488110	10/02/2020	SINGAPORE MATH INC	01-4300		915.91
21-488111	10/02/2020	STAPLES BUSINESS CREDIT	01-4300		130.52
21-488112	10/02/2020	TEACHERS CURRICULUM INSTITUTE	01-5800		1,388.00
21-488113	10/02/2020	TIMBERDOODLE	01-4300		44.40
21-488411	10/09/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		3,377.32
21-488412	10/09/2020	ANDERSONS STEP IT UP DANCE	01-5800		125.01
21-488413	10/09/2020	AT&T	01-5930		73.45
21-488414	10/09/2020	B & C ACE HOME CENTER	01-4300		19.52

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 10/01/2020 through 10/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
21-488415	10/09/2020	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		244.75
21-488416	10/09/2020	BEAM EASY LIVING CENTER	01-5800		120.00
21-488417	10/09/2020	CHERYL BARBER	01-5800		100.00
21-488418	10/09/2020	COLTON WOOD	01-5800		75.00
21-488419	10/09/2020	DICK BLICK ART MATERIALS	01-4300		76.58
21-488420	10/09/2020	EDGENUITY INC	01-5800		975.00
21-488421	10/09/2020	ESSENTIALS IN WRITING	01-4300	138.07	
			Unpaid Tax	10.67-	127.40
21-488422	10/09/2020	GOLD MINER PEST CONTROL INC.	01-5800		225.00
21-488423	10/09/2020	GRASS VALLEY CROSSFIT	01-5800		175.00
21-488424	10/09/2020	HAFDIS TRAUSTADOTTIR	01-5800		825.00
21-488425	10/09/2020	INSTITUTE FOR EXCELLENCE/IN WRITING	01-4300		70.30
21-488426	10/09/2020	KEON, BREANNE A	01-4300		18.70
21-488427	10/09/2020	KIWICO INC	01-4300		238.42
21-488428	10/09/2020	LAKESHORE LEARNING MATERIALS	01-4300		205.38
21-488429	10/09/2020	LINDA COUPER	01-5800		192.00
21-488430	10/09/2020	LISA STEWART	01-5800		80.00
21-488431	10/09/2020	LOGIC OF ENGLISH	01-4300	119.01	
			Unpaid Tax	1.24-	117.77
21-488432	10/09/2020	NEVADA CITY BALLET ACADEMY	01-5800		400.00
21-488433	10/09/2020	NORTHERN SIERRA AQUATICS	01-5800		192.00
21-488434	10/09/2020	OAK MEADOW	01-4300	1,189.96	
			Unpaid Tax	91.96-	1,098.00
21-488435	10/09/2020	OFFICE DEPOT	01-4300		232.07
21-488436	10/09/2020	OGAIDI, MICHELLE L	01-4300		168.99
21-488437	10/09/2020	ONE-II-ONE MATH TUTORING	01-5800		480.00
21-488438	10/09/2020	ORIGO EDUCATION INC	01-4300		390.82
21-488439	10/09/2020	PACIFIC GAS & ELECTRIC COMPANY	01-5510	43.84	
			01-5520	1,184.40	1,228.24
21-488440	10/09/2020	RAINBOW RESOURCE CENTER	01-4300		468.58
21-488441	10/09/2020	SEAN BIANCO	01-5800		260.00
21-488442	10/09/2020	SEBASTIAN	01-5930		134.44
21-488443	10/09/2020	SINGAPORE MATH INC	01-4300		727.63
21-488444	10/09/2020	SUDDENLINK COMMUNICATIONS	01-5930		437.31
21-488445	10/09/2020	THE CLEANING SOLUTION	01-5800		2,200.00
21-488446	10/09/2020	WARM WATER FITNESS	01-5800		230.00
21-488447	10/09/2020	WIESER EDUCATIONAL	01-4300		98.15
21-488448	10/09/2020	YESHIVA DERECH HATORAH	01-4300	959.66	
			Unpaid Tax	74.16-	885.50
21-488810	10/16/2020	4 ELEMENTS EARTH EDUCATION INC	01-5800		4,665.00
21-488811	10/16/2020	ABSOLUTE COMM SOLUTIONS	01-5800		181.72
21-488812	10/16/2020	ALL ABOUT LEARNING PRESS INC	01-4300	401.58	
			01-5800	140.78	

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Checks Dated 10/01/2020 through 10/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
21-488812			Unpaid Tax	41.91-	500.45
21-488813	10/16/2020	ALPENGLOW CLEANING INC	01-5800		1,000.00
21-488814	10/16/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		2,504.56
21-488815	10/16/2020	BEAUTIFUL FEET BOOKS INC	01-4300		97.09
21-488816	10/16/2020	BYU CONTINUING EDUCATION	01-5800		2,832.00
21-488817	10/16/2020	CALTRONICS BUSINESS SYSTEMS	01-5600		561.79
21-488818	10/16/2020	COMCAST	01-5930		788.45
21-488819	10/16/2020	COMMUNICATION TOOLS	01-5800		785.00
21-488820	10/16/2020	DE LAGE LANDEN FINCL SRV INC	01-5600		190.29
21-488821	10/16/2020	DICK BLICK ART MATERIALS	01-4300		292.45
21-488822	10/16/2020	EVAN-MOOR EDUCATIONAL PUB	01-4300		15.14
21-488823	10/16/2020	Follett School Solutions INC	01-4300		361.60
21-488824	10/16/2020	GALLAGHER, DANIELLE M	01-4300		88.98
21-488825	10/16/2020	GPP	01-5400		2,406.00
21-488826	10/16/2020	HANDWRITING WITHOUT TEARS INC	01-4300		28.68
21-488827	10/16/2020	JACKRIS PUBLISHING	01-4300	394.88	
			Unpaid Tax	30.51-	364.37
21-488828	10/16/2020	KIWICO INC	01-4300		715.27
21-488829	10/16/2020	LAKESHORE LEARNING MATERIALS	01-4300		363.84
21-488830	10/16/2020	LOGIC OF ENGLISH	01-4300		185.64
21-488831	10/16/2020	MARGARET JOHNSON	01-5800		850.00
21-488832	10/16/2020	MASTERS COURT TRUST	01-5600		136.34
21-488833	10/16/2020	MCGRAW-HILL EDUCATION INC	01-4300		80.47
21-488834	10/16/2020	MOVING BEYOND THE PAGE	01-4300		51.91
21-488835	10/16/2020	NEVADA COUNTY <i>19/20 Business Services</i> SUPERINTENDENT	01-9514		155,911.30 ✓
21-488836	10/16/2020	NO TEARS LEARNING INC	01-5800		11.50
21-488837	10/16/2020	OFFICE DEPOT	01-4300		49.47
21-488838	10/16/2020	R&B COMMUNICATIONS	01-5800		3,635.00
21-488839	10/16/2020	RAINBOW RESOURCE CENTER	01-4300		1,299.75
21-488840	10/16/2020	REPUBLIC INDEMTY CO OF AMERICA	01-9516		3,054.00
21-488841	10/16/2020	SCHOOL PATHWAYS LLC	01-5806		2,912.85
21-488842	10/16/2020	SINGAPORE MATH INC	01-4300		341.65
21-488843	10/16/2020	SPD MARKET- NEVADA CITY	01-5920		233.37
21-488844	10/16/2020	STUDIES WEEKLY	01-4300		85.46
21-488845	10/16/2020	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	379.96	
			01-5540	86.31	466.27
21-488846	10/16/2020	US BANK CORPORATE PAYMENT SYS	01-4300	13,808.47	
			01-4400	9,483.63-	
			01-5210	1,021.99	
			01-5800	2,819.74	
			01-5871	45.00	

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Checks Dated 10/01/2020 through 10/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
21-488846	10/16/2020	US BANK CORPORATE PAYMENT SYS	01-5920	108.32	8,319.89 ✓
21-488847	10/16/2020	WASTE MANAGEMENT	01-5570		278.94
21-488848	10/16/2020	WAVE	01-5930		265.38
21-488849	10/16/2020	YOUNG MINNEY & CORR LLP	01-5802		172.90
21-489088	10/23/2020	ALL ABOUT LEARNING PRESS INC	01-4300	69.25	
			Unpaid Tax	5.35-	63.90
21-489089	10/23/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		1,306.87
21-489090	10/23/2020	AT&T	01-5930		207.33
21-489091	10/23/2020	B & C ACE HOME CENTER	01-4300		19.86
21-489092	10/23/2020	COLTON WOOD	01-5800		90.00
21-489093	10/23/2020	DICK BLICK ART MATERIALS	01-4300		275.02
21-489094	10/23/2020	Follett School Solutions INC	01-4300		22.71
21-489095	10/23/2020	NEVADA COUNTY CHARTER SERVICES AUTHORITY JPA	01-5100		85,257.57 ✓
21-489096	10/23/2020	PACIFIC GAS & ELECTRIC COMPANY	01-5510	8.11	
			01-5520	40.59	48.70
21-489097	10/23/2020	RAINBOW RESOURCE CENTER	01-4300		239.75
21-489098	10/23/2020	SINGAPORE MATH INC	01-4300		284.22
21-489099	10/23/2020	SOUTHWEST GAS CORPORATION	01-5510		29.15
21-489100	10/23/2020	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		49.00
21-489101	10/23/2020	TEACHING TEXTBOOKS INC	01-4300	241.38	
			01-5800	67.08	
			Unpaid Tax	18.65-	289.81
21-489102	10/23/2020	YESHIVA DERECH HATORAH	01-4300	1,592.68	
			Unpaid Tax	123.08-	1,469.60
21-489268	10/30/2020	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		394.56
21-489269	10/30/2020	ANDERSONS STEP IT UP DANCE	01-5800		125.01
21-489270	10/30/2020	AUBURN GYMNASTICS CENTER	01-5800		810.00
21-489271	10/30/2020	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		181.00
21-489272	10/30/2020	CALTRONICS BUSINESS SYSTEMS	01-4300		40.86
21-489273	10/30/2020	CANYON VIEW ASSEMBLY	01-5600		1,000.00
21-489274	10/30/2020	CLEVER MINDS	01-5800		1,060.00
21-489275	10/30/2020	DE LAGE LANDEN FINCL SRV INC	01-5600		1,200.29
21-489276	10/30/2020	DENISE WEY	01-5800		385.00
21-489277	10/30/2020	HANDWRITING WITHOUT TEARS INC	01-4300		57.68
21-489278	10/30/2020	HOLT BALLET CONSERVATORY	01-5800		125.00
21-489279	10/30/2020	JACKRIS PUBLISHING	01-4300	183.13	
			Unpaid Tax	14.15-	168.98
21-489280	10/30/2020	KIWICO INC	01-4300		173.35
21-489281	10/30/2020	LINDA COUPER	01-5800		96.00
21-489282	10/30/2020	MASTERS COURT TRUST	01-5600		952.86

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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Checks Dated 10/01/2020 through 10/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
21-489283	10/30/2020	NEVADA CITY SCHOOL DISTRICT	01-5600		13,750.00 ✓
21-489284	10/30/2020	NORTHERN SIERRA AQUATICS	01-5800		128.00
21-489285	10/30/2020	ONE-II-ONE MATH TUTORING	01-5800		960.00
21-489286	10/30/2020	PARSEC EDUCATION	01-5800		10,000.00 ✓
21-489287	10/30/2020	PIONEER COMMERCE CENTER	01-5600		13,742.95 ✓
21-489288	10/30/2020	RAINBOW RESOURCE CENTER	01-4300		589.56
21-489289	10/30/2020	SEAN BIANCO	01-5800		260.00
21-489290	10/30/2020	Travis Duckworth	01-5800		1,260.00
Total Number of Checks			146		<u>372,392.23</u> MS

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	146	372,924.45
	Total Number of Checks	146	372,924.45
	Less Unpaid Tax Liability		532.22-
	Net (Check Amount)		<u>372,392.23</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

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2018/2019

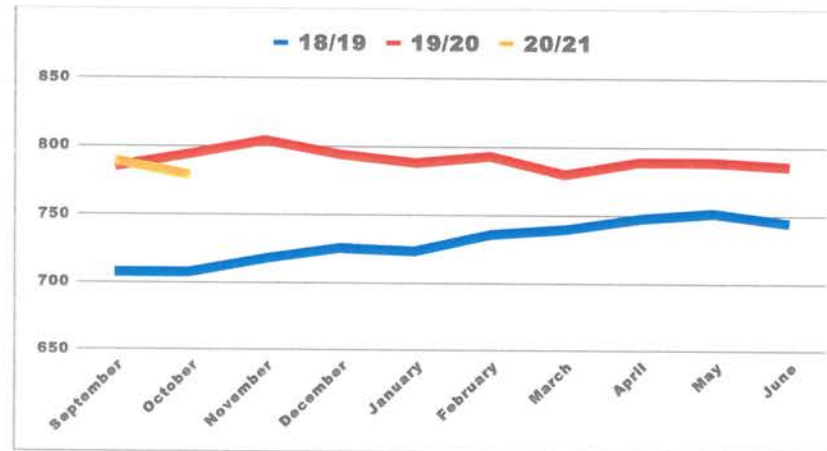
18/19	ADA	Enrolled	% Apportionment
September	681.71	708	99.03%
October	699.45	708	99.25%
November	703.2	718	98.57%
December	711.06	726	98.02%
January	712.21	724	98.39%
February	701.74	736	97.62%
March	722.53	740	98.01%
April	737.65	748	98.19%
May	738.87	752	98.19%
June	728.88	745	97.73%
P1	698.57	722	98.75
P2	708.77	725	98.5
Annual	713.73	725	98.30%

2019/2020

19/20	ADA	Enrolled	% Apportionment
September	745.71	785	99.02%
October	778	794	99.22%
November	781.87	804	98.77%
December	787.38	794	98.60%
January	782.13	788	98.60%
February	765.16	793	98.72%
March	775.4	780	98.76%
April	773.07	789	98.01%
May	767	789	97.21%
June	759.67	786	96.46%
P1	773.18	831	98.77
P2	773.13	790	98.85
Annual	773.26	791.8	

2020/2021

20/21	ADA	Enrolled	% Apportionment
September	750	789	97.42%
October	749	779	96.10%
November			
December			
January			
February			
March			
April			
May			
June			
P1			
P2			
Annual			



Fiscal13a

Financial Statement

Fund 01 - FOREST CHARTER

Fiscal Year 2020/21 Through October 2020

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	LCFF STATE AID-CURRENT YEAR	5,088,923.00	5,088,923.00	1,354,814.00	3,734,109.00	26.62
8012	EPA-STATE AID	1,088,091.00	1,088,091.00	401,570.00	686,521.00	36.91
8096	TFR TO CRTR-IN LIEU PROP TAX	791,702.00	791,702.00		791,702.00	
Total LCFF Revenue Sources		6,968,716.00	6,968,716.00	1,756,384.00	5,212,332.00	25.20
Federal Revenue						
8181	SP ED ENTITLEMENT	123,666.00	123,666.00		123,666.00	
8290	ALL OTHER FEDERAL REVENUE			50,846.00	50,846.00-	NO BDGT
Total Federal Revenue		123,666.00	123,666.00	50,846.00	72,820.00	41.12
Other State Revenues						
8311	OTHER ST APPORTIONMENTS CY	228,101.00	228,101.00		228,101.00	
8550	MANDATED COST REIMBURSEMENT	22,335.00	22,335.00		22,335.00	
8560	STATE LOTTERY REVENUE	160,020.00	160,020.00		160,020.00	
8590	ALL OTHER STATE REV	286,372.00	286,372.00	82,858.00	203,514.00	28.93
Total Other State Revenues		696,828.00	696,828.00	82,858.00	613,970.00	11.89
Other Local Revenue						
8660	INTEREST	27,500.00	27,500.00	8,504.22	18,995.78	30.92
8699	ALL OTHER LOCAL REVENUE	25,000.00	25,000.00	1,322.04	23,677.96	5.29
8792	APPORT. FROM CO OFFICES			75,028.00	75,028.00-	NO BDGT
Total Other Local Revenue		52,500.00	52,500.00	84,854.26	32,354.26-	161.63
Total Year To Date Revenues		7,841,710.00	7,841,710.00	1,974,942.26	5,866,767.74	25.19

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	TEACHERS SALARIES	2,563,646.00	2,563,646.00	1,975,809.39	585,878.76	1,957.85	22.85
1130	TEACHER SALARY TEMP	250,000.00	250,000.00	162,143.38	51,169.52	36,687.10	20.47
1140	SUBSTITUTE TEACHERS				1,820.00	1,820.00-	NO BDGT
1190	TEACHER STIPEND			666.64	249.99	916.63-	NO BDGT
1300	CERT SUP/ADMIN	332,818.00	332,818.00	221,877.92	110,938.96	1.12	33.33
1370	VICE PRINCIPAL	257,490.00	257,490.00	173,853.12	86,926.56	3,289.68-	33.76
Total Certificated Salaries		3,403,954.00	3,403,954.00	2,534,350.45	836,983.79	32,619.76	24.59

Classified Salaries							
2169	CLASSROOM PROF EXPERT-NON PERS	207,373.00	207,373.00	10,640.69	38,364.84	158,367.47	18.50

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
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Expenditure Detail (continued)

Classified Salaries (continued)

2200	CLASSIFIED SUPPORT	5,301.00	5,301.00			5,301.00	
2330	BUSINESS MANAGER	87,786.00	87,786.00	58,523.52	29,261.76	.72	33.33
2400	CLERICAL AND OFFICE SALARIES	585,668.00	585,668.00	444,087.43	179,363.73	37,783.16-	30.63
Total Classified Salaries		886,128.00	886,128.00	513,251.64	246,990.33	125,886.03	27.87
Employee Benefits							
3101	STRS CERTIFICATED	755,120.00	755,120.00	405,856.43	133,812.83	215,450.74	17.72
3102	STRS CLASSIFIED	2,081.00	2,081.00			2,081.00	
3202	PERS CLASSIFIED	139,554.00	139,554.00	99,830.43	42,442.56	2,718.99-	30.41
3301	OASDI,CERTIFICATED	15,500.00	15,500.00	887.25	327.21	14,285.54	2.11
3302	OASDI CLASSIFIED	52,946.00	52,946.00	29,559.39	14,432.26	8,954.35	27.26
3331	MEDICARE CERTIFICATED	47,681.00	47,681.00	34,349.34	11,356.02	1,975.64	23.82
3332	MEDICARE CLASSIFIED	12,633.00	12,633.00	7,049.69	3,411.79	2,171.52	27.01
3401	HEALTH& WELFARE CERTIFICATED	54,227.00	54,227.00	189,322.89	61,252.76	196,348.65-	112.96
3402	HEALTH& WELFARE CLASSIFIED	15,106.00	15,106.00	36,354.79	15,860.41	37,109.20-	104.99
3501	STATE UI CERTIFICATED	1,685.00	1,685.00	1,220.28	403.24	61.48	23.93
3502	STATE UNEMPLOYMENT CLASSIFIED	441.00	441.00	247.41	119.61	73.98	27.12
3601	WORKERS COMP CERTIFICATED	23,349.00	23,349.00	16,818.68	5,560.34	969.98	23.81
3602	WORKERS COMP CLASSIFIED	5,519.00	5,519.00	3,452.19	1,670.72	396.09	30.27
Total Employee Benefits		1,125,842.00	1,125,842.00	824,948.77	290,649.75	10,243.48	25.82
Books and Supplies							
4300	MATERIALS AND SUPPLIES	263,798.00	263,798.00	40,278.51	104,855.76	118,663.73	39.75
4400	NON CAPITALIZED EQUIPMENT	132,000.00	132,000.00	2,003.84	3,144.98	126,851.18	2.38
4700	FOOD	4,000.00	4,000.00		384.40	3,615.60	9.61
Total Books and Supplies		399,798.00	399,798.00	42,282.35	108,385.14	249,130.51	27.11
Services and Other Operating Expenditures							
5100	SUBAGREEMENTS FOR SERVICES	954,382.00	954,382.00		408,057.01	546,324.99	42.76
5210	CONFERENCE	9,000.00	9,000.00		1,071.99	7,928.01	11.91
5220	MILEAGE REIMBURSEMENT	300.00	300.00			300.00	
5300	DUES AND MEMBERSHIPS	17,000.00	17,000.00		11,450.00	5,550.00	67.35
5400	INSURANCE	28,000.00	28,000.00	12,026.00	16,957.00	983.00-	60.56
5510	GAS HEATING/FUEL	7,000.00	7,000.00		294.05	6,705.95	4.20
5520	ELECTRICITY	29,000.00	29,000.00		6,876.80	22,123.20	23.71
5540	WATER	9,000.00	9,000.00		645.96	8,354.04	7.18
5550	SEWER	1,000.00	1,000.00		128.90	871.10	12.89
5570	GARBAGE	4,000.00	4,000.00		1,115.76	2,884.24	27.89
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5600	RENT,LEASES,REPAIRS/NON CAP	399,938.00	399,938.00	43,015.53	141,811.16	215,111.31	35.46
5800	PROF/CONSUL/SVCS/OP EXPENSE	413,503.00	413,503.00	52,169.60	113,679.90	247,653.50	27.49
5801	ADVERTISING	5,000.00	5,000.00			5,000.00	
5802	LEGAL FEES	15,000.00	15,000.00		208.50	14,791.50	1.39
5806	DATA PROCESSING SERVICES	25,000.00	25,000.00	16,973.37	8,026.63		32.11
5840	FINGERPRINTING	1,000.00	1,000.00		235.50	764.50	23.55
5850	OVERSIGHT	69,688.00	69,688.00			69,688.00	

5852	BUSINESS SERVICES	100,000.00	100,000.00			100,000.00	
5871	FIELD TRIP CONTRACT/EXP	3,869.00	3,869.00		306.90	3,562.10	7.93
5920	POSTAGE/SHIPPING (OUT)	2,000.00	2,000.00	1,586.33	521.99	108.32-	26.10
5930	TELEPHONE	15,000.00	15,000.00	2,403.96	6,466.55	6,129.49	43.11
5940	INTERNET				388.14	388.14-	NO BDGT
Total Services and Other Operating Expenditures		2,108,680.00	2,108,680.00	128,174.79	718,242.74	1,262,262.47	34.06
Total Year To Date Expenditures		7,924,402.00	7,924,402.00	4,043,008.00	2,201,251.75	1,680,142.25	27.78

Fund Reconciliation

Assets

9110	CASH IN COUNTY TREASURY		912,620.48		1,025,321.15	1,937,941.63	
9130	REVOLVING CASH ACCOUNT		2,600.00			2,600.00	
9200	ACCOUNTS RECEIVABLE		1,476,987.71		1,312,993.86-	163,993.85	
9330	PREPAID EXPENDITURES EXPENSES		37,501.78		37,501.78-		
9340	OTHER CURRENT ASSETS		53,347.58			53,347.58	
Total Assets			2,483,057.55		325,174.49-	2,157,883.06	

Liabilities

9500	ACCOUNTS PAYABLE (CURRENT)		741,377.68		54,938.83-	686,438.85	
9508	ACCRUAL USE TAX PAYABLE				1,172.58	1,172.58	
9514	H&W LIABILITY				39,592.66-	39,592.66-	
9515	SUI LIABILITY				522.85	522.85	
9516	WC LIABILITY				6,028.94-	6,028.94-	
Total Liabilities			741,377.68		98,865.00-	642,512.68	
Calculated Fund Balance			1,741,679.87		226,309.49-	1,515,370.38	

Beginning Fund Balance

9791	BEGINNING FUND BALANCE		1,741,679.87			1,741,679.87	
Beginning Fund Balance Proof			.00		226,309.49-	226,309.49-	
Change in Fund Balance - Excess Revenues (Expenditures)					(226,309.49)		

Memo Only - Ending Fund Balance Accounts

		Adopted		Revised			
Reserves							
9720					4,043,008.00	4,043,008.00	
Other Designations							
9790	UNDESIGNATED/UNAPPROPRIATED	1,806,871.00		1,806,871.00			
Revenues, Expenditures, and Changes in Fund Balance							
	A. Revenues	7,841,710.00	7,841,710.00		1,974,942.26	5,866,767.74	25.19
	B. Expenditures	7,924,402.00	7,924,402.00	4,043,008.00	2,201,251.75	1,680,142.25	27.78
	C. Subtotal (Revenue LESS Expense)	82,692.00-	82,692.00-		226,309.49-	4,186,625.49	
	D. Other Financing Sources and Uses						
	Sources						
	LESS Uses						
	E. Net Change in Fund Balance	82,692.00-	82,692.00-		226,309.49-	4,186,625.49	

F. Fund Balance:			
Beginning Balance (9791)	1,889,563.00	1,889,563.00	1,741,679.87
Audit Adjustments (9793)			
Other Restatements (9795)			
Adjusted Beginning Balance	1,889,563.00	1,889,563.00	1,741,679.87
G. Calculated Ending Balance	1,806,871.00	1,806,871.00	1,515,370.38
*Components of Ending Fund Balance			
Legally Restricted (9740)			
Other Designations (9780)			
Undesig/Unapprop (9790)	1,806,871.00	1,806,871.00	
Other			4,043,008.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 56, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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056 - FOREST CHARTER SCHOOL

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FOREST CHARTER SCHOOL Date that actuals are posted thru... 10/30/21
CASH FLOW REPORT 2020-2021

PROJECTED YEAR BUDGET Descriptions	2020- 2021	Current or Revised Budget 2020-2021	Original Budget 2020-2021	July	August	September	October	November	December	January	Total Jul-Jan	February	March	April	May	June	Total Jul-Jun
Beginning Cash Balance	912,650		1,889,563	912,650	1,636,047	1,690,975	2,271,024	1,937,971	1,716,447	2,148,259	1,969,735	1,969,735	1,870,735	1,454,905	849,905	119,905	394,673
RECEIPTS																	
Prop Tax 8020-8079	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
State Aid (Appr 8010-8019)	6,778,759	6,177,014		241,931	241,931	837,046	435,476	435,476	837,046	435,476	3,464,382	550,000	89,000	89,000	89,000	401,570	4,682,952
RL Trf & PERS 8080-8099	791,702	791,702		0	215,000	(215,000)	0	0	150,000	295,000	445,000	0	0	0	0	0	651,702
Total 8010-8019 8010-8099	7,570,461	6,968,716		241,931	456,931	622,046	435,476	435,476	987,046	730,476	3,909,382	550,000	168,170	89,000	89,000	127,532	5,334,654
Federal Revenue 8100-8299	123,666	123,666		0	0	50,846	0	0	0	0	50,846	0	0	0	0	0	174,512
Other State Re 8300-8599	829,523	696,827		13,398	15,251	94,504	44,559	75,000	50,000	50,000	342,712	50,000	50,000	45,000	50,000	123,666	597,712
Other Local Re 8600-8799	52,500	52,500		0	0	0	0	0	0	0	3,766	0	0	0	0	0	50,766
Transfers In 8910-8929	0	0		0	0	0	0	0	0	0	0	0	15,000	10,000	15,000	7,000	0
Sources 8931-8979	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contributions 8980-8999	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS	6,576,150	7,841,709		255,329	472,182	767,396	480,035	510,476	1,040,812	780,476	4,306,706	600,000	233,170	144,000	154,000	719,768	6,157,644
DISBURSEMENTS																	
Cert Salaries 1000-1999	3,523,808	3,403,954		55,000	296,427	258,000	258,000	258,000	258,000	258,000	1,641,427	258,000	258,000	258,000	258,000	80,000	2,753,427
Actuals				52,153	167,279	310,378	307,176	350,000	350,000	350,000	1,886,984	350,000	350,000	350,000	350,000	180,000	3,466,984
Classified Sala 2000-2999	936,128	886,128		53,047	78,011	72,000	72,000	72,000	72,000	72,000	491,058	72,000	72,000	72,000	72,000	65,000	844,058
Actuals				34,339	54,913	80,589	77,150	84,000	84,000	84,000	498,990	84,000	84,000	84,000	84,000	75,000	909,990
Empl Benefits 3000-3999	1,163,342	1,125,842		56,228	96,945	85,000	85,000	85,000	85,000	85,000	578,173	85,000	85,000	85,000	85,000	85,000	1,003,173
Actuals				25,757	63,387	100,976	100,530	100,000	100,000	100,000	590,650	100,000	100,000	100,000	85,000	60,000	1,035,650
Supplies 4000-4999	550,000	399,798		33,317	33,317	80,000	50,000	23,000	15,000	150,000	384,633	15,000	15,000	25,000	10,000	10,000	459,633
Actuals				29	13,278	58,205	36,873	23,000	15,000	250,000	396,385	15,000	15,000	15,000	15,000	5,000	461,385
Services 5000-5999	2,226,936	2,108,680		175,723	175,723	100,000	125,000	175,723	64,802	175,723	992,695	150,000	100,000	200,000	350,000	125,000	1,917,695
Actuals				264,780	137,422	141,212	174,828	175,000	80,000	175,000	1,128,242	180,000	100,000	200,000	350,000	125,000	2,053,242
TOTAL Actual 4000-5999	8,400,216	2,508,478		377,058	436,279	691,358	696,557	732,000	609,000	959,000	4,501,252	699,000	649,000	749,000	884,000	445,000	7,927,252
Capital Outlays 6000-6999	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo 7000-7399	0	89,813		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trf of Indirect 7300-7399	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service 7400-7499	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 7000-7499	8290	89,813		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interfund Trans 7600-7629	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Financing User 7630-7699	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trans 9640	9640	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS	8,400,216	8,014,215		377,058	436,279	691,358	696,557	732,000	609,000	959,000	4,501,252	699,000	649,000	749,000	884,000	445,000	7,927,252
CURR YR NET INC/DEC	175,934	(172,506)		(121,729)	35,903	76,038	(216,522)	(221,524)	431,812	(178,524)	(194,545)	(99,000)	(415,830)	(605,000)	(730,000)	274,768	(1,769,607)
PR YR TRANSACTIONS																	
Revolving Cash 91xx	(2,600)	2,600		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Rece 92xx	(360,927)	494,332		849,492	(492)	464,456	(462)	0	0	0	1,312,994	0	0	0	0	0	1,312,994
Due From 9310	(53,348)	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prepays 9330/9331	(42,147)	53,348		37,502	0	0	0	0	0	0	37,502	0	0	0	0	0	37,502
Accounts Rec 9120-9499	(459,022)	550,280		886,994	(492)	464,456	(462)	0	0	0	1,350,496	0	0	0	0	0	1,350,496
Accounts Paya 9500-10, 9560	187,556	476,833		(41,868)	19,517	39,555	(116,069)	0	0	0	(98,865)	0	0	0	0	0	(98,865)
H&W Payabls, 9511-9525	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Due to Grantor 9590	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Due To 9610	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Pay 9500-9630	187,556	476,833		(41,868)	19,517	39,555	(116,069)	0	0	0	(98,865)	0	0	0	0	0	(98,865)
Deferred Reven 9650	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Prior Year Transaction	(271,466)	73,447		845,126	19,025	504,011	(116,531)	0	0	0	1,251,631	0	0	0	0	0	1,251,631
TOTAL NET INC/DEC	447,400	(99,059)		723,397	54,928	580,049	(333,053)	(221,524)	431,812	(178,524)	1,057,085	(99,000)	(415,830)	(605,000)	(730,000)	274,768	(517,977)
ENDING CASH BALANCE	1,360,050	1,790,504		1,636,047	1,690,975	2,271,024	1,937,971	1,716,447	2,148,259	1,969,735	3,026,821	1,870,735	1,454,905	849,905	119,905	394,673	394,673
-Cash																	



SAFETY MANUAL
&
INJURY AND ILLNESS PREVENTION PROGRAM

470 Searls Avenue, Nevada City, CA 95959

Phone: (530) 265-4823

Website: www.forestcharter.com

**ACKNOWLEDGMENT OF RECEIPT OF SAFETY MANUAL & INJURY
AND ILLNESS PREVENTION PROGRAM**

PLEASE READ THE EMPLOYEE SAFETY MANUAL & INJURY AND ILLNESS PREVENTION PROGRAM AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE BUSINESS DIRECTOR.

EMPLOYEE NAME: _____

This is to certify that I have received a copy of the Forest Charter School ("FCS") Safety Manual & Illness and Injury Prevention Program. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with FCS.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the FCS Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee's Signature: _____ Date: _____

Please sign and date, and return to the Business Director.

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Policy Statement on Safety

The safety and health of each Forest Charter School (“FCS”) employee is of primary importance to us. We are committed to maintaining a safe and healthful working environment, and to achieve this goal, we have developed and implemented this comprehensive Safety Manual and Injury and Illness Prevention Program (“Manual”). This Manual is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 470 Searls Avenue, Nevada City, CA 95959. You may ask to review it at any time. You may also contact our Business Director at (530) 265-4823, if you have any questions or concerns.

It is the intent of FCS to comply with all laws relating to occupational safety and health. FCS will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, we require the active participation and assistance of all employees. The policies and procedures contained in this Manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

Code of Safe Practices

General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
1. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
1. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their Supervisor.
2. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
1. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
1. Never work while fatigued, ill, or under the influence of an illegal or intoxicating substance.
1. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
1. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
1. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
1. Keep the work area clean and free of debris, electrical cords and other hazards.
1. Immediately clean up spilled liquids.
1. Always notify all other individuals in your area who might be endangered by the work you are doing.
1. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
1. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.

1. Never bring firearms, weapons, illegal drugs or alcoholic beverages on school grounds.
1. FCS will appropriately label equipment that is NOT to be operated, energized or used. All such notices and procedures must be observed and obeyed.
1. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
1. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
1. Do not run on the school site if it would be unsafe to do so.
1. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
1. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
1. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor.
1. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
1. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
1. Gasoline or other flammable liquids shall not be used for cleaning purposes.
1. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Executive Director or designee.

Campus Safety

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.
3. Employee desk or office should be secured at the end of the day.

4. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
1. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.
1. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
1. Never use gasoline or flammable solvents for cleaning purposes.
1. Smoking is prohibited at all Learning Centers.
1. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
1. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
1. Maintain awareness of potential hazards when walking about the work site.
1. Keep tools, materials and equipment out of walkways and stairways at all times.
1. Sharp wires or protruding nails must be made safe.

General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, FCS delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases, employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive Director must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Business Director will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

The Safety Coordinator acts as a safety resource for the company and is responsible for maintaining program records. The Business Director is currently responsible for this role. The Safety Coordinator will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this Manual.
1. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.

1. Review all accident reports to determine cause and preventability.
1. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
1. Consult with representatives of our insurance companies in order that their loss control services will support the Manual.
1. Review Workers' Compensation Claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
1. Read and abide by all requirements of this Manual.
1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
1. Report any safety hazards or defective equipment immediately to your supervisor.
1. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
1. Never engage in horseplay or fighting.
1. Participate in, and actively support, the safety program.

Office Safety

Office accidents can and do happen. To prevent them, FCS has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Business Director.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head that could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your supervisor.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
 - Bend your knees, not your back.
 - Keep the load close to body.
 - Keep your back straight.
 - Lift with your legs.
 - Do not lift and twist.

Hazardous Materials and Chemicals Communication Program

It is the policy of FCS that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that materials which have been prohibited from use at public schools are not used at our school sites, and to ensure that all employees receive adequate information about the possible hazards that may result from the various materials found in our facility or used in our operations. This Hazard Communication Program will be monitored by the Business Director, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

The following are a few of the common materials regulated by the program:¹

- Asbestos-containing materials;
- Lead-containing materials;
- Pesticides, including antimicrobial sanitizers and disinfectants;
- Cleaning products and air purifiers; and
- Art supplies.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

- The chemical name of the contents;
- The appropriate hazard warnings; and
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All employees will be provided information and training on Integrated Pest Management in accordance with the Healthy Schools Act of 2000.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

¹ Please note that the following items are not included in the program: foods, drugs, cosmetics or tobacco; untreated wood products; hazardous waste; and certain consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

This information will include:

- The specific hazards;
- Protective/safety measures which must be utilized; and
- The measures the organization has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Outside Contractors and Vendors

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Business Director to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site; and
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to FCS.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
1. New employee safety orientation and provision of the Code of Safe Practices.
1. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
1. Written communications from management or the Safety Coordinator, including memos, postings, and newsletters.
1. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Business Director.

All employees are encouraged to bring any safety concerns they may have to the attention of management. FCS will not discriminate against any employee for raising safety issues or concerns.

FCS also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Business Director
Forest Charter School
470 Searls Avenue, Nevada City, CA 95959
Phone: (530) 265-4823
Fax: (530) 265-5037

Employee Safety Training

FCS is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by his/her Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least once per year on various accident prevention topics.

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
1. All new employees will be given a copy of this Manual (which includes our Code of Safe Practices) and will be required to read and sign for it.
1. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
1. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
1. Whenever FCS is made aware of a new or previously unrecognized hazard.
1. Whenever management believes that additional training is necessary.
1. After all serious accidents.
1. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Use of safety equipment;
- Emergency procedures;
- Safe lifting and material handling practices; and
- Contents of safety program

The following training method should be used:

- **Tell them** how to do the job safely;
- **Show them** how to do the job safely;
- **Have them tell you** how to do the job safely;
- **Have them show you** how to do the job safely; and
- **Follow up** to ensure they are still performing the job safely.

Actual demonstrations of the proper way to perform a task are very helpful in most cases.

Emergency Medical Services and First Aid

FCS will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies shall be kept:

Type of Supply Required by Number of Employees

Type of Supplies

Adhesive dressings
Adhesive tape rolls, 1-inch wide
Eye dressing packet
1-inch gauze bandage roll or compress
2-inch gauze bandage roll or compress
4-inch gauze bandage roll or compress
Sterile gauze pads, 2-inch square
Sterile gauze pads, 4-inch square
Sterile surgical pads suitable for pressure dressings
Triangular bandages
Safety pins
Tweezers and scissors
Cotton-tipped applicators*
Forceps*
Emesis basin*
Flashlight*
Magnifying glass*
Portable oxygen and its breathing equipment*
Tongue depressors*
Appropriate record forms*
First-aid textbook, manual or equivalent*

**To be readily available but not necessarily within the first-aid kit.*

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in FCS first-aid kits unless specifically approved, in writing, by an

employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available;
1. Hospitals;
1. Ambulance services; and
1. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. **For severe accidents call 911 and request the Paramedics.**
1. **Employees must report all work-related injuries to their Supervisor immediately, even if they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
1. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.

1. If medical attention is not desired or the employee refuses treatment, you must still fill out a FCS Accident Report in case complications arise later.
1. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
1. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (530) 265-4823. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

Enforcement of Safety Policies

The compliance of all employees with FCS's Safety Manual and IIPP is mandatory and shall be considered a condition of employment.

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by FCS safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by FCS can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the organization's safety policies will be subject to disciplinary action consistent with FCS's Employee Handbook.

APPENDIX A

Vaccination Declination Form

EMPLOYEE NAME: _____

By signing below, I acknowledge the following:

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B Virus ("HBV") infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: _____

DATE: _____

APPENDIX B

Employee Safety Contact Report

Work site: _____ Manager / Supervisor: _____

Employee name _____ Date _____

Job title _____

Safety concern:

Corrective action:

Signed _____
Employee

Signed _____
Manager / Supervisor