

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

September 12, 2023

5:00 p.m. Regular Session
470 Searls Avenue, Sequoia
Nevada City, CA 95959
Network User ID: FC_Public
Network Password: PineCedar2

10725 Pioneer Trail # 201, Truckee, CA 96161
23221 Foresthill Road, Foresthill, CA 95631
11952 Masters Court, Auburn, CA 95603

Dan Thiem, Chair Dylan Hendricks, Parent Representative <VACANT>, Parent Representative Amea Medeiros, Parent Representative Geoffrey Thornton, Parent Representative Tita Fowler, Secretary

Join the Meeting via Zoom:

<https://us02web.zoom.us/j/85408398614?pwd=Y2dzdFBFUXdQTUFxazl3bERnZGIYUT09>

Meeting ID: 854 0839 8614

Passcode: 873378

Dial by your location

+1 408 638 0968 US (San Jose)

Meeting ID: 854 0839 8614

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

AGENDA:

1. Call To Order
2. Roll Call
3. Information/Action: A, B, C, and D may be considered for Consent Agenda--Meshawn Simmons
(E-Attachments)
 - Shall the Consent Agenda be approved?
 - A. Adoption of the September 12, 2023 Agenda
 - B. June 12, 2023, June 13, 2023, and August 16, 2023 Charter Council Meeting Minutes (*page 4*)
 - C. Contracts (*page 15*)
 - D. Warrants (August) (*page 17*)

4. Closed Session

The Council will meet in Closed Session in compliance with the Brown Act restrictions to consider qualified matters of litigation, negotiations, student discipline, and/or personnel qualifications that are timely.

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

OAH Case Number 2023070674

5. Discussion: Other

This is an opportunity for audience members to address the Council on non-agendized items. Agendized items may be either addressed at this time or when the items come up for discussion.

The Council cannot discuss or take action on non-agendized items tonight, but items may be agendized at a later Council meeting for discussion and/or action. Public comments are limited to three minutes.

Information/Discussion Items:

1. Information: WASC Self-Study—Peter Sagebiel, Dawn Anthney

Peter and Dawn will update the board on the upcoming WASC self-study.

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

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

6. Information: 2023/24 Budget and Cash Flow—Meshawn Simmons

Meshawn will update the Council on 2023/24 Budget items and Cash Flow.

7. Information: Nevada City Learning Center Relocatable Office Space—Meshawn Simmons, Peter Sagebiel

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

Action Items:

8. Action: 22/23 Forest Charter School Unaudited Actuals--Meshawn Simmons

(page 19)

Should the Council approve the 22/23 Forest Charter School Unaudited Actuals?

9. Action: 23/24 Office Support Job Description--Meshawn Simmons

(page 20)

Should the Council approve the 23/24 Office Support Job Description?

10. Director's Update--Peter Sagebiel

- Enrollment
- Special Ed numbers
- Staff morale
- Other

11. Future Agenda Items

- AMIM Block Grant Spending Plan (Aug-Oct)
- Dress Code Policy
- Goal Updates (January) - School Governance, Public Relations & School Community, and FCS Education Program

12. Information: Reminder of Future Meetings

2023: 10/10, 11/7, 12/5**

2024: 1/16, 2/6, 3/5, 4/16, 5/14, 6/10*, 6/11****

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

13. Action: Adjourn

Forest Charter School

Monthly Charter Council Meeting Minutes – June 12, 2023

5:00 p.m. Public Hearing
470 Searls Avenue, Sequoia
Nevada City, CA 95959

Council Members:

Dan Thiem, Community Representative - Chair
Dylan Hendricks, Parent Representative
Cheryl Knight, Parent Representative
Amea Medeiros, Parent Representative
Geoffrey Thornton, Parent Representative
Tita Fowler, Secretary

Minutes

Present: (Present) Dan Thiem, Dylan Hendricks, Peter Sagebiel, Meshawn Simmons, Geoffrey Thornton, Tita Fowler, Janice Eggers, B.J. Hatcher, Susan Farwell (Foresthill), Christine Sween (Auburn), **Absent:** Cheryl Knight, Amea Medeiros

1. **Call to Order: 5:00 pm**
2. **Roll Call:** Dan Thiem, Janice Eggers (Truckee), B.J. Hatcher, Dylan Hendricks, Peter Sagebiel, Paul Simoes, Meshawn Simmons, Geoffrey Thornton, Tita Fowler, Dylan Hendricks, Susan Farwell (Foresthill), Christine Sween (Auburn). **Absent:** Cheryl Knight, Amea Medeiros
3. **Discussion:** None
4. **Public Hearing: Local Control & Accountability Plan (LCAP)—Peter Sagebiel**

A public hearing was held to give an opportunity for the public to provide feedback on Forest Charter School's draft Local Control & Accountability Plan (LCAP). Peter reviewed the LCAP, FCS's goals, and the plan for supporting them.

5. Information: Reminder of Future Meetings

Dates for the 2022/23 Charter Council meetings were set as follows:

2023: 6/13**

***Special Meeting**

****Budget Meeting**

6. **Action: Adjourn at 5:07 p.m.**

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Forest Charter School

Monthly Charter Council Meeting Minutes – June 13, 2023

5:00 p.m. Regular Session
470 Searls Avenue, Sequoia
Nevada City, CA 95959

Network User ID: FC_Public
Network Password: PineCedar2

Council Members:

Dan Thiem, Community Representative, and Chair
Dylan Hendricks, Parent Representative
Cheryl Knight, Parent Representative
Amea Medeiros, Parent Representative
Geoffrey Thornton, Parent Representative
Tita Fowler, Secretary

Minutes

Present: Dan Thiem, Peter Sagebiel, Meshawn Simmons, Janice Eggers (Truckee Campus), Tita Fowler, B.J. Hatcher, Dylan Hendricks, Amea Medeiros, Dave Stanger, Geoffrey Thornton, Christine Sween (Auburn Campus), Lindsay Mercado (Foresthill Campus)

Absent: Cheryl Knight, Katy Baggett, Paul Simoes

1. **Call to Order: 5:02 pm**
2. **Roll Call: Dan Thiem, Peter Sagebiel, Meshawn Simmons, Janice Eggers, B.J. Hatcher, Dylan Hendricks, Amea Medeiros, Dave Stanger, Geoffrey Thornton, Absent: Katy Baggett, Cheryl Knight, Paul Simoes**
3. **Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

June 13, 2023 Charter Council Agenda, May 16, 2023 Minutes, and the Warrants were presented for approval.

Geoffrey Thornton made a motion to approve the consent agenda. Dylan Hendricks seconded.

Ayes: Dylan Hendricks, Amea Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

4. Closed Session

The Council met in Closed Session in compliance with the Brown Act restrictions to consider qualified matters of litigation, negotiations, student discipline, and/or personnel qualifications which are timely.

- Pending Litigation

No action taken.

5. Discussion: Other

None

Information/Discussion Items:

6. Information: WASC Self-Study—Peter Sagebiel, Paul Simoes

Peter provided the Council with a WASC update.

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

B.J. reviewed CAASPP, i-Ready and the Contiguous Enrollment Analysis with the Council. We are making good progress and momentum is better than in the past but we are working diligently to increase participation and support where needed.

8. Information: Local Indicators—B.J. Hatcher

B.J. reviewed the Local Indicators with the Council and reflected on areas of strength, as well as, areas we will focus on needing improvement.

9. Information: 2022/23 Budget and Cash Flow—Meshawn Simmons

Meshawn provided the Council with a 2022/23 budget and Cash flow update.

10. Nevada City Learning Center Relocatable Office Space and Playground –Meshawn Simmons, Peter Sagebiel

Meshawn updated the Council on the Nevada City Learning Center's relocatable office space.

Action Items:

11. Action: Forest Charter School Academic Dean Job Description--Peter Sagebiel

Peter reviewed revisions to the Academic Dean Job Description which primarily included updates to Career Technical Education (CTE).

Dylan Hendricks made a motion to approve the Forest Charter School Academic Dean Job Description. Ameer Medeiros seconded.

Ayes: Dylan Hendricks, Ameer Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

12. Action: Forest Charter School 2023/24 Cash Flow, Budget Narrative, and Adopted Budget--Meshawn Simmons

Meshawn reviewed the Forest Charter School 2023/24 Cash Flow, Budget Narrative, and Adopted Budget with the Council.

Amee Medeiros made a motion to approve the Forest Charter School 2023/24 Cash Flow, Budget Narrative, and Adopted Budget. Geoff Thornton seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

13. Action: Forest Charter School 2023/24 Education Protection Account (EPA)--Meshawn Simmons

Meshawn reviewed the 2023/24 EPA Expense Detail, Spending Plan, and Resolution with the Council.

Dylan Hendricks made a motion to approve the 2023/24 EPA Expense Detail, Spending Plan, and Resolution. Thornton seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

14. Action: Forest Charter School 2023 LCAP--Peter Sagebiel

Peter presented the Forest Charter School 2023 LCAP for approval.

Dylan Hendricks made a motion to approve the Forest Charter School 2023 LCAP. Geoff Thornton seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

15. Action: 2023/24 Local Assignment Options--Meshawn Simmons

Meshawn requested approval to continue to use Local Assignment Option 44865.

Dylan Hendricks made a motion to use Local Assignment Option 44865 for the 23/24 school year. Amee Medeiros seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

16. Action: 2023/24 Forest Charter School Employee Handbook--Meshawn Simmons

Meshawn presented the 2023/24 Forest Charter School Employee Handbook for approval.

Amee Medeiros made a motion to approve the 2023/24 Forest Charter School Employee Handbook. Dylan Hendricks seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

17. Action: 2023/24 Charter Council Meeting Calendar--Peter Sagebiel

Peter presented the 2023/24 Charter Council Meeting Calendar for approval.

Geoff Thornton made a motion to approve the 2023/24 Charter Council Meeting Calendar. Dylan Hendricks seconded.

Ayes: Dylan Hendricks, Amee Medeiros, Dan Thiem, Geoffrey Thornton

18. Director's Update--Peter Sagebiel

- Enrollment - Looking very strong.
- Graduation - The high school and 8th grade graduations all went fantastic
- Prom - This year's prom was back on Lake Tahoe. The weather was fantastic and the kids had a great time.
- Year End Celebrations, Retirements - Co-ops did some year-end celebrations and retirement celebrations for retirees. A huge THANK YOU to our retiring staff members.
- Staffing Updates - Welcome to the 4 new teachers (Auburn, Truckee x 2 and Nevada City), plus new staff in the admin office and special education
- NCCLI Presentation – Scott Lay asked Peter to do a presentation on Charter Schools.
- Other - none

19. Future Agenda Items

- AMIM Block Grant Spending Plan (Aug-Oct)
- Dress Code Policy (Aug)

20. Information: Reminder of Future Meetings

Dates for the 2022/23 Charter Council meetings were set as follows:

2023/2024: <TBD>

***Special Meeting**

****Budget Meeting**

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

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Forest Charter School

Monthly Charter Council Meeting Minutes – August 22, 2023

5:00 p.m. Regular Session
470 Searls Avenue, Sequoia
Nevada City, CA 95959

Council Members:

Dan Thiem, Community Representative, and Chair
Dylan Hendricks, Parent Representative
<VACANT>, Parent Representative
Amea Medeiros, Parent Representative
Geoffrey Thornton, Parent Representative
Tita Fowler, Secretary

Minutes

Present: Dan Thiem, Peter Sagebiel, Meshawn Simmons, Katy Baggett, Janice Eggers (Truckee Campus), Tita Fowler, B.J. Hatcher (Truckee campus), Amea Medeiros, Dave Stanger, Geoffrey Thornton, Christine Sween (Auburn Campus), Laura Lysen (Foresthill Campus)

Absent: Dylan Hendricks

- 1. Call to Order: 5:00 pm**
- 2. Roll Call:** Dan Thiem, Peter Sagebiel, Meshawn Simmons, Katy Baggett, Janice Eggers (Truckee Campus), Tita Fowler, B.J. Hatcher (Truckee campus), Amea Medeiros, Dave Stanger, Geoffrey Thornton, Christine Sween (Auburn Campus), Laura Lysen (Foresthill Campus)
- 3. Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

August 22, 2023, Charter Council Agenda, June 12, 2023, and June 13, 2023 Minutes, and the Warrants were presented for approval.

June 12, 2023, and June 13, 2023 minutes will be brought back to the September Charter Council regular meeting. Geoffrey Thornton made a motion to approve the consent agenda. Amea Medeiros seconded.

Ayes: Amea Medeiros, Dan Thiem, Geoffrey Thornton

Nays: None

4. Closed Session

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

- Pending Litigation

No action was taken.

5. Discussion: Other

None

Information/Discussion Items:

6. Information: WASC Self-Study—Peter Sagebiel, Dawn Anthney

Peter and Dawn provided the Council with a WASC update.

7. Information: Executive Director's Update on School Governance, Public Relations & School Community, and FCS Education Program—Peter Sagebiel

Peter and the board discussed the best format for presenting information on School Governance, Public Relations & School Community, and the FCS Education Program.

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

B.J. reviewed CAASPP results with the Council. At this point, we only have individual student scores but we don't have breakdowns for student groups, percent proficient, etc. BJ also reviewed the participation numbers for iReady and the board discussed how to increase participation in these diagnostics.

9. Information: 2022/23 Budget and Cash Flow—Meshawn Simmons

Meshawn provided the Council with a 2023/24 budget and Cash flow update.

10. Nevada City Learning Center Relocatable Office Space and Playground –Meshawn Simmons, Peter Sagebiel

Meshawn updated the Council on the Nevada City Learning Center's relocatable office space.

Action Items:

11. Action: 23/24 Forest Charter School Conflict of Interest Policy--Peter Sagebiel

The 23/24 Forest Charter School Conflict of Interest Policy was presented to the Council for approval.

Amee Medeiros made a motion to approve the 23/24 Forest Charter School Conflict of Interest Policy. Geoffrey Thornton seconded.

Ayes: Amee Medeiros, Dan Thiem, Geoffrey Thornton
Nays: None

12. Action: Surplus--Meshawn Simmons

Meshawn reviewed the list of surplus items with the Council.

Geoffrey Thornton made a motion to approve the surplus items. Amee Medeiros seconded.

Ayes: Amee Medeiros, Dan Thiem, Geoffrey Thornton
Nays: None

13. Director's Update--Peter Sagebiel

- Enrollment - Currently 766 and looking very good.
- Political Update - no update, no big legislative updates, renewals have been extended 1 year
- New Staff - New teaching and office staff are doing great!
- All Staff Meeting - held in Nevada City this year and had good energy. Thank you to Janice, B.J. and Dawn for planning and running the day, and to Special Ed for the afternoon training.
- Back to School - Updates to the Auburn office look great! All learning centers had activities to welcome students back. Thank you, Bethany for organizing the high school welcome back in Nevada City. Truckee orientations and Foresthill kick-off also went well.
- Other - New Truckee Schedule - Overall the teachers and students are settling in and the transition is a good fit for the campus.

14. Future Agenda Items

- AMIM Block Grant Spending Plan (Aug-Oct)
- Dress Code Policy (Aug)
- June Minutes

15. Information: Reminder of Future Meetings

Dates for the 2023/24 Charter Council meetings were set as follows:

2023: 9/12, 10/10, 11/7, 12/5**

2024: 1/16, 2/6, 3/5, 4/16, 5/14, 6/10*, 6/11****

***Special Meeting**

****Budget Meeting**

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

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (August 2023)

At-Will:

Casey, Kirsten	\$3,591.96	Block Class Instructor
Clark, Sue	\$3,849.67	Block Class Instructor
Clark, Sue	\$5,387.94	Block Class Instructor
Fieguth, Dana	\$3,591.96	Block Class Instructor
Gilbert, Paulette	\$8,979.90	Block Class Instructor
Lopez, Cayton	\$4,522.59	Block Class Instructor
Manuola, Colleen	\$10,261.74	Block Class Instructor
Marks, Juli	\$5,387.94	Block Class Instructor
Martinez, Ana	\$3,591.96	Block Class Instructor
Robinette, Cassandra	\$25,654.35	Block Class Instructor
Startsev, Julia	\$10,261.74	Block Class Instructor
Startsev, Julia	\$5,130.87	Block Class Instructor
Startsev, Julia	\$3,591.96	Block Class Instructor
Talbott, Toria	\$3,849.67	Block Class Instructor
Talbott, Toria	\$7,183.92	Block Class Instructor
Wey, Denise	\$7,699.34	Block Class Instructor

Stipends:

Airey, Mallory	\$10,261.74	Block Class Instructor
Baggett, Katy	\$5,130.87	Block Class Instructor
Buck Heather	\$1,500.00	Block Class Instructor
Buck, Heather	\$5,130.87	Block Class Instructor
Campe, Luke	\$5,130.87	Block Class Instructor
Eggers, Janice	\$3,849.67	Block Class Instructor
Frost, Alicia	\$1,699.83	Block Class Instructor
Frost, Alicia	\$9,621.12	Block Class Instructor
Goldbeck, Emma	\$10,261.74	Block Class Instructor
Greenpine, Hannah	\$1,500.00	Block Class Instructor
Greenpine, Hannah	\$10,261.74	Block Class Instructor
Hatcher, B.J.	\$5,130.87	Block Class Instructor
Healy, Bernadette	\$4,491.28	Block Class Instructor
Hiestand, Valerie	\$3,849.67	Block Class Instructor
Hurley, Dan	\$1,500.00	Block Class Instructor
Hurley, Dan	\$5,130.87	Block Class Instructor
Hurley, Dan	\$7,699.34	Block Class Instructor
Katz, Linda	\$3,591.96	Block Class Instructor
Knott, Bethany	\$10,261.74	Block Class Instructor
Lingo, Megan	\$4,811.04	Block Class Instructor
Manuola, Colleen	\$3,000.00	Block Class Instructor
Markson, Nancy	\$2,250.00	Block Class Instructor
Markson, Nancy	\$5,130.87	Block Class Instructor
Naszady, Joan	\$3,000.00	Block Class Instructor
Naszady, Joan	\$3,591.96	Block Class Instructor
Naszady, Joan	\$7,699.34	Block Class Instructor
Pagliaro, Bria	\$1,500.00	Block Class Instructor
Pagliaro, Bria	\$10,261.74	Block Class Instructor
Priest, Bridget	\$10,261.74	Block Class Instructor

Quine, Geoff	\$10,261.74	Block Class Instructor
Quine, Sarah	\$1,500.00	Block Class Instructor
Quine, Sarah	\$10,261.74	Block Class Instructor
Robinette, Cassandra	\$3,000.00	Block Class Instructor
Sagebiel, Kim	\$1,500.00	Block Class Instructor
Sagebiel, Kim	\$10,261.74	Block Class Instructor
Sagebiel, Kim	\$3,849.67	Block Class Instructor
Stanger, Dave	\$5,387.94	Block Class Instructor
Vitamanti-Borel, Jennifer	\$10,261.74	Block Class Instructor
Vitamanti-Borel, Jennifer	\$3,000.00	Block Class Instructor
Woods, Amy	\$10,261.74	Block Class Instructor

Hourly:

Bodine, Yolanda	\$13,793.40	Supervised Activities
Bodine, Yolanda	\$4,692.60	Supervised Activities
Clark, Sue	\$520.00	Tutor
Eggers, Paul	\$1654.80	Maintenance - Truckee
Fieguth, Dana	\$7,269.76	Supervised Activities
Gilbert, Paulette	\$13,793.40	Supervised Activities
Lopez, Cayton	\$11,720.69	Supervised Activities
Marks, Juli	\$8,190.72	Supervised Activities
Marks, Juli	\$525.00	Tutor (x2)
Marks, Juli	\$595.00	Tutor (x4)
Marks, Juli	\$490.00	Tutor (x2)
Marks, Juli	\$630.00	Tutor
Marks, Juli	\$1155.00	Tutor
Marks, Juli	\$455.00	Tutor
Martinez, Ana	\$14,969.32	Supervised Activities
Martinez, Ana	\$736.80	Supervised Activities
McCreery, Juanita	\$595.00	Tutor
McCreery, Juanita	\$70.00	Tutor
McCreery, Juanita	\$490.00	Tutor
Napoles, Apryl	\$13,800.10	Supervised Activities
Napoles, Jackelynn	\$11,345.70	Supervised Activities
Parson, Kelli	\$11,918.00	Supervised Activities
Powers, Janice	\$11,344.15	Supervised Activities
Rashby, Shannon	\$13,128.95	Supervised Activities
Rashby, Shannon	\$446.66	Aide Training
Robinette, Cassandra	\$840.48	Supervised Activities
Sagebiel, Ana	\$1,519.50	Library Support
Watkins, Natalie	\$3,895.80	Supervised Activities

Checks Dated 08/01/2023 through 08/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
24-534863	08/04/2023	A 1 CARPET MASTERS	01-5800		3,681.45
24-534864	08/04/2023	BRUCE MAIRS	01-5800		4,050.19
24-534865	08/04/2023	CHRISTY WHITE ACCOUNTANCY	01-5800		6,102.00
24-534866	08/04/2023	NV5, INC.	01-5800		888.75
24-534867	08/04/2023	SITELINE ARCHITECTURE	01-5800		1,093.75
24-534868	08/04/2023	THE CLEANING SOLUTION	01-5800		2,157.50
24-534869	08/04/2023	VERIZON	01-5800		38.01
24-535157	08/11/2023	A 1 CARPET MASTERS	01-5800		509.50
24-535158	08/11/2023	AT&T	01-5930		63.49
24-535159	08/11/2023	B & C ACE HOME CENTER	01-4300		6.43
24-535160	08/11/2023	BEAM EASY LIVING CENTER	01-5800		539.99
24-535161	08/11/2023	CLEARFLY	01-5930		453.64
24-535162	08/11/2023	DE LAGE LANDEN FINCL SRV INC	01-5600		1,053.73
24-535163	08/11/2023	EZ WAY DRIVING SCHOOL	01-5800		200.00
24-535164	08/11/2023	GPE	01-5400		14,646.00 ✓
24-535165	08/11/2023	IMAGINE LEARNING EDGENUITY DEPT 2195	01-5800		8,775.00 ✓
24-535166	08/11/2023	JJR Enterprises FILE 2388	01-5600		6.11
24-535167	08/11/2023	MICHELLE BODLEY TAX COLLECTOR	01-5800		58.29
24-535168	08/11/2023	OPTIMUM BUSINESS	01-5930		331.83
24-535169	08/11/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	39.14	
			01-5520	1,614.22	1,653.36
24-535170	08/11/2023	R&B COMMUNICATIONS	01-5800		395.00
24-535171	08/11/2023	ROSE-MAY MICKELSON	01-4300		400.00
24-535172	08/11/2023	SEBASTIAN	01-5930		176.33
24-535173	08/11/2023	SITELINE ARCHITECTURE	01-5800		1,186.33
24-535174	08/11/2023	SPD MARKET- NEVADA CITY	01-4300	65.69	
			01-5920	297.24	362.93
24-535175	08/11/2023	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	284.64	
			01-5540	73.69	358.33
24-535176	08/11/2023	WASTE MANAGEMENT	01-5570		410.30
24-535177	08/11/2023	WAVE	01-5930		274.14
24-535489	08/18/2023	AT&T	01-5930		26.96
24-535490	08/18/2023	B & C ACE HOME CENTER	01-4300		95.82
24-535491	08/18/2023	BEAM EASY LIVING CENTER	01-5800		74.00
24-535492	08/18/2023	COMCAST	01-5930		740.03
24-535493	08/18/2023	JJR Enterprises FILE 2388	01-4300		226.50
24-535494	08/18/2023	NEVADA COUNTY SUPERINTENDENT	01-4300	585.00	
			01-5800	3,300.00	
			01-5806	9,998.00	13,883.00 ✓
24-535495	08/18/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	8.11	
			01-5520	55.78	63.89

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 2

Checks Dated 08/01/2023 through 08/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
24-535496	08/18/2023	PLACER COUNTY TAX COLLECTOR	01-5800		39.36
24-535497	08/18/2023	SPD MARKET- NEVADA CITY	01-5920		328.83
24-535498	08/18/2023	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		32.00
24-535499	08/18/2023	T-MOBILE	01-5800		560.00
24-535802	08/25/2023	Airco Mechanical Inc	01-5800		2,467.90
24-535803	08/25/2023	AT&T	01-5930		1,362.85
24-535804	08/25/2023	B & C ACE HOME CENTER	01-4300		17.55
24-535805	08/25/2023	BEAM EASY LIVING CENTER	01-5800		25.00
24-535806	08/25/2023	CANYON VIEW ASSEMBLY	01-5600		1,500.00
24-535807	08/25/2023	CLINTON WEAKLEY DBA COPPERWOOD CONSTRUCTION	01-5800		2,272.99
24-535808	08/25/2023	DE LAGE LANDEN FINCL SRV INC	01-5600		317.87
24-535809	08/25/2023	DEPT 880353 PARCHMENT	01-5800		1,750.00
24-535810	08/25/2023	GOLD COUNTRY GYMNASTICS	01-4300		113.00
24-535811	08/25/2023	JJR Enterprises FILE 2388	01-4300	15.00	
			01-5600	151.84	166.84
24-535812	08/25/2023	K&T MANAGEMENT	01-5600		2,200.00
24-535813	08/25/2023	NEVADA CITY SCHOOL DISTRICT	01-5600		14,583.33
24-535814	08/25/2023	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-5100		162,961.72 ✓
24-535815	08/25/2023	PIONEER COMMERCE CENTER	01-5600		15,378.34 ✓
24-535816	08/25/2023	SITELINE ARCHITECTURE	01-5800		3,366.81
24-535817	08/25/2023	SOUTHWEST GAS CORPORATION	01-5510		27.26
24-535818	08/25/2023	US BANK CORPORATE PAYMENT SYS	01-4300	4,362.64	
			01-5210	44.76	
			01-5800	728.99	
			01-5920	27.12	5,163.51
Total Number of Checks			56		<u><u>279,617.74</u></u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	56	279,617.74
	Total Number of Checks	56	279,617.74
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<u><u>279,617.74</u></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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Forest Charter School 2022-23 Unaudited Actuals				
	Unaudited Actuals 2022-2023	Adopted 2023-2024	Year 2 2024-2025	Year 3 2025-2026
<i>Estimated COLA</i>	6.70	8.22	3.94	3.29
ENROLLMENT	773	800	800	800
ADA	754	779	779	779
%	98%	97%	97%	97%
REVENUE				
LCFF	6,036,480	5,571,141	5,842,217	6,067,715
Prop 30 EPA	676,308	2,682,967	2,788,676	2,880,425
In-Lieu Property Taxes	1,678,139	1,194,364	1,194,364	1,194,364
Total LCFF	8,390,927	9,448,472	9,825,257	10,142,504
SELPA - Federal (3310) RESTRICTED	161,404	142,494	145,000	150,000
SELPA - State (6500) RESTRICTED	629,641	530,080	545,000	560,000
Mental Health (6546) RESTRICTED	56,348	50,771	50,771	51,000
ARP Federal Grant	29,482			
Mandate Block Grant	22,710	24,805	25,000	25,000
State Lottery (1100)	175,026	133,845	134,500	136,000
State Lottery (6300) RESTRICTED	87,166	52,751	53,000	54,000
STRS/PERS on Behalf (7690) RESTRICTED	333,464	348,657	348,657	348,657
Local - donations	28,469	25,000	25,000	25,000
Local - Interest	36,417	27,500	27,500	27,500
SPED (3327)	9,206	9,028	9,028	9,028
Educator Effectiveness Block Grant	30,120	55,000	95,000	
ESSER III - 3213 - 3215	295,607	225,000		
ELO - 3216-3219	10,054			
Ethnic Studies BG	7,772			
SPED (3305)	29,264			
A-G Grant	11,286	45,145		
Learning Recovery BG (7435)	720,981			
Arts, Music, and Instruction BG (6762)	242,822			
UPK Grant	40,742			
Learning Loss (6537)				
Total Revenue	11,348,907	11,118,548	11,283,713	11,528,689
EXPENDITURES				
Personnel Costs				
Certificated Salaries	3,882,871	3,950,979	4,069,508	4,191,594
Classified Salaries	951,455	1,000,111	1,030,114	1,061,018
Benefits	1,779,972	1,825,566	1,880,333	1,936,743
Total Personnel Costs	6,614,298	6,776,656	6,979,956	7,189,354
Expenditures				
Materials & Supplies	330,570	521,365	460,000	450,000
Non Capitalized Equipment	1,678	24,000	25,000	26,750
Total Books and Supplies (4000)	332,248	545,365	485,000	476,750
Other Operating Expenses (5000)				
SubAgreements for Services 5100	1,737,551	1,955,541	2,100,000	2,250,000
Travel and Conferences 5200	4,537	9,500	10,000	10,000
Dues and Memberships 5300	16,262	20,000	25,000	25,000
Insurance 5400	31,009	60,000	65,000	65,000
Operations& Housekeeping 5500	61,771	57,000	60,000	62,500
Rent, Leases, Repairs, Non Cap IM 5600	406,017	425,000	437,750	450,883
Prof/Consul/Svcs& Oper Expense 5800	1,150,336	967,637	935,000	935,000
Communications 5900	27,550	38,000	40,000	42,000
Bldgs and Improve 6200	168,652			
Excess Program Costs 7100				
Total Program Costs	3,935,932	4,078,043	4,157,750	4,317,133
Total Expenses	10,550,230	10,854,699	11,137,706	11,506,487
Net Increase/Decrease	798,677	263,849	146,007	22,202
Beginning Balance	2,454,464	2,854,572	3,118,421	3,264,428
Ending Balance	2,854,572	3,118,421	3,264,428	3,286,630
Revolving/Clearing	2,600	2,600	2,600	2,600
Required Reserve	1,055,023	1,085,470	1,336,525	1,380,778
SPED Reserve	527,512	542,735	556,885	575,324
Tech Rotation	75,000	100,000	125,000	150,000
Tech Upgrade	35,000	35,000	50,000	75,000
Playground/Equipment Upgrade	0	50,000	50,000	50,000
Restricted Block Grants	594,693	623,090	223,000	185,000
Facility Upgrades	75,000	75,000	75,000	100,000
Building Project Reserve	300,000	300,000	300,000	300,000
Unappropriated Fund Balance	189,744	304,526	545,418	467,928

Charter Council Approved:

NOTES:

Forest Charter School

Job Description

Position Title: *Part-Time Office Assistant*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the Business Director or other designee, the Office Assistant provides support to the office by assisting in a variety of schoolwide projects including; coordinating the schoolwide meal program, providing technology support, general office back-up, front desk support, and facilities inventory.

Skills: Excellent interpersonal and communication skills and an ability to communicate with a range of audiences including other employees within the school, parents, and students. Ability to show sensitivity and objectivity with confidential issues. Knowledge of Microsoft Office and Google Suite. Ability to input data with high accuracy.

Essential Functions:

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

Food Service

*Manages food program schoolwide including inventory, setup, and ordering

Office Support

*General office and library support; filing, data entry, file creation, etc.

*Coordinates and performs online portfolio audit

*Front desk backup including answering phones and helping students, parents, and other visitors

*Aides the Tech Director with Chromebook basic tech needs including password resets and Chromebook checkouts

*Marketing and social media

Facilities

*Tracks inventory of office materials and restocks as needed

*Maintains health and safety supplies including first aid kits

One-on-one aide

*Support students in classroom environment as needs arise

Other special projects as assigned

Physical Demands:

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

msimmons 9/6/23
NEEDS APPROVAL