

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

December 5, 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
Amea Medeiros, Parent Representative
Gabriella Stockdale, Parent Representative
Geoffrey Thornton, Parent Representative
Tita Fowler, Secretary

Join the Meeting via Zoom:

<https://us02web.zoom.us/j/85408398614?pwd=Y2dzdFBFUXdQTUFxazI3bERnZGIYUT09>

Meeting ID: 854 0839 8614

Passcode: 873378

Dial by your location

+1 408 638 0968 US (San Jose)

Meeting ID: 854 0839 8614

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

AGENDA:

1. Call To Order
2. Roll Call
3. Information/Action: A, B, C, and D may be considered for the Consent Agenda--Meshawn Simmons
(E-Attachments)
 - Shall the Consent Agenda be approved?
 - A. Adoption of the December 5, 2023 Agenda
 - B. November 7, 2023 Charter Council Meeting Minutes (*page 4*)
 - C. Contracts (*page 7*)
 - D. Warrants (November) (*page 8*)

4. 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.

Action Items:

5. Action: 2023/24 Cash Flow and First Interim Budget—Meshawn Simmons

(page 12)

- Should the Council approve the 2023/24 Cash Flow, 1st Interim Budget, and Multi-Year Projections?

6. Action: 2022/23 Forest Charter School Audit—Meshawn Simmons

- Shall the Council accept the 2022/23 Forest Charter School Audit?

7. Action: Forest Charter School Dress Code Policy—Peter Sagebiel

(page 20)

- Should the Council approve the Forest Charter School Dress Code Policy?

8. Action: Forest Charter School Enrollment Policy—Peter Sagebiel

(page 23)

- Should the Council approve revisions to the Forest Charter School Enrollment Policy?

Information/Discussion Items:

9. Information: Learning Center Updates—Christine Sween, Janice Eggers, Dawn Anthney

Christine, Janice, and Dawn will provide updates for each Learning Center.

10. Information: WASC Self-Study and Outcome—Peter Sagebiel, Dawn Anthney

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

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

B.J. will provide the Council with an update on student achievement, countywide stability rates and CAASPP scores.

12. Director's Update--Peter Sagebiel

- Enrollment
- Staff Meeting/Training
- Other

13. Future Agenda Items

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

14. Information: Reminder of Future Meetings

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

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

15. Action: Adjourn

Notice: The agenda was posted at least 72 hours prior to the meeting. The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Forest Charter School office – located at 470 Searls Avenue, Nevada City, California. For more information, please call 530-465-4823.

Notice: In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in this meeting, including auxiliary aids or services, contact the Forest Charter School Board Secretary at 530-265-4823 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. [G.C. §54953.2, §54954.2(a)(1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)]

Forest Charter School

Monthly Charter Council Meeting Minutes – November 7, 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
Gabriella Stockdale, Parent Representative
Amea Medeiros, Parent Representative
Geoffrey Thornton, Parent Representative
Tita Fowler, Secretary

Minutes

Present: Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Janice Eggers (Truckee campus), Tita Fowler, B.J. Hatcher, Dylan Hendricks, Amea Medeiros, Geoffrey Thornton, Christine Sween (Foresthill Campus), Scott Namanny (Auburn Campus), Gabriella Stockdale
Absent: Dan Thiem, Katy Baggett

1. **Call to Order: 5:01 pm**
2. **Roll Call:** Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Janice Eggers (Truckee campus), Tita Fowler, B.J. Hatcher, Dylan Hendricks, Amea Medeiros, Gabriella Stockdale, Geoffrey Thornton, Christine Sween (Foresthill Campus), Scott Namanny (Auburn Campus)
3. **Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

November 7, 2023, Charter Council Agenda, October 10, 2023 Minutes, Contracts, and the Warrants were presented for approval.

Dylan Hendricks made a motion to approve the consent agenda. Amea Medeiros seconded.

Ayes: Dylan Hendricks, Amea Medeiros, Gabriella Stockdale, Geoffrey Thornton

Nays: None

4. **Discussion: Other**

None.

Information/Discussion Items:

5. Information: Learning Center Updates—Dawn Anthney (Nevada City), Janice Eggers (Truckee), Christine Sween (Auburn/Foresthill)

Dawn, Janice, and Christine provided the Council with campus highlights including enrollment updates, campus updates, and resources.

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

Peter and Dawn provided the Council with a WASC update. Visits are going well and the team will report out after completion tomorrow. We will have a final report sometime at the beginning of 2024.

7. Information: Charter School Renewal Extension—Peter Sagebiel

Peter reviewed the letter from the Nevada County Office of Education regarding charter renewal terms with the Council. Forest Charter School was renewed in 2019 so the charter term renewal will expire on June 30, 2027.

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

B.J. reviewed the stability rates with the Council and the enrollment trends per grade level. He will provide additional information about County comparisons.

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

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

Action Items:

10. Action: Forest Charter School Dress Code Policy--Peter Sagebiel

Peter reviewed the Forest Charter School Dress Code Policy with the Council. Clarification language was requested in one section. Approval will be tabled until the December 2023 meeting.

11. Director's Update--Peter Sagebiel

- Enrollment - Enrollment is holding steady at 814
- Staff Meeting/Training - The staff meeting breakout sessions and talks focus on students with disabilities.
- Other - Thank you to the Foundation for installing the Kiely Rodni Memorial Bench at the Truckee Campus.

12. Future Agenda Items

- AMIM Block Grant Spending Plan (Aug-Oct)
- Goal Updates (January) - School Governance, Public Relations & School Community, and FCS Education Program
- CAASPP Scores - Student Achievement
- Stability Rates - Countywide

- Dress Code Policy

13. Information: Reminder of Future Meetings

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

2023: 12/5**

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

***Special Meeting**

****Budget Meeting**

14. Action: Adjourn at 5:34 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (November 2023)

At-Will:

Brackett, Brittani	\$3,824.01	Block Class Instructor
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Stipends:

Hourly:

Altomare, Alayna	\$10,315.20	Supervised Activities (Truckee Aide)
Brackett, Brittani		Tutor as needed
Brackett, Brittani	\$245.00	Tutor
Marks, Juli	\$105.00	Tutor
Vandevorst, Iris	\$2,317.48	Supervised Activities
Watkins, Natalie	\$280.00	Tutor

Checks Dated 11/01/2023 through 11/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
24-539317	11/03/2023	ABSOLUTE COMM SOLUTIONS	01-5800		1,842.39
24-539318	11/03/2023	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300	4,773.81	
			01-4400	5,694.76	10,468.57 ✓
24-539319	11/03/2023	ART OF PROBLEM SOLVING	01-4300		91.58
24-539320	11/03/2023	B & C ACE HOME CENTER	01-4300		146.41
24-539321	11/03/2023	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		636.00
24-539322	11/03/2023	Bonnie Wiesz	01-5800		640.00
24-539323	11/03/2023	BRUCE MAIRS	01-5800		4,710.61
24-539324	11/03/2023	CATHLEEN WHITING	01-5800		667.50
24-539325	11/03/2023	DIPIETRO & ASSOCIATES, INC.	01-5800		739.12
24-539326	11/03/2023	JACKRIS PUBLISHING	01-4300	61.05	
			Unpaid Tax	4.72-	56.33
24-539327	11/03/2023	JJR Enterprises FILE 2388	01-4300		15.00
24-539328	11/03/2023	JUDSON PIANO STUDIO	01-5800		320.00
24-539329	11/03/2023	KELSIE FIRE EXTINGUISHER	01-5800		212.00
24-539330	11/03/2023	MINERS HARMONY MUSIC STORE	01-5800		105.00
24-539331	11/03/2023	NEVADA CITY BALLET ACADEMY	01-5800		2,079.50
24-539332	11/03/2023	NEVADA COUNTY SUPERINTENDENT	01-9514		52,636.94 ✓
24-539333	11/03/2023	NORTHERN SIERRA SWIMMING	01-5800		462.00
24-539334	11/03/2023	OFFICE DEPOT	01-4300		349.72
24-539335	11/03/2023	PAMELOT A SCHOOL OF DANCE	01-5800		60.00
24-539336	11/03/2023	PHILLIPS SCHOOL OF KUNG FU SAN SOO	01-5800		180.00
24-539337	11/03/2023	SCHOOL PATHWAYS LLC	01-5806		520.00
24-539338	11/03/2023	SCHOOL SPECIALTY LLC	01-4300		84.32
24-539339	11/03/2023	SINGAPORE MATH INC	01-4300		539.79
24-539340	11/03/2023	SUZIE GEMIGNANI	01-5800		202.50
24-539341	11/03/2023	TAHOE LEARNING	01-5800		240.00
24-539342	11/03/2023	THE CLEANING SOLUTION	01-5800		2,930.00
24-539343	11/03/2023	THE CURIOUS FORGE LLC	01-5800		250.00
24-539344	11/03/2023	TRUCKEE-DONNER REC.& PARK DIST	01-5800		264.00
24-539345	11/03/2023	VERIZON	01-5800		38.01
24-539346	11/03/2023	WAXIE SANITARY SUPPLY	01-4300		211.35
24-539347	11/03/2023	WHOLE MUSIC STUDIO, LLC	01-5800		180.00
24-539348	11/03/2023	YESENIA ANDERSON ANDERSONS STEP IT UP	01-5800		220.00
24-539726	11/09/2023	4 ELEMENTS EARTH EDUCATION INC	01-5800		2,010.00
24-539727	11/09/2023	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		424.55
24-539728	11/09/2023	AUBURN GYMNASTICS CENTER	01-5800		782.20
24-539729	11/09/2023	BENNATIS MARTIAL ARTS	01-5800		169.00
24-539730	11/09/2023	BYU CONTINUING EDUCATION	01-5800		179.00
24-539731	11/09/2023	CATHY COLLINGS	01-5800		180.00

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

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Checks Dated 11/01/2023 through 11/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
24-539732	11/09/2023	CITY OF NEVADA CITY	01-5540	388.00	
			01-5550	136.36	524.36
24-539733	11/09/2023	CLEARFLY	01-5930		456.68
24-539734	11/09/2023	CLEVER MINDS	01-5800		2,615.00
24-539735	11/09/2023	DEANNA NELLIST	01-5800		1,040.00
24-539736	11/09/2023	EMILY PELLEGRINI	01-5800		1,500.00
24-539737	11/09/2023	EZ WAY DRIVING SCHOOL	01-5800		200.00
24-539738	11/09/2023	FOREST CHARTER REVOLVING	01-4300		90.00
24-539739	11/09/2023	HEATHER GROVE	01-5800		360.00
24-539740	11/09/2023	JJR Enterprises FILE 2388	01-4300	110.02	
			01-5600	235.18	345.20
24-539741	11/09/2023	JOHN'S DRUM STUDIO	01-5800		275.00
24-539742	11/09/2023	LOOMIS GATEWAY ACADEMY	01-5802		1,700.00
24-539743	11/09/2023	MARIA ISABEL SANTANA	01-5800		175.00
24-539744	11/09/2023	MINERS HARMONY MUSIC STORE	01-5800		70.00
24-539745	11/09/2023	OFFICE DEPOT	01-4300		1,031.72
24-539746	11/09/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	431.98	
			01-5520	1,814.35	2,246.33
24-539747	11/09/2023	PAMELA DAVIS	01-5800		330.00
24-539748	11/09/2023	R&B COMMUNICATIONS	01-5800		395.00
24-539749	11/09/2023	RAINWATER MUSIC COMPANY	01-5800		320.00
24-539750	11/09/2023	REED'S LOCKS INC	01-5800		1,572.95
24-539751	11/09/2023	REYHA DANCE CENTER	01-5800		750.00
24-539752	11/09/2023	RICHARD T KIRKPATRICK	01-5800		350.00
24-539753	11/09/2023	ROSE-MAY MICKELSON	01-5800		425.00
24-539754	11/09/2023	SEAN BIANCO	01-5800		140.00
24-539755	11/09/2023	SEBASTIAN	01-5930		179.77
24-539756	11/09/2023	SHERRY TORGERSON	01-5800		150.00
24-539757	11/09/2023	SPD MARKET- NEVADA CITY	01-4700	32.06	
			01-5920	267.13	299.19
24-539758	11/09/2023	TAHOE LEARNING	01-5800		120.00
24-539759	11/09/2023	TRUCKEE DANCE FACTORY	01-5800		100.00
24-539760	11/09/2023	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	477.68	
			01-5540	115.57	593.25
24-539761	11/09/2023	US BANK CORPORATE PAYMENT SYS	01-4300	4,387.59	
			01-5210	2,001.96	
			01-5800	3,146.16	
			01-5801	80.97	
			01-5920	16.75	
			Unpaid Tax	48.91-	9,584.52
24-539762	11/09/2023	WAVE	01-5930		55.64
24-539763	11/09/2023	WESTERN NRG INC	01-4300		687.00
24-539764	11/09/2023	WILD ROOTS LEARNING CENTER LLC	01-5800		600.00

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Checks Dated 11/01/2023 through 11/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
24-539765	11/09/2023	WILLIAMS STATIONERY	01-4300		747.63
24-540171	11/17/2023	ALL ABOUT LEARNING PRESS INC	01-4300		210.94
24-540172	11/17/2023	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		6,759.20 ✓
24-540173	11/17/2023	AT&T	01-5930		28.95
24-540174	11/17/2023	B & C ACE HOME CENTER	01-4300		34.13
24-540175	11/17/2023	BRAVE WRITER LLC	01-5800		39.90
24-540176	11/17/2023	CANYON VIEW ASSEMBLY	01-5600		1,500.00
24-540177	11/17/2023	CARRIE BLANCHE MORRIS DBA MASTERPIECE ART ACADEMY	01-5800		660.00
24-540178	11/17/2023	CLEVER MINDS	01-5800		525.00
24-540179	11/17/2023	CLINTON WEAKLEY DBA COPPERWOOD CONSTRUCTION	01-5800		2,513.59
24-540180	11/17/2023	COMCAST	01-5930		128.11
24-540181	11/17/2023	CULLIGAN OF SACRAMENTO	01-5540		480.00
24-540182	11/17/2023	DE LAGE LANDEN FINCL SRV INC	01-5600		1,003.55
24-540183	11/17/2023	EMPLOYMENT DEVELOPMENT DEPT	01-9515		425.83
24-540184	11/17/2023	GPE	01-5400		4,739.00
24-540185	11/17/2023	K&T MANAGEMENT	01-5600		2,200.00
24-540186	11/17/2023	KATHRYN NUNN	01-5800		1,110.00
24-540187	11/17/2023	KEN WILLER	01-5800		275.00
24-540188	11/17/2023	MARC C. SMITH	01-5800		1,280.00
24-540189	11/17/2023	NEVADA CITY SCHOOL DISTRICT	01-5600		14,583.33 ✓
24-540190	11/17/2023	OPTIMUM BUSINESS	01-5930		309.10
24-540191	11/17/2023	PACIFIC GAS & ELECTRIC COMPANY	01-5510	29.93	
			01-5520	60.18	90.11
24-540192	11/17/2023	PIONEER COMMERCE CENTER	01-5600		15,378.34 ✓
24-540193	11/17/2023	RAINBOW RESOURCE CENTER	01-4300		75.73
24-540194	11/17/2023	SIERRA NEVADA BOULDERING GYM	01-5800		622.00
24-540195	11/17/2023	SITELINE ARCHITECTURE	01-5800		555.00
24-540196	11/17/2023	SPD MARKET- NEVADA CITY	01-4300	4.87	
			01-4700	41.45	
			01-5920	200.61	246.93
24-540197	11/17/2023	TEACHERS CURRICULUM INSTITUTE	01-5800		114.00
24-540198	11/17/2023	WASTE MANAGEMENT	01-5570		311.02
Total Number of Checks			100		172,071.39

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	100	172,125.02

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.

Checks Dated 11/01/2023 through 11/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
Total Number of Checks			100	172,125.02	
Less Unpaid Tax Liability				53.63-	
Net (Check Amount)				<u>172,071.39</u>	



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

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CASH FLOW REPORT

District **Forest Charter School**
FISCAL YEAR: **2023/2024**
REPORT PERIOD: **First Interim Budget**

Date actuals are posted through:

		July	August	September	October	November	December	January	February	March	April	May	June	Total Cash	Current Year Accrual	STRS On- Behalf / Other Non- Cash	Total Activity	Current Budget
BEGINNING CASH BALANCE / BFB		3,060,757	2,916,483	2,591,084	3,497,422	3,610,317	3,521,224	3,801,836	3,349,002	2,938,701	3,250,645	2,840,344	2,431,445					3,060,757
RECEIPTS																		
Principal Apportionment	8011-8019	267,656	267,656	1,121,369	481,780	481,780	1,162,311	495,385	495,385	1,175,915	495,385	495,385	1,175,915	8,115,921	0	0	8,115,921	8,115,921
Property Taxes	8020-8099	0	0	0	0	0	0	0	0	0	0	0	0	0	1,479,196	0	1,479,196	1,479,196
Federal	8100-8299	0	0	0	9,049	0	0	0	0	0	0	0	179,456	188,505	0	0	188,505	188,505
State	8300-8599	5,246	5,246	9,444	235,019	9,444	63,598	3,954	3,954	38,793	3,954	3,954	271,287	653,891	0	348,657	1,002,548	1,002,548
Local	8600-8799	26,542	26,504	58,891	47,736	106,117	19,722	12,847	55,380	62,255	55,380	56,782	64,425	592,580	0	0	592,580	592,580
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other	8930-8979	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		299,444	299,406	1,189,704	773,584	597,341	1,245,631	512,185	554,718	1,276,963	554,718	556,120	1,691,083	9,550,897	1,479,196	348,657	11,378,750	11,378,750
DISBURSEMENTS																		
Cert Salaries	1000-1999	53,707	214,819	381,073	382,780	381,292	377,188	377,188	377,188	377,188	377,188	377,188	377,189				4,053,988	4,053,988
Classified Salaries	2000-2999	40,768	66,952	89,372	93,312	94,003	81,792	81,792	81,792	81,792	81,792	81,792	81,792				956,954	956,954
Employee Benefits	3000-3999	32,938	87,597	139,316	143,235	147,854	138,157	138,157	138,157	138,157	138,157	138,157	138,157			348,657	1,866,696	1,866,696
Books/Supplies	4000-4999	1,526	4,724	95,733	38,241	26,605	48,343	48,343	48,343	48,343	48,343	48,343	48,343				505,226	505,226
Services	5000-5999	422,923	282,596	479,151	159,603	92,458	319,539	319,539	319,539	319,539	319,539	319,539	320,748				3,674,711	3,674,711
Capital Outlay	6000-6599																	0
Other Outgo	7000-7499																	0
Interfund Transfers Out	7600-7629																	0
All Other Uses	7630-7699																	0
TOTAL DISBURSEMENTS		551,862	656,688	1,184,644	817,171	742,212	965,019	965,019	965,019	965,019	965,019	965,019	966,229	0	0	348,657	11,057,575	11,057,575
ASSET/LIABILITY TRANSACTIONS																		
Revolving Cash	9130																	
Cash Awaiting Deposit	9140																	
Accounts Receivable	9200-9299	5,557		887,733	427,542	47,966												
Due From Other Funds	9310																	
Stores	9320																	
Prepaid Expenditures-PY	9330	249,345	12,627															
Prepaid Expenditures-CY	9330																	
Other Current Assets	9340																	
TOTAL ASSETS		254,902	12,627	887,733	427,542	47,966	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Payable-PY	9500-9599	-146,759	19,255	13,545	-271,059	7,811								-377,206	377,206	0	0	
Accounts Payable-CY	9500-9599													0	0	0	0	0
Use Tax Payable-PY	9508													0	0	0	0	0
Use Tax Payable-CY	9508													0	0	0	0	0
Due to Other Funds	9610													0	0	0	0	0
Current Loan (TRANS)	9640													0	0	0	0	0
Deferred Revenue-PY	9650													0	0	0	0	0
Deferred Revenue-CY	9650													0	0	0	0	0
Suspense Clearing	9910													0	0	0	0	0
TOTAL LIABILITIES		-146,759	19,255	13,545	-271,059	7,811	0	0	0	0	0	0	0	-377,206	377,206	0	0	0
TOTAL INCREASE (DECREASE)		-144,274	-325,399	906,338	112,895	-89,094	280,612	-452,833	-410,301	311,944	-410,301	-408,899	724,854		1,101,990	0		3,381,932
ENDING CASH BALANCE		2,916,483	2,591,084	3,497,422	3,610,317	3,521,224	3,801,836	3,349,002	2,938,701	3,250,645	2,840,344	2,431,445	3,156,300					

Forest Charter School

Budget Narrative and Assumptions
 2023-2024 First Interim Budget
 Date: November 29, 2023
 Board Approved: December 5, 2023

Summary

The First Interim budget report is a snapshot of the school's revenue and expenditure projections for the current fiscal year. It is a time to adjust the budget based on the closing of the prior fiscal year, current year enrollment trends, staff hiring adjustments, and other factors that impact revenue and expenditures.

Governor Gavin Newsom signed an on-time budget in June. Subsequently, the state legislature adopted Senate Bill (SB) 141. There were some minor changes to the Governor's proposed budget, however, these changes had a minimal impact to Forest Charter's original adopted budget.

The state faces potential revenue shortfalls and budget deficits that could result in further cuts to education spending for which FCS is preparing for. The state's total revenue for the last fiscal year will not be known until all outstanding 2022 taxes have been filed, because nearly all residents and some corporations were granted tax filing extensions until November. Moreover, the Legislative Analyst's Office (LAO) recently indicated that the state may be experiencing a mild recession that began in the fourth quarter of 2022. While state revenues appear to be stabilizing, the LAO projects that the state will face a nearly \$10 billion deficit in 2024-25. To compound matters, the 2024-25 COLA is showing a downward trend towards 2% and some Charter school advocates are predicting zero COLA in the coming years. These concerns, combined with increased costs and expiring one-time COVID relief funds could present fiscal challenges to many schools throughout the state.

Forest Charter has developed a budget with these predictions in mind, and over the past several years we have built a healthy reserve which should allow us to thrive, and maintain the integrity of our educational programs should these predictions come to fruition.

Overview of Local Control Funding Formula (LCFF):

Implemented in 2012, the intent of the Local Control Funding Formula (LCFF) is to increase flexibility and accountability at the local level so that those closest to students can make the decisions and ensure that student needs drive the allocation of resources.

- FCS will receive a Base Grant of \$5,434,740 and \$1,479,196 from in-lieu property taxes.
- As part of the total funding received, \$728,742 is estimated to be generated as *supplemental funds* principally directed to support our FRPM population.
- FCS is not eligible for the concentration grant.

MSimmons/FCS

Education Protection Account (EPA)

The Education Protection Account (EPA) provides schools with general purpose State aid funding pursuant to Proposition 30, approved by voters November 6, 2012. In 2016 voters approved extending the personal tax increase to support education through 2030. The EPA is a component of the school's general purpose entitlement.

- As outlined in Proposition 30, EPA monies are collected through taxes throughout the year and paid to schools on a quarterly basis.
- The FCS governing board is required to make the spending determinations with respect to monies received from the EPA in open session of a public meeting. These spending determinations are posted on our website at www.forestcharter.com.
- FCS estimates we will receive \$2,681,181 in EPA funding for the 2023-2024 school year.

Elementary and Secondary School Relief Fund (ESSER III)

The Nevada County Superintendent of Schools received COVID-19 federal funding from the American Rescue Plan Act (ARP Act) Elementary and Secondary School Relief (ESSER III) Fund. FCS is not eligible for this funding as we are not a Title I school, however, the county has generously offered a portion, based on revenue generated by FCS's ADA, of their ESSER III funding to FCS. This funding will provide LEAs with emergency relief funds to address the impact COVID-19 has had, and continues to have, on our schools.

NCSoS has allocated \$660,508 to FCS. The remainder of the grant (\$36,804) will be spent in 2023-2024. We will follow NCSoS's board approved spending plan for our ESSER III allocation which includes tutoring, intervention, cleaning supplies, and technology.

Educator Effectiveness Block Grant

FCS received \$150,601 to provide professional learning for teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils to be spent by the end of the 2025-26 school year. The FCS Governing board approved the EEBG Spending plan on December 14, 2021 with a focus on coaching/mentoring, professional development and training, and purchasing supplemental materials. FCS has budget to spend \$56,241 of the EEBG in 2023-24, and the remainder in 2024-25.

Learning Recovery Emergency Block Grant

As part of the 2022 Budget Trailer Bill, Governor Newsom established the Learning Recovery Emergency Block Grant (LREBG) of which \$720,981 will be allocated to FCS to be used through the 2026-2027 fiscal year. However, the 2023-24 budget bill reduced the LREBG by approximately 14%. This was a reduction of \$103,200 for Forest Charter. Since full funding was distributed in 2022-23, this reduction was taken out of the October 2023 principal apportionment payment.

The LREBG was established in response to the emergency caused by the COVID-19 pandemic to assist schools serving pupils in the long-term recovery from the COVID-19 pandemic, including addressing pupil learning, mental health, and overall well-being. In lieu of a board approved plan, FCS will utilize the Local Control and Accountability Plan to communicate our strategic plan for how funds will be used to improve student outcomes.

Arts, Music, and Instructional Materials Discretionary Block Grant

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As part of the 2022 Budget Trailer Bill, Governor Newsom established the Arts, Music, and Instructional Materials Discretionary Block Grant (AMIM) of which \$485,643 will be allocated to FCS to be used through the 2025-2026 fiscal year.

FCS will develop a plan which will be board approved in the 2023-24 school year. AMIM can be used for the following purposes:

- (1) obtaining standards-aligned professional development and instructional materials for specified subject areas
- (2) obtaining professional development and instructional materials for improving school climate
- (3) developing diverse, culturally relevant and multilingual school library book collections
- (4) operational costs, including retirement and health care cost increases
- (5) COVID-19-related costs necessary to keep pupils and staff safe and schools open for in-person instruction.

Proposition 28

In November 2022, California voters passed Proposition 28, which mandates the annual allocation of 1% of the TK-12 portion of Proposition 98 funding for arts and music instruction in schools (Approximately \$111,171 for FCS). However, no further clarification has been issued beyond the language enacted in early July as part of Senate Bill (SB) 115. Given that allocations are not yet confirmed, and certain key provisions of Proposition 28 (including the requirement that 80% of these funds be used to hire staff and the restriction that these funds supplement, not supplant current funding) lack clarity, FCS will exercise caution in planning for the use of these funds, and this revenue is not reflected in the first interim budget.

First Interim Budget in Summary

The First Interim Budget is based on an ADA of 790, and reflects a net increase of \$321,174.

FCS will focus on closely monitoring the school's budget and spending trends by implementing the following:

- Monitor cash flow regularly, and bring cash flow report monthly to the board.
- Monitor and analyze the effectiveness of our one-time spending to make sure we are utilizing the one-time funds in the most effective way possible, and that we don't end up deficit spending when the one-time funding ends.
- Review annual costs of school programs to analyze ongoing sustainability, especially in regards to the one-time spending/hiring over the next few years.

Multi-Year Projection

Our Budget Summary and Multi-Year Projection identifies the following key points:

- 2023-24
 - Enrollment and ADA at 810/790
 - LCFF revenue based on FCMAT LCFF Calculator and includes an 8.22% COLA
 - EPA Funding of \$2,681,181
 - Step increases and 6% salary raise for all staff

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- Increase in the employer contribution to CalSTRS from 16.92% to 19.1%
- Surplus of \$321,174
- Ending Fund Balance includes a Capital Expense reserve of \$300,000, a 10% required reserve, 5% SPED reserve, \$35,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$50,000 for playground updates, \$75,000 for facility upgrades, and \$899,204 for restricted block grants (AMIM, Ethnic Studies, and LREBG)
- 2024-25
 - Enrollment and ADA at 815/798
 - LCFF revenue based on FCMAT LCFF Calculator which includes a 3.94% COLA
 - All salaries are shown with a step increase and 3% raise
 - Surplus of \$124,558
 - Maintain the employer contribution to CalSTRS at 19.10%
 - Ending Fund Balance includes a Capital Expense reserve of \$300,000, a 10% required reserve, 5% SPED reserve, \$50,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$50,000 for playground updates, \$75,000 for facility upgrades, and \$523,266 for restricted block grants (AMIM and LREBG)
- 2025-26
 - Enrollment and ADA at 820/801
 - LCFF revenue based on School Services projections and FCMAT LCFF Calculator with a 3.29% increase to the COLA
 - All salaries are shown with a step increase and 3% raise
 - Deficit of \$91,610
 - Maintain the employer contribution to CalSTRS at 19.10%
 - Ending Fund Balance includes a Capital Expense reserve of \$300,000, a 10% required reserve, 5% SPED reserve, \$50,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$50,000 for playground updates, \$75,000 for facility upgrades, and \$185,000 for restricted block grants (AMIM and LREBG)

Audit Regulation Updates

Charter Schools are required to go through an annual audit conducted by an outside firm to review the fiscal procedures and contemporaneous records of attendance compliance as outlined in the State Audit Guide. This year, annual audits will include the following:

- The LCAP and its process will be subject to an audit, which verifies whether or not the funds provided through apportionment and supplemental funding have been spent in accordance with the requirements
- The audit will verify the school's Education Protection Account Plan (EPA) to ensure that funds were spent in accordance with EPA requirements
- The audit will look at Independent Study rules in regards to AB 130/167 compliance
- The audit will verify spending in ELO, ESSER, and Covid Relief funding
- The audit will ensure that data collection procedures for our unduplicated pupil count complies with Ed Code 42238.01(a)

MSimmons/FCS

- The SB 740 Funding Determination will be audited to ensure that FCS meets all regulated requirements

Senate Bill 740 (SB 740)

California Senate Bill 740 (SB 740) was passed in October 2001 to strengthen the oversight of non-classroom based schools and implement funding cutbacks for schools that failed to meet spending standards. Since the bill was passed, non-classroom based schools have increased both instructional spending and spending on certificated staff salaries as a proportion of revenues. In order to receive 100% funding, a non-classroom based school must meet the following criteria:

1. At least 80 percent of total revenues must be spent on instruction and related expenses, which includes certificated staff salaries and benefits *and*
2. At least 40 percent of the above mentioned revenues must be spent on certificated staff salaries and benefits *and*
3. The overall pupil-teacher ratio must be 25:1 or lower

In February 2023, FCS applied for and received a four-year renewal for 100% Funding (the most a school can receive).

Health Benefits:

FCS offers a High Deductible PPO Health Plan with a Health Saving Account to all eligible employees. In 2023-24 we are offering four plans for employees to choose from with varying deductibles and networks. For the second year in a row, we did an analysis of our employee cap, and we were able to increase our cap to alleviate some of the constantly increasing health insurance costs for our staff.

FCS implemented a 'tiered' benefit cap structure, providing a cap based on family demographics:

PLAN	PER EMPLOYEE CAP
Employee Only	\$8,000
Employee with child(ren)	\$8,760
Employee plus spouse	\$8,760
Employee plus family	\$14,000

Dental, Vision, Accident, and Critical Illness plans are offered as voluntary options. FCS offers life insurance to all staff at no cost.

Oversite and Business Services:

- Oversight (1%) - \$95,951.17
- NCSOS Business Services (1%) – \$95,951.17

Special Education

- Special Education continues to be a shared expense between the members of the Nevada County Charter Services Authority (NCCSA) offering an efficient model for the delivery of special education services to our students.
- The FCS special education annual encroachment projected for the 2023-24 school year is \$1,293,909.95, which is 12% of our overall budget.

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- FCS will receive \$742,564 in SELPA funding for 2023-24 and an estimated \$56,688 in Mental Health dollars.
- Total projected special education costs = \$2,067,501 (18% of our overall budget).

Cash Flow

We will continue to monitor and provide the council with monthly reports of our cash flow.

MSimmons/FCS

Forest Charter School
2023-2024 1st Interim MYP

	Unaudited Actuals 2022-2023	Adopted 2023-2024	1st Interim 2023-2024	Year 2 2024-2025	Year 3 2025-2026
<i>Estimated COLA</i>	6.70	8.22	8.22	3.94	3.29
ENROLLMENT	773	800	810	815	820
ADA	754	779	790	798	801
%	98%	97%	98%	98%	98%
REVENUE					
LCFF	6,064,422	5,571,141	5,434,740	5,766,882	6,035,920
PY LCFF Adjustment	-27,942				
Prop 30 EPA	676,308	2,682,967	2,681,181	2,815,041	2,918,589
In-Lieu Property Taxes	1,678,139	1,194,364	1,479,196	1,479,196	1,479,196
Total LCFF	8,390,927	9,448,472	9,595,117	10,061,119	10,433,705
SELPA - Federal (3310) RESTRICTED	161,404	142,494	142,494	162,000	165,000
SELPA - State (6500) RESTRICTED	629,641	530,080	530,080	540,000	545,000
Mental Health (6545) RESTRICTED	56,348	50,771	56,348	57,000	58,000
ARP Federal Grant	29,264				
Mandate Block Grant	22,710	24,805	24,805	25,000	25,000
State Lottery (1100)	175,026	133,845	139,358	140,000	142,000
State Lottery (6300) RESTRICTED	87,166	52,751	56,688	57,000	58,000
STRS/PERS on Behalf (7690) RESTRICTED	333,464	348,657	348,657	348,657	348,657
Local - donations	28,469	25,000	35,000	25,000	25,000
Local - Interest	36,417	27,500	27,500	27,500	27,500
SPED (3327)	9,206	9,028	9,206	9,300	9,350
Educator Effectiveness Block Grant	13,818	55,000	56,241	78,582	
ESSER III - 3213 - 3215	295,607	225,000	36,804		
ELO - 3216-3219	10,054				
Ethnic Studies BG	7,772				
A-G Grant (7412 & 7413)	1,216		43,929		
Learning Recovery BG (7435)	720,981	45,145	0		
Arts, Music, and Instruction BG (6762)	242,822		225,575		
UPK Grant (6053)	4,333		50,946	40,613	
Learning Loss (6537)	29,482				
Total Revenue	11,286,127	11,118,548	11,378,749	11,571,771	11,837,212
EXPENDITURES					
Personnel Costs					
Certificated Salaries	3,882,871	3,950,979	4,053,988	4,256,687	4,469,522
Classified Salaries	951,455	1,000,111	956,954	1,004,802	1,055,042
Benefits	1,779,972	1,825,566	1,866,696	1,922,697	1,980,378
Total Personnel Costs	6,614,298	6,776,656	6,877,638	7,184,186	7,504,941
Expenditures					
Materials & Supplies	330,570	521,365	481,226	475,000	500,000
Non Capitalized Equipment	1,678	24,000	24,000	25,000	26,750
Total Books and Supplies (4000)	332,248	545,365	505,226	500,000	526,750
Other Operating Expenses (5000)					
SubAgreements for Services 5100	1,737,551	1,955,541	2,067,502	2,170,877	2,279,421
Travel and Conferences 5200	4,537	9,500	14,500	5,000	5,000
Dues and Memberships 5300	16,262	20,000	20,000	20,000	20,000
Insurance 5400	31,009	60,000	45,000	48,500	50,000
Operations& Housekeeping 5500	61,771	57,000	58,000	60,000	62,500
Rent, Leases, Repairs, Non Cap IM 5600	406,017	425,000	455,000	468,650	482,710
Prof/Consul/Svcs& Oper Expense 5800	1,150,336	967,637	962,709	935,000	940,000
Communications 5900	27,550	38,000	52,000	55,000	57,500
Bldgs and Improve 6200	168,652				
Excess Program Costs 7100					
Total Program Costs	3,935,933	4,078,043	4,179,937	4,263,027	4,423,880
Total Expenses	10,550,231	10,854,699	11,057,575	11,447,213	11,928,822
Net Increase/Decrease	735,896	263,849	321,174	124,558	-91,610
Beginning Balance	2,453,579	3,060,756	3,060,756	3,381,930	3,506,487
Audit Adjustment	-128,719				
Ending Balance	3,060,756	3,324,605	3,381,930	3,506,487	3,414,878
Revolving/Clearing	2,600	2,600	2,600	2,600	2,600
Required Reserve	1,055,023	1,085,470	1,105,758	1,373,666	1,431,459
SPED Reserve	527,512	542,735	552,879	572,361	596,441
Tech Rotation	75,000	100,000	100,000	125,000	150,000
Tech Upgrade	35,000	35,000	35,000	50,000	75,000
Playground/Equipment Upgrade	0	50,000	50,000	50,000	50,000
Restriicted Block Grants	971,575	623,090	899,204	523,266	185,000
Facility Upgrades	75,000	75,000	75,000	75,000	100,000
Building Project Reserve	300,000	300,000	300,000	300,000	300,000
Unappropriated Fund Balance	19,046	510,710	261,489	434,595	524,378

Charter Council Approved:

NOTES:

Salaries in year 2 and 3 include 3% increase

EFB = 10% required reserve in all years and 5% SPED Reserve

Restricted Block Grants - LRBG (7435) \$473,035, Ethnic Studies (7810) \$7,772, and AMIBG (6762) \$418,397

Unearned Revenue = UPK (6053) \$40,613.07 and EEBG (6266) \$78,582.01



Section: 500

Policy: 023

FCS Council Approved: **DRAFT**

DRAFT - Dress Code Policy

The following dress code shall be in effect at Forest Charter School (“FCS” or “the School”) resource center(s) during school and school-sponsored activities except where modified by the site administrator for specific extracurricular activities or in special cases. The FCS staff and administration reserve the right to determine clothing that disrupts or detracts from the educational environment. This dress code is gender-neutral. Clothing may be of any fashion, style, or design, as determined by the student and the student’s parents/guardians.

Notification of the Student Dress Code

Parents and students will be provided notice of the Charter School’s dress code at the beginning of the school year and/or upon enrollment. This information will also be located within the FCS’s Parent/Student Handbook.

Rationale

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.

I. GOALS OF THE FCS DRESS CODE

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, and religion.

II. **DRESS CODE POLICY**

The primary responsibility for a student's attire resides with the student and parents or guardians. The School is responsible for ensuring that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given a choice in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the School and align with the rationale and goals described above.

1. **Basic Principle: Certain body parts must be covered for all students**

Clothes must be worn in a way that covers private parts and bottoms with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. **Students and visitors Must Wear:**

- An opaque (i.e. not see-through) shirt;
- An opaque (i.e. not see-through) bottom: pants/sweatpants/shorts/skirt/dress/leggings; and
- Shoes. Activity-specific shoe requirements are permitted (for example for PE).

3. **Students and visitors May Wear:**

- Hats, including religious headwear
- Hoodie sweatshirts (Students will be permitted to wear hoodies overhead, unless, in the judgment of the FCS staff or teacher, it hinders the education process or obscures the student's eyes)
- Fitted pants, including leggings, yoga pants, and "skinny jeans."
- Midriff-baring shirts
- Ripped jeans, unless underwear is exposed.
- Tank tops, including spaghetti straps.
- Athletic attire
- Clothing with commercial or athletic logos.

4. Students and visitors Cannot Wear:

- Violent language or images (including language or images of weapons)
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class, or otherwise conveys a negative message
- Visible underwear. (Visible waistbands or straps on undergarments worn under other clothing are not a violation).
- Bathing suits
- Helmets or headgear that obscures the face (except as a religious observance).

5. Dress Code Violations.

If an FCS staff member determines that a student's attire is inappropriate or disruptive to the educational environment as described herein, the following may occur:

- The student may be asked to briefly leave class to change clothing to align with this dress code
- The School may confiscate items that violate the dress code.
- The School may notify the student's parents/guardians of the dress code violation(s).
- The School may schedule a conference with the student's parents/guardians to discuss the dress code violation(s).

Students will not be disciplined, penalized academically, or removed from class as a consequence of wearing "inappropriate" attire.

III. GANG INFLUENCE

In order to discourage the influence of gangs, school staff shall take the following measures:

- Any student displaying apparel or paraphernalia indicative of gang affiliation shall be referred to the director or designee.
- The student's parent/guardian shall be contacted and may be asked to meet with school staff.
- The student may be sent home to change clothes.



Section: 500

Policy: 003

FCS Council Approved: February 15, 2011

Revised: September 20, 2016

Revised: October 25, 2016

Revised: November 7, 2017

Revised: January 11, 2022

Revised: December 5, 2023

Enrollment Policy

Rationale

Forest Charter School (“FCS”) is committed to providing a personalized learning experience for all students. Further, FCS wants to be sure that the enrollment process is fair and equitable.

With these considerations in mind, FCS has adopted the following policy:

Admission Requirements

In accordance with Education Code Section 51747.3, students must reside in Nevada County or adjacent counties to be enrolled in FCS. Students must meet the minimum age for admission to a public school and must not exceed the maximum age for public school admission (no older than 22, and once 19, must remain continuously enrolled in a public school, without a break in enrollment since that time, and is making satisfactory progress toward a high school diploma). FCS admits all students who wish to attend subject only to the geographic limitations set forth in Section 51747.3 and the age limitations described above.

FCS does not discriminate on any protected classification described in Education Code Section 220, including but not limited to race or ethnicity, nationality, gender, gender expression, gender identity, sexual orientation, disability, religion, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status.

Open Enrollment Period for Fall applicants and lottery process

- FCS will hold an open enrollment period that will run from the beginning of the second semester until 5:00 pm on the Thursday before the public random drawing (“lottery”).
- Any subsequent open enrollment periods will run from the end of the previous open enrollment period until 5:00 pm each Thursday.
- The lottery will be held on a Friday in March. FCS will announce the exact date/time approximately two months before the March lottery, and will post the lottery date/time on its website.
- If new applications for admission are received following the end of the open enrollment period, subsequent lotteries, if needed to determine admission, will be held on a weekly basis on each Friday that school is in session.

- Students wishing to be admitted to FCS must begin by filling out the online interest form on the FCS website during the open enrollment period. If a family is unable to fill out the online form, they may contact FCS by telephone for assistance.
- Students/families must fill out the online interest form during any FCS open enrollment period. In the case that more students wish to be admitted than there is capacity, admission will be determined by lottery. Students who were enrolled in FCS in the previous year and who timely notify FCS that they are continuing their education with FCS are exempt from the lottery, and are guaranteed admission.

Preference in the lottery will be given in the following order:

1. Children or grandchildren of administrators, office staff, special ed staff, supervising teachers and any other learning center employees currently working at FCS. **Full time staff members will receive higher priority than part time.**
 2. Siblings of students admitted to or attending FCS
 3. Residents of Nevada County
 4. Residents of the Chicago Park School District
 5. All other applicants
- Once capacity has been reached in the lottery, the remaining applications will be drawn and students will be placed on a waitlist based on the order of the lottery draw.

Other Considerations

- In accordance with Education Code Section 51745(c), students who enroll with an existing individualized education program (“IEP”), may not participate in independent study unless the IEP specifically provides for that participation. As a result, it may be necessary for an IEP team meeting to be held. The legal requirement for an IEP meeting will not delay admission.
- Students who are under a current expulsion order from a previous school will require special consideration and may not be admitted.
- Due to FCS serving a large geographic area, capacity may vary each year, based on the capacity of the Supervising Teachers (“ST”) serving a given geographic area. (E.g., FCS will not require an ST from Nevada City to serve students in Truckee if the Truckee Supervising Teachers are all at capacity.)
- Twins will be placed in the lottery as one student and will receive the same lottery position. If there is only one spot available, the family will be offered placement for one twin. If the family declines the offer of placement, the twins will remain on the waitlist in the same position and the next applicant on the list will be offered the placement. Twins will not be dropped from the list or dropped to the bottom of the list if they decline a spot unless there are two enrollment spots available at the time of declining.

Acceptance of Admission and Enrollment Procedures

- After a student has been admitted through the lottery, FCS will contact the family via email. Once contacted by the school, the family has two school days to contact FCS and accept the offer of admission. If FCS does not hear from the family within these two school days, the admission spot will be given to the next student on the waitlist, and the student who was

originally contacted will be removed from the waitlist.

- If a family declines admission, the student will be removed from the waitlist.
- Following the acceptance of an offer of admission, the family will have three school days to turn in all the required registration documentation/forms. If all of the documentation/forms are not turned in within three school days, FCS will rescind the offer of admission, remove the student from the waitlist, and contact the next student on the waitlist.
- FCS will make every effort to assist and accommodate parents in compiling registration documentation. FCS complies with all laws regarding homeless and foster youth and will not delay registration in the case of a homeless or foster youth without required registration documentation.

Waitlist

- In order to maintain their spot on the waitlist from year to year, families must register with FCS indicating their continued interest in remaining on the waitlist for the next school year. FCS will send out a form to all families on the waitlist at the beginning of the calendar year and families will have until the last school day in February to return the form. If this form is not returned on time, students will be removed from the waitlist.
- The waitlist may be adjusted if a new applicant meets one of the enumerated lottery preferences (e.g., the child of a staff member) that an applicant on the waitlist does not.
- If a family has applied for more than one Learning Center location, and accepts a spot at one Learning Center, they will be removed from any additional waitlists.