

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

September 17, 2024

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 Amber Baker, Parent Representative Amea Medeiros, Parent Representative Gabriella Stockdale, Parent Representative <VACANT>, 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 17, 2024 Agenda
 - B. August 27, 2024, Charter Council Meeting Minutes (*page 4*)

- C. Contracts (September) (page 8)
- D. Warrants (August) (page 9)

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.

Information/Discussion Items:

1. Information: Brown Act Training—Peter Sagebiel, Dan Thiem

Peter and Dan will give the Council an overview of the Brown Act and Charter School Governance.

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

Christine, Janice, and Dawn will provide learning center updates.

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

B.J. will update the Council on student achievement.

4. Information: 9th Grade Math Placement—B.J. Hatcher

B.J. will discuss the 9th grade Math placement checkpoint to ensure proper Math placement.

5. Information: 2024/25 Budget and Cash Flow—Meshawn Simmons (page 12)

Meshawn will update the Council on 2024/25 Budget items and Cash Flow.

6. Information: Charter Council Governance Responsibilities Prep—Peter Sagebiel

Peter will work with the Council to prepare the Charter Council Governance Responsibilities training in October.

Action Items:

7. Action: 2023/24 Forest Charter School Unaudited Actuals—Meshawn Simmons

- Should the Council approve the Forest Charter School Unaudited Actuals?

8. Action: 2023/24 Education Protection Account (EPA) Actuals--Meshawn Simmons (page 13)

- Should the Council approve the Forest Charter School 2023/24 EPA Actuals?

9. Director's Update--Peter Sagebiel

- Enrollment
- Political Updates
- Staff Development - Conflict Resolution
- Other

10. Future Agenda Items

- AMIM Block Grant Spending Plan
- Ethics Training for the Board
- Sped Classified Salary Schedule
- Brown Act Training
- Charter Council Budget Training

11. Information: Reminder of Future Meetings

2024: 10/8, 11/5, 12/10

2025: 1/14, 2/11, 3/11, 4/8, 5/13, 6/9, 6/10

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

12. Action: Adjourn

Forest Charter School

DRAFT - Monthly Charter Council Meeting Minutes – August 27, 2024

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

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

Council Members:

Dan Thiem, Community Representative, and Chair
Amber Baker, Parent Representative
Gabriella Stockdale, Parent Representative
Amea Medeiros, Parent Representative
Tita Fowler, Secretary

Minutes

Present: Dan Thiem, Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Katy Baggett, Amber Baker, Brittani Brackett (Auburn Campus), Janice Eggers (Truckee Campus), Tita Fowler, Gabriella Stockdale, Christine Sween (Foresthill Campus)

Absent: Amea Medeiros

1. **Call to Order: 5:00 pm**
2. **Roll Call:** Dan Thiem, Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Katy Baggett, Amber Baker, Brittani Brackett (Auburn Campus), Janice Eggers (Truckee Campus), Tita Fowler, Gabriella Stockdale, Christine Sween (Foresthill Campus)
3. **Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

August 27, 2024, Charter Council Agenda, June 10, 2024 and June 11, 2024 Minutes, Contracts, and Warrants were presented for approval.

Gabriella Stockdale made a motion to approve the consent agenda. Dan Thiem seconded. All ayes.

Ayes: Gabriella Stockdale, Dan Thiem

Nays: None

4. **Discussion: Other**

None.

Action Items:

5. Action: FCS New Charter Council Member Appointment—Dan Thiem, Peter Sagebiel

Gabriella Stockdale made a motion to appoint Amber Baker as a Charter Council Parent Representative. Dan Thiem seconded.

Ayes: Gabriella Stockdale, Dan Thiem

Nays: None

Information/Discussion Items:

6. Information: FCS School Parent Representative Resignation—Dan Thiem, Peter Sagebiel

Peter discussed the resignation of Parent Representative Brooke Sandy.

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

Christine, Janice, and Dawn provided the Council with campus highlights including enrollment across all campuses, exciting school year kick-off events, and Fall event preparations. I-Ready assessments are also in full swing across all campuses.

8. Information: School Dashboard Update—B.J. Hatcher

B.J. reviewed the items updated on the School Dashboard for reporting Full-Time Equivalent teachers.

9. Information: Forest Charter School Local Indicators—B.J. Hatcher

This was duplicative of item number 8.

10. Information: Student Achievement—B.J. Hatcher, Peter Sagebiel

B.J. discussed the preliminary assessment numbers for CAASPP and i-Ready. Peter reviewed changes to our benchmark and intervention expectations to address the decrease in proficiency in some areas as well as to improve our participation rate. B.J. will share statewide and county numbers as they are released.

11. Information: 2024/25 Budget and Cash Flow—Meshawn Simmons

Meshawn updated the Council 2024/25 budget and cash flow which is on track. Meshawn will provide the Council with Budget training in October and a review of the three budget documents shared with the Council regularly.

Action Items:

12. Action: Forest Charter School Sped Support Teacher Salary Schedule--Meshawn Simmons

No action was taken. This item will be brought back to the Council if needed.

13. Action: Forest Charter School Policy Updates--Peter Sagebiel, Meshawn Simmons

The following Forest Charter School policies were reviewed and presented for approval:

- Administration of Medication Policy (added albuterol/asthma)
- Independent Study Policy (legal updates) Master to Written Agreements
- Internal Complaint Policy (legal updates)
- Math Assessment Policy (just a date update to indicate review - no changes)
- Suicide Prevention Policy (legal updates)
- Uniform Complaint Policy (legal updates)

Gabriella Stockdale made a motion to approve the policies presented for approval. Amber Baker seconded. All ayes.

Ayes: Amber Baker, Gabriella Stockdale, Dan Thiem

Nays: None

14. Action: 24/25 Forest Charter School Conflict of Interest Policy--Peter Sagebiel

Peter presented the 24/25 Forest Charter School Conflict of Interest Policy for approval.

Amber Baker made a motion to approve the 24/25 Forest Charter School Conflict of Interest Policy. Gabriella Stockdale seconded. All ayes.

Ayes: Amber Baker, Gabriella Stockdale, Dan Thiem

Nays: None

15. Action: Workplace Violence Prevention Plan and Policy--Meshawn Simmons

Meshawn reviewed the Workplace Violence Prevention Plan and Policy with the Council.

Gabriella Stockdale made a motion to approve the Workplace Violence Prevention Plan and Policy. Amber Baker seconded. All ayes.

Ayes: Amber Baker, Gabriella Stockdale, Dan Thiem

Nays: None

16. Action: Prop 28 Spending Plan--Meshawn Simmons

Meshawn reviewed the Prop 28 Spending Plan with the Council.

Amber Baker made a motion to approve the Prop 28 Spending Plan. Gabriella Stockdale seconded. All ayes.

Ayes: Amber Baker, Gabriella Stockdale, Dan Thiem

Nays: None

17. Director's Update--Peter Sagebiel

- Enrollment - our enrollment coordinators are working really hard to get students enrolled. Enrollment is down a bit from projections but much higher than at the start of last year.

- Political Updates - SB153 Independent Study, fractional tracking for online classes is in a holding pattern as there is a disagreement on how to interpret the language for non-classroom based schools.
- Staff Teambuilding - transition from Donner Lake to the Nevada City Campus due to unsettled smoke weather. Good day of group teambuilding and afternoon workshops
- Family Exit Questionnaire - a questionnaire has been developed and so far feedback is positive.
- Other - None

18. Future Agenda Items

- Brown Act Training
- Sped Classified Salary Schedule
- AMIM Block Grant Spending Plan
- August - Aide Salary Schedule (toileting)
- August - Review of Final Budget Updates and Impact
- October - Budget Training
- January - Ethics Training for the Board

19. Information: Reminder of Future Meetings

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

2024: 9/17, 10/8, 11/5, 12/10

2025: 1/14, 2/11, 3/11, 4/8, 5/13, 6/9, 6/10

***Special Meeting**

****Budget Meeting**

20. Action: Adjourn at 5:58 p.m.

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Contracts to be approved: (September 2024)

At-Will:

Aginsky, Akim	\$3,849.67	Block Class Instructor
Altomare, Alayna	\$7,183.92	Block Class Instructor
Martinez, Ana	\$3,591.96	Block Class Instructor
Merkley, Tori late)	\$3,591.96	Block Class Instructor (to be prorated, starting one week
Wildberger, Krista	\$7,183.92	Block Class Instructor

Stipends:

Richards, Heidi	\$1,795.98	Block Class Instructor
-----------------	------------	------------------------

Hourly:

Brewer, Angela	\$525.00	Tutor
Clark, Sue	\$480.00	Tutor
Clark, Sue	\$400.00	Tutor
Clark, Sue	\$240.00	Tutor
Homan, Jennifer		Substitute as needed
LaMarca, Michael		Substitute as needed
Marks, Juli	\$595.00	Tutor
Martinez, Ana	\$851.40	Supervised Activities
Martinez, Ana	\$774.00	Translation
Miller, Joshua		Substitute as needed
Naszady, Joan	\$560.00	Tutor
Naszady, Joan	\$240.00	Tutor
Naszady, Joan	\$640.00	Tutor
Watkins, Natalie	\$245.00	Tutor
Watkins, Natalie	\$490.00	Tutor (x3)
Watkins, Natalie	\$525.00	Tutor (x2)
Watkins, Natalie	\$175.00	Tutor
Zieman, Kyndra	\$405.20	Library Support

Checks Dated 08/01/2024 through 08/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
25-453024	08/09/2024	ABSOLUTE COMM SOLUTIONS	01-5800		846.24
25-453025	08/09/2024	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		773.64
25-453026	08/09/2024	AT&T	01-5930		63.49
25-453027	08/09/2024	B & C ACE HOME CENTER	01-4300		79.90
25-453028	08/09/2024	BRUCE MAIRS	01-5800		4,970.00
25-453029	08/09/2024	CHRISTY WHITE ACCOUNTANCY	01-5800		9,231.00
25-453030	08/09/2024	CLEARFLY	01-5930		457.54
25-453031	08/09/2024	GPE	01-5400		5,165.00
25-453032	08/09/2024	NEVADA COUNTY SUPERINTENDENT	01-9514		3,371.46
25-453033	08/09/2024	PACIFIC GAS & ELECTRIC COMPANY	01-5510	41.38	
			01-5520	2,214.75	2,256.13
25-453034	08/09/2024	PARAGON PEST CONTROL	01-5800		70.00
25-453035	08/09/2024	PIONEER COMMERCE CENTER	01-5800		1,506.58
25-453036	08/09/2024	R&B COMMUNICATIONS	01-5800		395.00
25-453037	08/09/2024	SEBASTIAN	01-5930	118.09	
			01-5940	61.08	179.17
25-453038	08/09/2024	SZWARC, NICHOLAS	01-5800		251.88
25-453039	08/09/2024	TADS	01-5802		750.00
25-453040	08/09/2024	THE CLEANING SOLUTION	01-5800		2,930.00
25-453041	08/09/2024	VERIZON	01-5800		38.01
25-453354	08/16/2024	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		16,389.89
25-453355	08/16/2024	ANTHEM BLUE CROSS	01-9514		88,172.64
25-453356	08/16/2024	ART OF PROBLEM SOLVING	01-4300		462.39
25-453357	08/16/2024	AT&T	01-5940		30.10
25-453358	08/16/2024	COMCAST	01-5930		240.82
25-453359	08/16/2024	CULLIGAN OF SACRAMENTO	01-5540		390.00
25-453360	08/16/2024	DE LAGE LANDEN FINCL SRV INC	01-5600		1,008.18
25-453361	08/16/2024	JJR Enterprises FILE 2388	01-5600		86.80
25-453362	08/16/2024	NEVADA COUNTY SUPERINTENDENT	01-5800	3,660.00	
			01-5806	211,652.32	215,312.32
25-453363	08/16/2024	RAINBOW RESOURCE CENTER	01-4300		720.99
25-453364	08/16/2024	SAN JOAQUIN CO OFFICE OF ED	01-5800		1,200.00
25-453365	08/16/2024	SZWARC, NICHOLAS	01-4300		167.08
25-453366	08/16/2024	T-MOBILE	01-5800		202.00
25-453367	08/16/2024	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	288.70	
			01-5540	114.92	403.62
25-453368	08/16/2024	US BANK CORPORATE PAYMENT SYS	01-4300	288.86	
			01-5210	75.00	
			01-5800	123.99	487.85
25-453369	08/16/2024	WASTE MANAGEMENT	01-5570		319.98

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 08/01/2024 through 08/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
25-453370	08/16/2024	WAVE	01-5940		108.83
25-453671	08/23/2024	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		6,639.38
25-453672	08/23/2024	ARTSPIRITSTUDIOS	01-5800		40.00
25-453673	08/23/2024	AT&T	01-5940		1,920.38
25-453674	08/23/2024	B & C ACE HOME CENTER	01-4300		8.78
25-453675	08/23/2024	IMAGINE LEARNING LLC	01-5800		10,075.00 ✓
25-453676	08/23/2024	LAKESHORE LEARNING MATERIALS	01-4300		337.09
25-453677	08/23/2024	LEARNING WITHOUT TEARS	01-4300		501.22
25-453678	08/23/2024	LOOMIS GATEWAY ACADEMY	01-5802		1,975.00
25-453679	08/23/2024	NEVADA COUNTY SUPERINTENDENT	01-5800		5,000.00
25-453680	08/23/2024	OAK MEADOW	01-4300	353.20	
			Unpaid Tax	28.79-	324.41
25-453681	08/23/2024	OFFICE DEPOT	01-4300		579.95
25-453682	08/23/2024	PACIFIC GAS & ELECTRIC COMPANY	01-5510	8.11	
			01-5520	148.56	156.67
25-453683	08/23/2024	RAINBOW RESOURCE CENTER	01-4300		242.93
25-453684	08/23/2024	SOUTHWEST GAS CORPORATION	01-5510		22.58
25-453685	08/23/2024	STUDIES WEEKLY	01-4300		2,569.68
25-453686	08/23/2024	TEACHERS CURRICULUM INSTITUTE	01-4300		340.60
25-453687	08/23/2024	TEACHING TEXTBOOKS INC	01-5800		557.60
25-453688	08/23/2024	WAXIE SANITARY SUPPLY	01-4300		172.92
25-453952	08/30/2024	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		2,876.57
25-453953	08/30/2024	B & C ACE HOME CENTER	01-4300		5.85
25-453954	08/30/2024	CANYON VIEW ASSEMBLY	01-5600		1,500.00
25-453955	08/30/2024	DEPT OF INDUSTRIAL RELATIONS C /O PROCESSING CTR	01-5800		125.00
25-453956	08/30/2024	FOREST CHARTER REVOLVING	01-4300		90.00
25-453957	08/30/2024	FOWLER, TERESITA R	01-5840		30.00
25-453958	08/30/2024	IMAGINE LEARNING LLC	01-5800		4,225.00
25-453959	08/30/2024	JJR Enterprises FILE 2388	01-4300	30.00	
			01-5600	87.92	117.92
25-453960	08/30/2024	K&T MANAGEMENT	01-5600	2,024.00	
			01-5800	176.00	2,200.00
25-453961	08/30/2024	NEVADA CITY SCHOOL DISTRICT	01-5600		14,791.67 ✓
25-453962	08/30/2024	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-5100		198,383.24 ✓
25-453963	08/30/2024	NEVADA COUNTY SUPERINTENDENT	01-9514		3,324.46
25-453964	08/30/2024	OFFICE DEPOT	01-4300		72.25
25-453965	08/30/2024	PIONEER COMMERCE CENTER	01-5600	11,625.06	
			01-5800	4,093.33	15,718.39 ✓
25-453966	08/30/2024	SHEFFO, JENNIFER C	01-4300		202.29
25-453967	08/30/2024	SINGAPORE MATH INC	01-4300		1,725.75

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 08/01/2024 through 08/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
25-453968	08/30/2024	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		49.00
25-453969	08/30/2024	TEACHING TEXTBOOKS INC	01-4300	94.91	
			01-5800	147.90	
			Unpaid Tax	7.33-	235.48
25-453970	08/30/2024	VERIZON	01-5800		38.01
25-453971	08/30/2024	WILLIAMS STATIONERY	01-4300		751.07
Total Number of Checks			73		<u><u>636,964.67</u></u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	73	637,000.79
	Total Number of Checks	73	637,000.79
	Less Unpaid Tax Liability		36.12-
	Net (Check Amount)		<u><u>636,964.67</u></u>

ms

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.

FOREST CHARTER SCHOOL FY 24-25

Fiscal Year 2024/25 Through 9/13/24

Object	Description	Adopted Budget	Revenue	% Rcvd
Total Year To Date Revenues		11,852,234.00	615,412.00	5%
Object	Description	Adopted Budget	Actual	% Used
Total Certificated Salaries		4,276,967.00	432,380.05	10%
Total Classified Salaries		1,017,440.00	149,472.73	15%
Total Employee Benefits		1,814,275.00	185,409.67	10%
Books and Supplies				
4300	MATERIALS AND SUPPLIES	371,847.00	73,231.51	20%
4400	NON CAPITALIZED EQUIPMENT	8,000.00	0.00	0%
4700	FOOD	15,000.00	765.12	5%
Total Books and Supplies		394,847.00	73,996.63	19%
Services and Other Operating Expenditures				
5100	SUBAGREEMENTS FOR SERVICES	2,380,603.00	595,149.72	25%
5210	CONFERENCE	11,000.00	700.75	6%
5220	MILEAGE REIMBURSEMENT	6,000.00	103.18	2%
5300	DUES AND MEMBERSHIPS	20,000.00	1,740.00	9%
5400	INSURANCE	75,000.00	39,656.87	53%
5510	GAS HEATING/FUEL	13,500.00	111.63	1%
5520	ELECTRICITY	30,000.00	5,334.95	18%
5540	WATER	6,500.00	1,011.14	16%
5550	SEWER	1,000.00	136.36	14%
5570	GARBAGE	5,500.00	639.96	12%
5600	RENT,LEASES,REPAIRS/NON CAP	435,000.00	91,758.33	21%
5800	PROF/CONSUL/SVCS/OP EXPENSE	756,525.00	105,081.37	14%
5801	ADVERTISING	5,000.00	0.00	0%
5802	LEGAL FEES	35,000.00	4,466.91	13%
5806	DATA PROCESSING SERVICES	75,000.00	9,920.98	13%
5840	FINGERPRINTING	1,000.00	79.00	8%
5850	OVERSIGHT	101,305.00	0.00	0%
5852	BUSINESS SERVICES	101,305.00	0.00	0%
5920	POSTAGE/SHIPPING (OUT)	5,000.00	1,080.53	22%
5930	TELEPHONE	35,000.00	3,565.23	10%
5940	INTERNET	500	2573.53	515%
Total Services and Other Operating Expenditures		4,099,738.00	863,110.44	21%
Total Year To Date Expenditures		11,603,267.00	1,704,369.52	15%

Generated for Tita Fowler (TFOWLER), Aug 22, 2024

FOREST CHARTER SCHOOL
2023-24 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2024
Resource 1400 Education Protection Account

Description	Object Codes	Amount	Est. Actuals
AMOUNT AVAILABLE FOR THIS FISCAL YEAR			
Adjusted Beginning Fund Balance	9791-9795	\$ -	\$ -
Revenue Limit Sources	8010-8099	\$ 2,682,967.00	\$ 1,352,976.00
Federal Revenue	8100-8299	\$ -	
Other State Revenue	8300-8599	\$ -	
Other Local Revenue	8600-8799	\$ -	
All Other Financing Sources and Contributions	8900-8999	\$ -	
Deferred Revenue	9650	\$ -	
TOTAL AVAILABLE		\$ 2,682,967.00	\$ 1,352,976.00
	Function Codes		
(Objects 1000-7999)	1000-7999		
Instruction	1000 - 1999	\$ 2,051,535.00	\$ 1,021,444.13
Instruction-Related Services			
School Administration	2700	\$ -	
Employee Benefits	3110 - 3900	\$ 607,142.00	\$ 328,705.51
Ancillary Services	4000 - 4999	\$ 20,860.00	\$ -
Community Services	5000 - 5999	\$ 3,430.00	\$ 2,826.36
Enterprise	6000 - 6999	\$ -	
General Administration	7000 - 7999	\$ -	
Plant Services	8000 - 8999	\$ -	
Other Outgo	9000 - 9999	\$ -	
TOTAL EXPENDITURES AND OTHER FINANCING USES		\$ 2,682,967.00	\$ 1,352,976.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		\$ -	\$ -

Charter Council Approved: