

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

March 10, 2026

5:05 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
Makala Clinton Parent Representative
Amea Medeiros, Parent Representative
Gabriella Stockdale, 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 March 10, 2026, Meeting Agenda
 - B. February 10, Charter Council Meeting Minutes (page 4)

- C. Contracts (March) (page 9)
- D. Warrants (February) (page 10)

4. Discussion: Other

The public may comment on agenda items or other matters within the Board's jurisdiction. Comments are limited to three (3) minutes per speaker. Please note that Board members are not permitted to respond to comments during the public forum, per California's Brown Act (Gov. Code §54954.3).

Information/Discussion Items:

5. Information: Director's Evaluation—Amea Medeiros

Amea will review the director's evaluation process and discuss upcoming deadlines.

6. Information: Form 700 Reminder—Peter Sagebiel, Amea Medeiros

Peter will remind the Council about Form 700 completion. The deadline is 4/1/26.

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

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

8. Information: Local Control Accountability Plan (LCAP)—Peter Sagebiel

Peter will provide the Council with an LCAP update.

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

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

10. Information: Survey Results—B.J. Hatcher

B.J. will provide the Council with a review of the survey results.

**11. Information: 2025/26 Budget and Cash Flow—Meshawn Simmons
(page 14)**

Meshawn will update the Council on the 2025/26 budget items.

Action Items:

**12. Action: 2025/26 2nd Interim Budget—Meshawn Simmons
(page 15)**

- Should the Council approve the 2025/26 2nd Interim Budget, Cash Flow, and 3-Year Projection?

**13. Action: Forest Charter School Policy Updates—Dawn Anthney and Meshawn Simmons
(page 24)**

- Should the Council approve revisions to the Forest Charter School Earned Credit Policy and the Educational Records and Student Information Policy?

14. Action: Forest Charter School New Policies—Peter Sagebiel

(page 38)

- Should the Council approve the Immigration Response Policy and the Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member?

15. Action: Resolution 2526-01-140 Committee for the Evaluation of the Executive Director —Ameé Medeiros

(page 43)

- Should the council approve Resolution 2526-01-140 Committee for the Evaluation of the Executive Director?

16. Action: Forest Charter School 2026/27 Salary Schedules—Meshawn Simmons

(page 45)

- Should the Council approve the following additions and updates to Forest Charter School Salary Schedules?
 - School Psychologist
 - COTA/SLPA
 - Stipend Salary Schedule

17. Director's Update--Peter Sagebiel

- Special Ed
- TK-7 Report Cards - 2026-27
- iReady Curriculum - 2026-27
- Charter Renewal
- Other

18. Future Agenda Items

- i-Ready Trends and Comparisons (subgroups)

19. Information: Reminder of Future Meetings

2026: 4/21, 5/12, 6/9*, 6/9**

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

20. Action: Adjourn

This agenda was posted at least 72 hours in advance of the meeting at the Forest Charter School Locations: 470 Searls Avenue, Nevada City, CA 95959; 10725 Pioneer Trail # 201, Truckee, CA 96161; 23221 Foresthill Road, Foresthill, CA 95631; 11952 Masters Court, Auburn, CA 95603

Posted: 3.6.26

Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours before 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 the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact Tita Fowler at the Forest Charter School office at 530.465.4823 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 – February 10, 2026

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
Makala Clinton, Parent Representative
Gabriella Stockdale, Parent Representative
Amea Medeiros, Parent Representative
Tita Fowler, Secretary

Minutes

Present: Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Amber Baker, Makala Clinton, Janice Eggers, Tita Fowler, Katy Baggett (Auburn), B.J. Hatcher, Scott Namanny (Foresthill), David Stanger, Gabriella Stockdale, Christine Sween. **Absent:** Dan Thiem

1. **Call to Order: 5:04 pm**
2. **Roll Call:** Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Amber Baker, Makala Clinton, Janice Eggers, Tita Fowler, Katy Baggett (Auburn), B.J. Hatcher, Scott Namanny (Foresthill), David Stanger, Gabriella Stockdale, Christine Sween.
3. **Information/Action: A, B, C, and D may be considered for Consent Agenda—Meshawn Simmons**

The February 10, 2026, Regular Meeting Charter Council Agenda, as well as the January 13, 2026, Regular Meeting Minutes, Contracts, and Warrants, were presented for approval.

Amber Baker made a motion to approve the Consent Agenda. Gabriella Stockdale seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Amea Medeiros, Gabriella Stockdale
Nays: None

4. **Discussion: Other**

None.

Information/Discussion Items:

5. Information: Director's Evaluation—Amee Medeiros

Amee reviewed the upcoming deadlines and processes for the Director's Evaluation, including surveys, review, and feedback. Amee and Gabriella will support Dan on the Committee.

6. Information: Form 700 Reminder—Peter Sagebiel, Amee Medeiros

Amee and Peter reminded the Council to submit Form 700 before the 4/1/26 deadline.

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

Janice, Dawn and Christine provided updates on learning center activities, field trips, and highlighted current classroom topics as we move through the 2nd Semester. The co-ops continue to work on exciting units highlighting Black History Month topics in various ways and working on various projects, including building a model and analyzing costs for a new shed on the Nevada City Campus, continued community service projects at the Truckee senior center, and a Foresthill field trip to the local Dollar General, where students learned about providing to those less fortunate. Acceptance letters are starting to come in, and Sierra College summer registration is right around the corner. The biggest buzz is that everyone at Forest Charter School is excitedly watching the Winter Olympics to see how our four Forest Charter students and alumni place in the current games!!

8. Information: Local Control Accountability Plan (LCAP)—Peter Sagebiel

Peter provided the Council with an LCAP update. Still working on data collection and waiting on feedback from Family, staff, and student surveys.

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

B.J. reported that more updates are to come as we close the i-Ready assessment window and prepare for CAASPP testing.

10. Information: 2025/26 Budget and Cash Flow—Meshawn Simmons

Meshawn reviewed the 2025/26 financial activity, indicating the budget is where it is expected to be, and the 2nd interim budget will be presented at the March Charter Council meeting.

11. Information: Changes to the Special Ed Organizational Structure—Peter Sagebiel

Peter updated the Council on how Forest Charter will staff Special Education personnel starting in the 2026-27 school year.

Action Items:

12. Action: Forest Charter School (FCS) Job Descriptions—Meshawn Simmons

Meshawn presented the following job descriptions for approval:

- FCS Director of Student Services Job Description
- FCS Assistant Administrator and Lead Psychologist Job Description
- FCS School Psychologist Job Description
- FCS Administrative Assistant Job Description
- FCS School Nurse Job Description
- FCS Mental Health Counselor Job Description
- FCS Registered Behavior Technician (RBT) Job Description
- FCS Occupational Therapist (OT) Job Description
- FCS Certified Occupational Therapy Assistant (COTA) Job Description
- FCS Speech and Language Pathologist (SLP) Job Description
- FCS Speech and Language Pathologist Assistant (SLPA) Speech and Language Pathologist Job Description
- FCS Education Specialist - Moderate/Severe Support Needs Education Specialist Moderate/Severe Job Description
- FCS Education Specialist - Mild/Moderate Support Needs Education Specialist Moderate/Severe Job Description
- FCS Board Certified Behavior Analyst (BCBA) Job Description

Amber Baker made a motion to approve the listed Forest Charter School job descriptions. Gabriella Stockdale seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Ameer Medeiros, Gabriella Stockdale

Nays: None

13. Action: Forest Charter School Salary Schedules—Meshawn Simmons

Meshawn presented the following Salary Schedules for approval:

- FCS Speech and Language Pathologist Salary Schedule
- FCS Classified Exempt Salary Schedule
- FCS BCBA, OT, Nurse Salary Schedule
- FCS Classified Hourly Salary Schedule
- FCS Aide Salary Schedule
- FCS COTA/SLPA Salary Schedule
- FCS Certificated Salary Schedule
- FCS School Psychologist Salary Schedule
- FCS Mental Health Counselor Salary Schedule
- FCS Administrative Salary Schedule

Gabriella Stockdale made a motion to approve the listed Forest Charter School salary schedules. Makala Clinton seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Ameer Medeiros, Gabriella Stockdale

Nays: None

14. Action: 2026 Comprehensive School Safety Plan - Peter Sagebiel

Peter reviewed the updates and additions to the Forest Charter School 2026 Comprehensive School Safety Plan.

Gabriella Stockdale made a motion to approve the Forest Charter School 2026 Comprehensive School Safety Plan. Makala Clinton seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale

Nays: None

15. Action: Forest Charter School Enrollment Policy Updates - Meshawn Simmons

Meshawn reviewed additional updates to the Forest Charter School Enrollment Policy.

Amber Baker made a motion to approve updates to the Forest Charter School Enrollment Policy. Gabriella Stockdale seconded the motion.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale

Nays: None

16. Action: 2026/27 Forest Charter School Academic Calendar—Peter Sagebiel

Peter reviewed the 2026/27 Forest Charter School Academic Calendar with the Council.

Makala Clinton made a motion to approve the 2026/27 Forest Charter School Academic Calendar. Gabriella Stockdale seconded the motion.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale

Nays: None

17. Director's Update--Peter Sagebiel

- Special Ed- Already discussed.
- Other - After years of dedicated service to Forest Charter and the Auburn/Foresthill Learning Centers, Christine will retire in June. Brittani Brackett has accepted the Foresthill/Auburn Learning Center admin position.

18. Future Agenda Items

- i-Ready Trends and Comparisons (subgroups)
- Approving a Committee (for Board Evaluation)
- Director Evaluation (April)

19. Information: Reminder of Future Meetings

Dates for the 2025/26 Charter Council meetings were set as follows:

2026: 3/10, 4/21, 5/12, 6/9*, 6/9****

***Special Meeting**

****Budget Meeting**

20. Action: Adjourn at 5:39 pm

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Amea Medeiros, Chair (substitute)

Date

Contracts to be approved: (March 2026)

Hourly:

Sagebiel, Ana	\$525	Tutor
Sagebiel, Ana	\$525	Tutor

Stipend:

Airey, Mallory	(\$5,233.48 Pro-rated)	Block Class Instructor
Campe, Luke	(\$5,233.48 Pro-rated)	Block Class Instructor

Checks Dated 02/01/2026 through 02/28/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95001990	02/06/2026	ALL ABOUT LEARNING PRESS INC	01-4300		436.42
26-95001991	02/06/2026	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300		7,721.63 ✓
26-95001992	02/06/2026	ART OF PROBLEM SOLVING	01-4300		311.57
26-95001993	02/06/2026	B & C ACE HOME CENTER	01-4300		37.21
26-95001994	02/06/2026	BRUCE MAIRS	01-5800		3,520.00
26-95001995	02/06/2026	CLEARFLY COMMUNICATIONS	01-5930		462.00
26-95001996	02/06/2026	GLADIZ DE LA TORRE DBA ESPANOL CON GLADIZ	01-5800		336.00
26-95001997	02/06/2026	GPE	01-5400		98.00
26-95001998	02/06/2026	JAN TURTON'S MUSIC	01-5800		260.00
26-95001999	02/06/2026	JANET WARNECKE	01-5800		750.00
26-95002000	02/06/2026	LAKESHORE LEARNING MATERIALS	01-4300		28.74
26-95002001	02/06/2026	LEARNING WITHOUT TEARS	01-4300		21.79
26-95002002	02/06/2026	LITTLE BIRD MUSIC, INC.	01-5800		474.00
26-95002003	02/06/2026	LOGIC OF ENGLISH INC	01-4300		75.05
26-95002004	02/06/2026	MATH U SEE INC	01-4300		48.55
26-95002005	02/06/2026	NICOLE THE MATH LADY	01-5800		79.00
26-95002006	02/06/2026	PAMELOT A SCHOOL OF DANCE	01-5800		62.00
26-95002007	02/06/2026	RAINBOW RESOURCE CENTER	01-4300		241.19
26-95002008	02/06/2026	REED'S LOCKS INC	01-5800		280.05
26-95002009	02/06/2026	RICHARD T KIRKPATRICK	01-5800		120.00
26-95002010	02/06/2026	SARAH MARIE ALDRICH	01-5800		850.00
26-95002011	02/06/2026	SAVINA HAVENS	01-5800		184.00
26-95002012	02/06/2026	SHIZUMI CRIMI	01-5800		95.00
26-95002013	02/06/2026	SIERRA NEVADA BOULDERING GYM	01-5800		1,010.00
26-95002014	02/06/2026	SINGAPORE MATH INC	01-4300		320.38
26-95002015	02/06/2026	SUZIE GEMIGNANI	01-5800		675.00
26-95002016	02/06/2026	T-MOBILE	01-5800	24.36	
			01-5930	1,451.01	1,475.37
26-95002017	02/06/2026	TARALEIGH DUFFY	01-5800		1,860.00
26-95002018	02/06/2026	TEACHING TEXTBOOKS INC	01-5800		48.95
26-95002019	02/06/2026	Time4Learning	01-5800		499.25
26-95002020	02/06/2026	UC SCOUT	01-5800		399.00
26-95002021	02/06/2026	VERIZON	01-5800		38.01
26-95002022	02/06/2026	WHOLE MUSIC STUDIO, LLC	01-5800		220.00
26-95002023	02/06/2026	YESHIVA DERECH HATORAH	01-4300	92.33	
			Unpaid Tax	7.53-	84.80
26-95002024	02/06/2026	ZANER-BLOSER	01-4300		45.34
26-95002025	02/06/2026	ZORANA RANDJELOVIC-FLORES	01-5800		340.00
26-95002353	02/13/2026	ANTHEM BLUE CROSS	01-9514		51,066.67 ✓
26-95002354	02/13/2026	ASTOUND	01-5930	8.45	
			01-5940	104.34	112.79
26-95002355	02/13/2026	AT&T	01-5930		31.87
26-95002356	02/13/2026	B & C ACE HOME CENTER	01-4300		40.12
26-95002357	02/13/2026	CDW GOVERNMENT LLC	01-5800		1,920.00
26-95002358	02/13/2026	CRYSTAL DOUGHERTY	01-5220		28.00

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.

ERP for California

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Checks Dated 02/01/2026 through 02/28/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95002359	02/13/2026	DE LAGE LANDEN FINCL SRV INC	01-5600		1,706.77
26-95002360	02/13/2026	GPE	01-5400		5,357.00 ✓
26-95002361	02/13/2026	NEVADA CITY SCHOOL DISTRICT	01-5600		2,400.00
26-95002362	02/13/2026	NEVADA CITY SELF STORAGE	01-5600		930.00
26-95002363	02/13/2026	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-4300	9,914.66	
			01-5100	172,668.08	182,582.74 ✓
26-95002364	02/13/2026	PACIFIC GAS & ELECTRIC COMPANY	01-5510	1,959.76	
			01-5520	2,607.21	4,566.97
26-95002365	02/13/2026	R&B COMMUNICATIONS	01-5800		395.00
26-95002366	02/13/2026	SEBASTIAN	01-5930	119.41	
			01-5940	61.77	181.18
26-95002367	02/13/2026	SPD MARKET- NEVADA CITY	01-4300	84.38	
			01-5920	35.98	120.36
26-95002368	02/13/2026	T-MOBILE	01-5800	4.34	
			01-5930	258.30	262.64
26-95002369	02/13/2026	TAHOE TOTAL HOME CARE DBA ALPE NGLOW	01-5800		2,640.00
26-95002370	02/13/2026	TRUCKEE DONNER PUBLIC UTILITY REMITTANCE CENTER	01-5520	708.01	
			01-5540	336.62	1,044.63
26-95002371	02/13/2026	US BANK CORPORATE PAYMENT SYS	01-4300	7,324.59-	
			01-5210	150.00	
			01-5800	12,296.21	
			01-5920	50.57	
			Unpaid Tax	5.05-	5,167.14 ✓
26-95002372	02/13/2026	WASTE MANAGEMENT	01-5570		486.75
26-95002373	02/13/2026	YOUNG MINNEY & CORR LLP	01-5802		170.00
26-95002705	02/20/2026	ALL SEASONS ARCHERY RANGE AND LRNING CTR	01-5800		70.00
26-95002706	02/20/2026	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300	8,717.15	
			01-4700	376.00	9,093.15 ✓
26-95002707	02/20/2026	AUBURN TUTORING LLC	01-5800		690.00
26-95002708	02/20/2026	BOB SWEAT M.ED MATH TUTORING	01-5800		900.00
26-95002709	02/20/2026	BODY BALANCE ACADEMY, INC.	01-5800		474.00
26-95002710	02/20/2026	BRANDILYN DAVIDSON	01-5800		160.00
26-95002711	02/20/2026	BRITTANY BROWN	01-5800		525.00
26-95002712	02/20/2026	BYU CONTINUING EDUCATION	01-5800		674.10
26-95002713	02/20/2026	CHERI GUERRETTE	01-5800		210.00
26-95002714	02/20/2026	CLEVER MINDS	01-5800		1,560.00
26-95002715	02/20/2026	COLLEEN MANUOLA	01-5800		1,675.00
26-95002716	02/20/2026	COMCAST	01-5930	330.01	
			01-5940	27.38	357.39
26-95002717	02/20/2026	ELIZABETH BROWN	01-5800		704.00
26-95002718	02/20/2026	ELIZABETH MCCOMB	01-5800		330.00

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Checks Dated 02/01/2026 through 02/28/2026					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95002719	02/20/2026	EMILY PELLEGRINI	01-5800		840.00
26-95002720	02/20/2026	EXTREME GYMNASTICS, INC	01-5800		290.00
26-95002721	02/20/2026	EZ WAY DRIVING SCHOOL	01-5800		845.00
26-95002722	02/20/2026	GOLD COUNTRY GYMNASTICS	01-5800		3,066.00
26-95002723	02/20/2026	HAFDIS TRAUSTADOTTIR	01-5800		373.63
26-95002724	02/20/2026	HEATHER GROVE	01-5800		525.00
26-95002725	02/20/2026	HOLLY HESS HART	01-5800		410.00
26-95002726	02/20/2026	KAREN JANSON DBA DANCE NATURAL CREATIVE COMPLEX	01-5800		180.00
26-95002727	02/20/2026	KATHERINE TODIRITA	01-5800		455.00
26-95002728	02/20/2026	KATHRYN NUNN	01-5800		1,950.00
26-95002729	02/20/2026	LISA MICHELLE CLEMENT	01-5800		375.00
26-95002730	02/20/2026	MINERS HARMONY MUSIC STORE	01-5800		70.00
26-95002731	02/20/2026	MUSIC LAB AUBURN, LLC	01-5800		175.00
26-95002732	02/20/2026	NEVADA CITY BALLET ACADEMY	01-5800		1,250.00
26-95002733	02/20/2026	NEVADA COUNTY SUPERINTENDENT	01-5100		19,417.00
26-95002734	02/20/2026	PACIFIC GAS & ELECTRIC COMPANY	01-5510	63.44	
			01-5520	128.47	191.91
26-95002735	02/20/2026	PENELOPE SULLIVAN	01-5800		225.00
26-95002736	02/20/2026	Rebecca Gonnella	01-5800		800.00
26-95002737	02/20/2026	ROSE-MAY MICKELSON	01-5800		270.00
26-95002738	02/20/2026	SEAN BIANCO	01-5800		150.00
26-95002739	02/20/2026	SHIZUMI CRIMI	01-5800		95.00
26-95002740	02/20/2026	STACEY ANDERSON	01-5800		780.00
26-95002741	02/20/2026	WILD ACORNS LEARNING VILLAGE	01-5800		300.00
26-95003042	02/27/2026	ALL ABOUT LEARNING PRESS INC	01-4300		324.65
26-95003043	02/27/2026	AOPS INCORPORATED/ART OF PROBL EM SOLVING	01-4300		265.48
26-95003044	02/27/2026	ARNOLD JACOB RIVAS III	01-5800		240.00
26-95003045	02/27/2026	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		291.00
26-95003046	02/27/2026	BRAVE WRITER LLC	01-5800		123.13
26-95003047	02/27/2026	BRIGHT THINKER INC.	01-4300		1,682.10
26-95003048	02/27/2026	CANYON VIEW ASSEMBLY	01-5600		2,200.00
26-95003049	02/27/2026	CATHLEEN WHITING	01-5800		1,620.00
26-95003050	02/27/2026	CENTER STAGE DANCE STUDIO	01-5800		245.00
26-95003051	02/27/2026	CLEVER MINDS	01-5800		210.00
26-95003052	02/27/2026	DENISE WEY	01-5800		566.66
26-95003053	02/27/2026	eDynamic	01-5800		300.00
26-95003054	02/27/2026	GOLD COUNTRY GYMNASTICS	01-5800		3,507.00
26-95003055	02/27/2026	GOLD MINER PEST CONTROL INC.	01-5800		225.00
26-95003056	02/27/2026	HOLT BALLET CONSERVATORY	01-5800		229.50
26-95003057	02/27/2026	IMAGINE LEARNING LLC	01-5800		5,850.00
26-95003058	02/27/2026	JACKRIS PUBLISHING	01-4300	142.68	
			Unpaid Tax	11.63-	131.05

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 02/01/2026 through 02/28/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95003059	02/27/2026	K&T MANAGEMENT	01-5600		2,200.00
26-95003060	02/27/2026	LYUBOV KRESHCHUK DBA MATH AT THE BAY LLC	01-5800		580.00
26-95003061	02/27/2026	MINERS HARMONY MUSIC STORE	01-5800		70.00
26-95003062	02/27/2026	NEVADA CITY SCHOOL DISTRICT	01-5600		15,000.00 ✓
26-95003063	02/27/2026	NEVADA COUNTY SUPERINTENDENT	01-9514		3,813.68
26-95003064	02/27/2026	NO TEARS LEARNING INC	01-4300		149.04
26-95003065	02/27/2026	PHILLIPS SCHOOL OF KUNG FU SAN SOO	01-5800		637.00
26-95003066	02/27/2026	PIONEER COMMERCE CENTER	01-5600		21,522.39 ✓
26-95003067	02/27/2026	RAINBOW RESOURCE CENTER	01-4300		291.99
26-95003068	02/27/2026	SAVINA HAVENS	01-5800		184.00
26-95003069	02/27/2026	SINGAPORE MATH INC	01-4300		865.75
26-95003070	02/27/2026	SOUTHWEST GAS CORPORATION	01-5510		589.18
26-95003071	02/27/2026	STATE OF CA DOJ DEPT OF JUSTICE/ CASHIER UNIT	01-5840		49.00
26-95003072	02/27/2026	TARALEIGH DUFFY	01-5800		1,800.00
26-95003073	02/27/2026	THE CLEANING SOLUTION	01-5800		2,930.00
26-95003074	02/27/2026	UC SCOUT	01-5800		399.00
26-95003075	02/27/2026	YESHIVA DERECH HATORAH	01-4300	34.84	
			Unpaid Tax	2.84-	32.00
Total Number of Checks			128		<u>404,298.71</u>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	128	404,325.76
	Total Number of Checks	128	404,325.76
	Less Unpaid Tax Liability		27.05-
	Net (Check Amount)		<u>404,298.71</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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FOREST CHARTER SCHOOL FY 25-26

Fiscal Year 2025/26 Through 3/3/26

Object	Description	Revised Budget	Revenue	% Rcvd
Total Year To Date Revenues		13,200,744.00	6,211,782.50	47%

Object	Description	Revised Budget	Actual	% Used
Total Certificated Salaries		4,370,509.00	2,724,980.09	62%
Total Classified Salaries		1,120,021.00	711,721.35	64%
Total Employee Benefits		1,982,393.00	1,077,156.14	54%

Books and Supplies

4300	MATERIALS AND SUPPLIES	565,930.00	316,036.80	56%
4400	NON CAPITALIZED EQUIPMENT	17,500.00	16,611.19	95%
4700	FOOD	10,000.00	3,716.28	37%
Total Books and Supplies		593,430.00	336,364.27	57%

Services and Other Operating Expenditures

5100	SUBAGREEMENTS FOR SERVICES	2,233,069.00	1,400,761.64	63%
5210	CONFERENCE	19,509.00	7,228.21	37%
5220	MILEAGE REIMBURSEMENT	3,000.00	646.80	22%
5300	DUES AND MEMBERSHIPS	20,000.00	1,790.00	9%
5400	INSURANCE	100,000.00	74,459.17	74%
5510	GAS HEATING/FUEL	10,000.00	7,198.03	72%
5520	ELECTRICITY	30,000.00	20,749.14	69%
5540	WATER	6,500.00	3,303.35	51%
5550	SEWER	1,500.00	485.14	32%
5570	GARBAGE	7,500.00	3,301.02	44%
5600	RENT,LEASES,REPAIRS/NON CAP	475,000.00	359,815.12	76%
5800	PROF/CONSUL/SVCS/OP EXPENSE	1,296,681.00	571,782.23	44%
5801	ADVERTISING	5,000.00	72.00	1%
5802	LEGAL FEES	45,000.00	35,591.50	79%
5806	DATA PROCESSING SERVICES	50,000.00	44,663.15	89%
5840	FINGERPRINTING	1,000.00	326.00	33%
5850	OVERSIGHT	106,229.00	0.00	0%
5852	BUSINESS SERVICES	106,229.00	0.00	0%
5920	POSTAGE/SHIPPING (OUT)	3,500.00	1,799.90	51%
5930	TELEPHONE	30,000.00	15,004.70	50%
5940	INTERNET	12,000.00	1545.39	13%
Total Services and Other Operating Expenditures		4,561,717.00	2,550,522.49	56%

Total Year To Date Expenditures		12,628,070.00	7,400,744.34	59%
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Generated for Tita Fowler (TFOWLER), March 3, 2026



Forest Charter School

Budget Narrative and Assumptions
 2025-2026 2nd Interim Budget
 Date: March 5, 2026
 Board Approved: March 10, 2026

Summary

The Second Interim Budget provides an updated look at Forest Charter School's finances for the current year and includes projections for the following two years. It reflects updated revenue estimates, spending trends, and enrollment projections.

Overall, the 2025-25 budget remains stable and projects a modest surplus. The school will continue to monitor state funding, enrollment trends, and rising operational costs as we plan for future years.

On January 09, 2026, Governor Gavin Newsom released the proposed state budget for 2026-27. The proposal increases overall funding for TK-12 education, but includes some uncertainty related to state revenue projections.

Key items that may impact Forest Charter include:

- Fully repays the \$1.9 billion deferral of the second principal apportionment (P2) payment in 2026-27. FCS is still budgeting for a deferral of \$624,157 in June 2026 (to be paid in July 2026).
- Includes a cost-of living adjustment (COLA) of 2.41 percent for the Local Control Funding Formula (LCFF) and other specified statutory programs for 26/27.
- Provides \$2.8 billion in one-time funds for the Student Support and Professional Development Discretionary Block Grant. FCS received \$257,074.
- Appropriates \$757.3 million to the Learning Recovery Emergency Block Grant as part of the state's final payment to the program. FCS received \$42,139 as our final payment.

In addition to these funding proposals, the budget package includes the following significant policy proposals:

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- Introduces several new audit requirements to be incorporated into the annual audit guide, which will affect all LEAs.
- Proposes new requirements for charter schools to address fraud and improve accountability and oversight.

Because many elements of the state budget may change before final adoption, Forest Charter is budgeting conservatively.

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 \$6,797,848 and \$1,553,830 from in-lieu property taxes.
- As part of the total funding received, \$821,599 is estimated to be generated as *supplemental funds* principally directed to support our FRPM population.
- FCS is not eligible for the concentration grant.

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 \$2,305,557 in EPA funding for the 2025-26 school year.

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.

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Arts, Music, and Instructional Materials Discretionary Block Grant

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 has developed a spending plan which focuses on two of the five allocated spending areas: obtaining standards-aligned professional development and instructional materials for specified subject areas and operational costs, including retirement and health care cost increases. We will spend the remainder of the grant in the 25/26 school year.

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 (\$111,035 for FCS). FCS has developed a spending plan focusing on materials and salaries.

State guidelines require that the programs developed need to support new learning opportunities with 80% of expenditures going toward staffing and the remaining 20% on training, supplies and materials, and arts educational partnership programs. There is an annual waiver regarding expenses, however the intent is for this funding to be spent on direct service to students. We were approved for the waiver for the first round of funding.

Second Interim Budget in Summary

The Second Interim Budget is based on an ADA of 838 and reflects a net increase of \$569,088.

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.
- 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:

- 2025-26
 - Enrollment and ADA at 860/838
 - LCFF revenue based on FCMAT LCFF Calculator and includes an 2.3% COLA
 - Step increases and 2% salary raise for all staff (retroactively)

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- Maintain the employer contribution to CalSTRS at 19.10%
- Surplus of \$568,088
- Ending Fund Balance includes a Capital Expense reserve of \$200,000, a 12% required reserve, 5% SPED reserve, \$50,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$100,000 for playground updates, \$200,000 for facility upgrades, \$267,661 for restricted block grants (Ethnic Studies Block Grant and Prop 28), and \$581,432 unappropriated.
- 2026-27
 - Enrollment and ADA at 860/838
 - LCFF revenue based on FCMAT LCFF Calculator which includes a 2.41% COLA
 - All salaries are shown with a step increase and 3% raise
 - Surplus of \$15,000
 - Maintain the employer contribution to CalSTRS at 19.10%
 - Ending Fund Balance includes a Capital Expense reserve of \$200,000, a 12% required reserve, 5% SPED reserve, \$50,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$100,000 for playground updates, \$200,000 for facility upgrades, and \$841,411 unappropriated.
- 2027-28
 - Enrollment and ADA at 860/838
 - LCFF revenue based on FCMAT LCFF Calculator with a 3.06 COLA
 - All salaries are shown with a step increase and 3% raise
 - Surplus of \$44,546
 - Maintain the employer contribution to CalSTRS at 19.10%
 - Ending Fund Balance includes a Capital Expense reserve of \$200,000, a 12% required reserve, 5% SPED reserve, \$50,000 reserve for technology upgrade, \$100,000 for future tech rotation, \$100,000 for playground updates, \$200,000 for facility upgrades, and \$808,374 unappropriated.

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 included 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

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

The 2024-25 Fiscal Audit has been completed with no findings.

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 June, 2023 FCS received a 4 year 100% Funding Determination.

Health Benefits:

FCS offers a High Deductible PPO Health Plan with a Health Saving Account to all eligible employees. In 2025-26 we are offering three plans for employees to choose from with varying deductibles and networks.

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.

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Oversite and Business Services:

- Oversight (1%) - \$106,572.35
- NCSOS Business Services (1%) – \$106,572.35

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 2025-26 school year is \$1,282,104.
- FCS will receive \$881,422 in SELPA funding for 2025-26 and an estimated \$71,252 in Mental Health dollars.
- Total projected special education costs = \$2,234,778.

Cash Flow

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

CASH FLOW REPORT, REVENUE DETAIL

DISTRICT: Forest Charter School
FISCAL YEAR: 2025-26
REPORT PERIOD: Second Interim

Date actuals are posted through: 2/28/2026

	Object Code	Resource Code	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
Deferred June Apportionment Cycle			5%	5%	9%	9%	9%	9%	9%	20%	20%	20%	20%	20%		0%			
Advanced Apportionment Amount																			
February Recertification Amount																			
Principal Apportionment	8011	0000/0100																	
Principal Apportionment-Prior Year	8019	0000																	
Education Protection (EPA)	8012	1400																	
Total Principal Apportionment/LCFF	8011-8019																		
Property Taxes	8020-8079	0000																	
In Lieu Taxes	8096	0000														(105,639)	(0)	(1,553,830)	(1,553,830)
Total Property Taxes	8020-8099															(105,639)	(0)	(1,553,830)	(1,553,830)
MAA	8290	0564																	
AB86 ELO, ESSER II	8290	3216																	
AB86 ELO, GEER II	8290	3217																	
AB86 ELO, ESSER III	8290	3213																	
AB86 ELO, ESSER III State	8290	3219																	
AB86 ELO, ESSER III	8290	3218																	
Special Education IDEA	8181	3310																	
Special Education, Mental Health	8182	3327																	
ESSA, Title II	8290	4035																	
ESSA, Title V	8290	4126																	
ESSA, Title IV, Part A	8290	4127																	
Special Ed	8311	6500																	
McKinney Vento Homeless	8290	5630																	
Prop 28 Arts	8590	6770																	
Total Federal	8100-8299																		
Mandated Cost Grant	8550	0000																	
Discretionary Block Grant	8590	6019																	
Other State	8590	7810														(4,967)	(0)	(0)	(0)
Unrestricted Lottery	8560	1100																	
Unrestricted Lottery-Prior Year	8560	1100																	
A-G	8560	7412/13																	
Child Nutrition	8520	5310																	
Educator Effectiveness	8560	6266																	
Restricted Lottery	8560	6300																	
Restricted Lottery-Prior Year	8560	6300																	
Special Education, Mental Health	8590	6546																	
Arts and Music	8590	6762																	
LRBG	8590	7435																	
UPK	8590	6053																	
STRS On-Behalf	8590	7690																	
Total State	8300-8599																		
SELPA Apportionment Schedule			5%	5%	9%	9%	9%	9%	9%	20%	20%	20%	20%	20%		20%			
SELPA Advance Apportionment																			
SELPA February Recertification																			
Leases and Rentals	8650	0000																	
Interest	8660	6500														(20,215)	(0)	(84,739)	(84,739)
Miscellaneous, ERATE/Donations/Fees	8699	0000																	
Special Education, SELPA	8791/92	6500																	
Charter School Transfer, LCFF/Mandated	8699	0000																	

CASH FLOW REPORT, REVENUE DETAIL

Charter School Transfer, Lottery	8799	1100																
Charter School Transfer, EPA	8799	1400																
GATE	8699	1966																
Charter School Transfer, Restricted Lottery	8799	6300																
Medi-Cal Reimbursement (Formerly 5640)	8699	9040																
County COVID Personnel Grant	8699	9050																
Total Local	8600-8799														(17,229)	(0)	(145,179)	(145,179)
Interfund Transfers In	8910-8929																	
All Other	8930-8979																	
TOTAL RECEIPTS																		

Forest Charter School 2025-26 2nd Interim	A	B	C	D
	1st Interim 2025-26	2nd Interim 2025-26	Year 2 2026-27	Year 3 2027-28
Estimated COLA	2.30	2.30	2.41	3.06
ENROLLMENT	860	860	860	860
ADA	838	838	838	838
%	97%	97%	97%	97%
REVENUE				
LCFF	6,713,778	6,797,848	6,978,899	7,234,014
PY LCFF Adjustment				
Prop 30 EPA	2,305,557	2,305,557	2,361,121	2,433,370
In-Lieu Property Taxes	1,603,521	1,553,830	1,553,830	1,553,830
Total LCFF	10,622,856	10,657,235	10,893,850	11,221,214
SELPA - Federal (3310) RESTRICTED	211,354	211,354	212,000	215,000
SELPA - State (6500) RESTRICTED	569,240	585,924	595,000	605,000
Mental Health (6546) RESTRICTED	71,252	71,252	75,000	78,000
SELPA - State (6500) Property Tax & Interest	84,739	84,144	85,000	87,000
Mandate Block Grant	27,148	27,148	28,000	28,500
State Lottery (1100)	162,947	162,947	165,000	167,000
State Lottery (6300) RESTRICTED	70,325	70,325	71,000	72,000
STRS/PERS on Behalf (7690) RESTRICTED	363,589	363,589	363,589	363,589
Local - donations	40,440	40,440	42,000	45,000
Local - Interest	20,000	20,000	20,000	20,000
SPED (3327)	9,898	9,898	10,000	10,000
Educator Effectiveness Block Grant	105,139	105,139	0	0
Ethnic Studies BG	0	0	2,815	0
A-G Grant (7412 & 7413)	42,139	42,139	0	0
Learning Recovery BG (7435)	34,504	34,504	0	0
Arts, Music, and Instruction BG (6762)	353,962	353,962	0	0
UPK Grant (6053)	43,100	43,100	10,197	0
Prop 28 (6770)	111,035	111,035	111,035	111,035
Student Services & PD BG (6019)	257,074	257,074	0	0
Total Revenue	13,200,741	13,251,209	12,684,486	13,023,338
EXPENDITURES				
Personnel Costs				
Certificated Salaries	4,370,509	4,365,226	4,496,183	4,631,068
Classified Salaries	1,120,021	1,172,373	1,207,544	1,243,771
Benefits	1,982,393	2,038,812	2,099,976	2,162,976
Total Personnel Costs	7,472,923	7,576,411	7,803,703	8,037,814
Expenditures				
Materials & Supplies	575,930	525,262	390,000	400,000
Non Capitalized Equipment	17,500	17,500	18,000	20,000
Total Books and Supplies (4000)	593,430	542,762	408,000	420,000
Other Operating Expenses (5000)				
SubAgreements for Services 5100	2,233,069	2,230,669	2,275,282	2,320,788
Travel and Conferences 5200	22,509	12,987	6,000	6,000
Dues and Memberships 5300	20,000	20,000	20,000	20,000
Insurance 5400	100,000	110,000	112,000	115,000
Operations& Housekeeping 5500	55,500	55,500	60,000	65,000
Rent, Leases, Repairs, Non Cap IM 5600	475,000	475,000	484,500	494,190
Prof/Consul/Svcs& Oper Expense 5800	1,610,139	1,611,292	1,450,000	1,450,000
Communications 5900	45,500	48,500	50,000	50,000
Bldgs and Improve 6200				
Excess Program Costs 7100				
Total Program Costs	5,155,147	5,106,710	4,865,782	4,940,978
Total Expenses	12,628,070	12,683,121	12,669,486	12,978,792
Net Increase/Decrease	572,671	568,088	15,000	44,546
Beginning Balance	3,139,736	3,139,736	3,707,823	3,722,824
Audit Adjustment				
Ending Balance	3,712,406	3,707,823	3,722,824	3,767,369
Revolving/Clearing	2,600	2,600	2,600	2,600
Required Reserve	1,515,368	1,521,975	1,520,338	1,557,455
SPED Reserve	631,404	634,156	633,474	648,940
Tech Rotation	150,000	150,000	175,000	200,000
Tech Upgrade	50,000	50,000	50,000	50,000
Playground/Equipment Upgrade	100,000	100,000	100,000	100,000
Restricted Block Grants	267,661	267,661	0	0
Facility Upgrades	200,000	200,000	200,000	200,000
Building Project Reserve	200,000	200,000	200,000	200,000
Unappropriated Fund Balance	595,374	581,432	841,411	808,374

Charter Council Approved:

NOTES:

*Restricted Block Grants - Ethnic Studies (7810) \$7,772, Literacy Screening (7810) \$2,815, Student Support & PD Block Grant (6019) \$257,074

*Unearned Revenue - UPK (6053) \$10,196.88, Prop 28 (6770) \$213,173.78

*12% reserve, 5% SPED reserve in all years



Earned Credits Policy

Rationale

Forest Charter School recognizes that students are facing challenges in their ability to earn high school credit for a variety of reasons: physical and mental health issues, family challenges, transferring between schools, etc. ~~believes it is more beneficial to the student to be held to certain standard of work (both quality and quantity) and to have that level of work be reflected in the student's grade rather than adjusting the number of credits earned by the amount of work a student completes.~~ In order to support students in earning credits, the expectation, Forest Charter School has adopted the following policy.

Policy for earning high school credits

- Students may earn high school credits in 2.5 increments (2.5, 5, 7.5, 10 credits) ~~2.5 or 5 units of high school credit~~ for classes taken while in grades 9-12.
- If a student ~~completes only does~~ enough work to earn fewer than ~~the attempted~~ 5 credits according to the student's Master Agreement, the student's supervising teacher may petition the Academic Dean to reduce the number of credits earned ~~unfinished work should affect his or her grade rather than the number of credits earned.~~ The Academic Dean may use, but is not limited to, the following to determine if the student will be issued fewer credits: the student is designated as a student of concern, Involuntary Removal letter(s) issued, the student enrolled or transferred late in the semester.
- The Academic Dean may make other grade recommendations, such as an Incomplete (see Incomplete Policy) or a reduction in a letter grade, rather than issuing fewer credits. ~~The number of credits a class will be worth should be determined at the beginning of the semester rather than adjusting the credits based on what the student finishes during the semester.~~
- The Academic Dean will request information, including, but not limited to, why the student could not reasonably complete the attempted number of credits, such as a death in the family or a personal injury/health concern, to determine if a deduction in credits is warranted. ~~If a student is unable to finish the required work due to an extreme circumstance, such as a death in the family or personal injury, the student should be given an incomplete so that he or she can finish the work at a later date.~~

Policy for earning Dual Enrollment credits

- Students will only receive credit for college classes that correlate to a specific Forest Charter graduation requirement or college admission requirement.
 - These courses must be transferrable through Cal_GETC (or the system the California community college system is using) and taken at an accredited California public institution of higher education.
 - If you have a question about whether a class will count, please contact the Academic Dean.
 - Cored credit will only be issued if the dual enrollment class meets all California content standards for the specific graduation requirement being taken (e.g. US History).
 - Classes that do not meet all California content standards will receive elective credit only.
- Classes taken through private colleges and out-of-state colleges will be issued elective credit only.



Section: 500

Policy: 008

FCS Charter Council Approved: October 24, 2017

FCS Charter Council Revised: March 10, 2026

Educational Records and Student Information Policy

Charter Council of Forest Charter School (“FCS”) adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by FCS.

I. DEFINITIONS

1. Education Record

An education record is any ~~written or computerized document, file, entry, or record~~ information recorded in any way, including, but not limited to, ~~handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche~~ containing information directly relating to a student that is maintained by FCS or by a party acting for FCS. Such information includes, but is not limited to:

- a. Date and place of birth; parent and/or guardian’s address, ~~mother’s maiden name~~ and where the parties may be contacted for emergency purposes;
- b. Grades, test scores, courses taken, academic specializations and school activities;
- c. Special education records;
- d. Disciplinary records;
- e. Medical and health records;
- f. Attendance records and records of past schools attended;
- g. Personal information such as, but not limited to, a student’s name, the name of a student’s parent or other family member, student identification numbers, social security numbers, photographs, biometric record or any other type of information that aids in the identification of a student.
~~Please note that as of January 1, 2017, the School shall not collect or~~

solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law.

FCS shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

An education record does not include any of the following:

- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- b. Records maintained by a law enforcement unit of FCS that were created by that law enforcement unit for the purpose of law enforcement.
- c. In the case of a person who is employed by FCS but who is not in attendance at such agency or institution, records made and maintained in the normal course of business relate exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose;
- d. Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at FCS;
- e. Records that only contain information about an individual after he or she is no longer a student at FCS; or
- f. Grades on peer-graded papers before they are collected and recorded by a teacher.

2. Personally Identifiable Information

Personally identifiable information is information about a student that is contained in their education records that cannot be disclosed without compliance with the requirements of FERPA. Personally identifiable information includes, but is not limited to: a student's name; the name of a student's parent

or other family member; the address of a student or student's family; a personal identifier, such as the student's Social Security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combinations, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the FCS reasonably believes knows the identify of the student to whom the education record relates.

3. Directory Information

FCS may disclose the personally identifiable information that it has designated as directory information, consistent with the terms of FCS' annual notice provided pursuant to the Family Educational Rights and Privacy Act of 2001 (20 U.S.C. § 1232g) ("FERPA"). FCS has designated the following information as directory information:

- Student's name
- Student's address
- Parent/guardian's name
- Parent/guardian's address
- Telephone listing
- Student's electronic mail address
- Parent/guardian's electronic mail address
- Photograph
- Grade level

4. Parent

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

4. Eligible Student

Eligible student means a student who has reached eighteen (18) years of age.

5. School Official

A school official is a person employed by FCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Charter Council of FCS. A school official also may include a volunteer or an independent contractor outside of FCS who performs an institutional service or function for which FCS would otherwise use its own employees and who is under the direct control of FCS with

respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

6. Legitimate Educational Interest

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

II. DISCLOSURE OF DIRECTORY INFORMATION

At the beginning of each year, the School shall provide parents and eligible students with a notice containing the following information if the School decides to release Directory Information: 1) The categories of information that the School has classified as public directory information that may be disclosed without parental consent and which should only include information specifically identified in Education Code section 49061(c)); 2) A statement that directory information does not include citizenship status, immigration status, place of birth or any other information indicating national origin (except where the School receives consent as required under state law); 3) The recipients of the directory information; Education Code 234.7 (Model AG policies); 4) The parent's or eligible student's abilities to refuse release of the student's directory information, and how to refuse the release; and 5) The deadline in which the parent, guardian or eligible student must notify the School in writing that they do not want the information designated as directory information. Within five (5) days of sending notice, any parent(s) who does not want his/her child's directory information made public without prior written consent must inform the School in writing. This parental notice must identify what student directory information (any or all) is subject to the prior written consent requirement. 20 U.S.C. § 1232g(a)(5)(B). The notice must also indicate that opting out by the noted deadline is the parents'/guardians'/students' only way to prevent the release of directory information.

The rights to require prior written consent does not apply to disclosure or requiring a student to disclose his/her name, identifier or institutional email address in a class in which the student is enrolled or to require the student to wear, display publicly or disclose a student ID card or badge that exhibits directory information.

~~At the beginning of each year, FCS shall provide parents and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent's or eligible student's right to request that FCS not release "directory information" without obtaining prior written consent from parent or eligible student; and 3) The period of time within which a parent or eligible student may notify FCS in writing of the categories of "directory information" that it may not disclose without the parent or eligible student's prior written consent.~~

III. ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS

At the beginning of each school year, in addition to the notice required for directory information, FCS shall provide parents and eligible students with a notice of their rights under the FERPA. The notice shall inform the parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA; and
4. File with the U.S. Department of Education a complaint concerning alleged failures by FCS to comply with the requirements of FERPA and its promulgated regulations.
5. Request that FCS not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
 2. The procedure for requesting amendment of records;
 3. A statement that FCS forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;
 4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
5. Assurances that the School will not release information to third parties for immigration enforcement purposes, except as required by law or court order; Education Code 234.7
6. A description of the types of student records maintained by the School;
7. A list of the circumstances or conditions under which the School might release student information to outside people or entities;
8. A statement that, unless the School is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education

Code, the School shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student’s personally identifiable information;

9. A statement that even for those exceptions that permit the release of education records without parental consent, the agency is required to notify the student and their family unless an exception exists. In those excepted circumstances, prior notification to parents/guardians is not required.

10. Policies regarding the retention and destruction of personally identifiable information.

IV. PARENTAL AND ELIGIBLE STUDENT RIGHTS RELATING TO EDUCATION RECORDS

Parents and eligible students have the right to review the student’s education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Executive Director or designee. Within five (5) business days, FCS shall comply with the request.

1. Copies of Education Records

FCS will provide copies of requested documents within five (5) business days of a written request for copies. FCS may charge reasonable fees for copies it provides to parents or eligible students. The charge will not include a fee to search for or to retrieve the education records.

2. Request for Amendment to Education Records

Following the inspection and review of a student’s education record, a parent or eligible student may file a written request with the Executive Director to correct or remove any information in the student’s education record that is any of the following:

- (1) Inaccurate;
- (2) An unsubstantiated personal conclusion or inference;
- (3) A conclusion or inference outside of the observer’s area of competence;
- (4) Not based on the personal observation of a named person with the time and place of the observation noted;
- (5) Misleading; or
- (6) In violation of the privacy rights of the student.

FCS will respond within thirty (30) days of the receipt of the request to amend. FCS' response will be in writing and if the request for amendment is denied, FCS will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

If the Executive Director sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Executive Director or Executive Director's designee must then inform the parent or eligible student of the amendment in writing. However, the Executive Director shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

3. Hearing to Challenge Education Record

If FCS denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The Executive Director or the Charter Council Chair may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- 1) An Administrator of a public school other than the public school at which the record is on file;
- 2) A certificated employee; and
- 3) A parent appointed by the Executive Director or by the Charter Council, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by FCS to the parent or eligible student no later than twenty (20) days before the hearing.

The hearing will be conducted by the Executive Director or his/her designee, who shall not be required to use formal rules of evidence or procedure. The parent or eligible student will be given a full and fair opportunity to present evidence

relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The decision of the Executive Director or his/her designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, FCS' decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the FCS decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, FCS decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of FCS, or both. If FCS places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

V. DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

FCS must have a signed and dated written consent from the parent or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

FCS will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent or eligible student and that the receiving party use the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. FCS must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, or directory information or to parents or eligible students, FCS will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the

receiving party use it for the purpose for which the disclosure was made.

FCS shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status without first attempting to notify the parent or guardian in compliance with FERPA.

Upon Receiving an Information Request Related to a Student's or Family's Immigration or Citizenship Status

The School shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated Charter School official about the information request
- Provide students and families with appropriate notice and a description of the officer or employee's request
- Document any verbal or written request for information by an officer or employee of an agency for immigration enforcement purposes
- Unless prohibited, provide students and parents/guardians with any documents provided by the officer or employee seeking the information

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the School prohibits disclosure, the School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

FCS will make every effort to receive written parental or guardian consent for release of student information, unless the information is for directory information only.

FCS should make a photocopy of the request and immediately consult legal counsel and/or a designated representative of the School. No information regarding students, their families, teachers, or employees shall be disclosed, to the extent practicable, to an officer or employee of an agency conducting immigration enforcement without a judicial subpoena, judicial warrant, or court order, and any disclosure must be in accordance with the requirements set forth in 34 C.F.R. section 99.31(a)(9)(ii). If faced with an administrative subpoena, consult legal counsel to determine how or whether to respond as there is no separate requirement in federal or state law to provide information to the Department of Homeland Security (DHS), ICE, or any other agency within DHS without a court order, judicial warrant or judicial subpoena.

If the request seeks information regarding an employee or teacher of the Charter School, the same procedures as above shall be followed, except that human resources personnel (as designated) should be consulted first.

For any requests for information, unless otherwise legally required, the Charter School is under

no obligation to produce the records or information immediately. Rather, the Charter School should note any designated date for production of records, if one is indicated in the request, and convey that to a designated person at the Charter School. The Charter School should designate a contact person to whom such requests for information should be directed.

The Charter School should obtain the contact information of the person to whom a response to the request for information should be directed and forward such contact information to the person the Charter School has designated to receive such requests.

FCS will disclose education records, without prior written consent of the parent or eligible student, to the following parties:

1. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. FCS will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, FCS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for FCS in accordance with 20 U.S.C. § § 1232g(b)(1)(F); 34 C.F.R. § 99.31(a)(6)~~1232g(b)(1)(F);~~
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific

State law;

11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the pupil's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by FCS for students and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by FCS;
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by FCS with respect to that alleged crime or offense. FCS may disclose the final results of the disciplinary proceeding, regardless of whether FCS concluded a violation was committed.
13. An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law.
14. Other disclosures as provided by applicable law.

VI. RECORD KEEPING REQUIREMENTS

FCS will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of FCS in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of FCS and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, FCS officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, FCS officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of FCS.

Student cumulative records may not be removed from the premises of FCS, unless the individual removing the record has a legitimate educational interest, and is authorized by the Executive Director, or by a majority of a quorum of the Charter Council at a duly agendaized meeting. Employees who remove student cumulative records or other student records from the FCS premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work-product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g. grading work-product, assigning credit, reviewing materials for classroom discussion, etc.)

VII. COMPLAINTS

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by FCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-5920



Immigration Response Policy

Responding to On-Campus Immigration Enforcement

The Charter Council of Forest Charter School (“FCS”) adopts this Immigration Response Policy to ensure that FCS remain safe and accessible to all California residents, regardless of immigration status.

As early as possible, FCS personnel shall notify the Executive Director or designee of any request by an immigration or law-enforcement officer seeking access to the school site, or any student, to conduct immigration enforcement, or any requests for review of school documents (including for the service of lawful subpoenas, petitions, complaints etc.).

In addition, if an officer appears on campus specifically for immigration-enforcement purposes, FCS personnel must take the following actions:

1. Advise the officer that before proceeding with the request, and absent exigent circumstances, school personnel must first receive notification and direction from the Executive Director;
2. Ask to see (and make a copy of or note) the officer’s credentials (name and badge number), and ask for, and copy or note, the phone number of the officer’s supervisor;
3. Ask the officer for their reason for being on school grounds and document it;
4. Ask the officer to produce any documentation that authorizes school access;
5. Make copies and retain a copy of all documents provided by the officer. Retain one copy for school records;
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, school personnel should comply with the officer’s orders and immediately contact the Executive Director.

If the officer does not declare that exigent circumstances exist, school personnel shall respond to the requirements of the officer’s documentation as follows. If the officer has:

- **An ICE (Immigration and Customs Enforcement) administrative warrant:** FCS personnel shall inform the officer that they cannot consent to any request without first consulting with the FCS's legal counsel or other designated agency official;
- **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required. If feasible, consult with FCS's legal counsel or designated administrator before providing the officer/agent access to the person or materials specified in the warrant;
- **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Therefore, FCS personnel shall inform legal counsel or other designated officials of the subpoena and await further instructions on how to proceed.

School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters the premises without consent, personnel shall document his or her actions while on campus and if feasible, accompany them at all times.

After the encounter with the immigration officer, FCS personnel shall promptly take written notes of all interactions with the officer. The FCS personnel shall provide notes, and associated documents collected, of the interaction to the FCS's legal counsel or designated administrator. FCS's legal counsel or designated administrator shall submit a timely report to the governing board regarding the officer's requests and actions and FCS's response(s). The notes taken by personnel must include, but are not limited to:

1. List or copy of the officer's credentials and contact information;
2. List of all school personnel who communicated with the officer;
3. Details of the officer's request;
4. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge ;
5. FCS personnel's response to the officer's request;
6. Any further action taken by the officer/agent;
7. Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes will be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

Parental Notification

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at FCS, FCS personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or presents a valid, effective court order.

FCS personnel must immediately notify the student's parents or guardians if a law-enforcement officer or employee of an agency requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Training

FCS will establish training regarding immigration issues for teachers, school administrators, and school staff, including information on responding to a request from an officer enforcing immigration law to visit a school site or to have access to a student. FCS will designate an employee to facilitate training programs for staff, help provide non-legal advice to families and assist in communications with FCS and other stakeholders in local and state government.



Immigration Enforcement Policy

Related to the Detention or Deportation of a Student's Family Member

Responding to the Detention or Deportation of a Student's Family Member

The Charter Council of Forest Charter School ("FCS") adopts this Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member to ensure that FCS remain safe and accessible to all California residents, regardless of immigration status.

FCS shall encourage families and students to be prepared in the event that a family member is detained or deported. FCS shall encourage families and students to:

- Know their emergency phone numbers;
- Know where to find important documentation such as birth certificates, passports, Social Security Cards, doctors' contact information, medication lists, lists of allergies, etc.

FCS shall permit students and families to update students' emergency contact information as needed throughout the school year and to provide alternative contacts if no parent or guardian is available.

FCS shall ensure that families may include the contact information of an identified trusted adult guardian as a secondary emergency contact in the event a student's parent or guardian is ever detained.

FCS shall communicate to families that the information provided on the emergency cards will only be used to respond to emergency situations – and will never be used for any other purpose.

The student's emergency card contact information is the information that shall be used in the event a student's parent or guardian is detained or deported by federal immigration authorities and the student must be released to an adult(s) designated on that card. Alternately, FCS shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. FCS shall only contact Child Protective Services if school staff are unsuccessful in arranging for timely care through the emergency contact information that the School has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

FOREST CHARTER SCHOOL

RESOLUTION NO. 2526-01-140

DIRECTOR'S EVALUATION COMMITTEE

A RESOLUTION OF THE BOARD OF DIRECTORS OF FOREST CHARTER SCHOOL ESTABLISHING A
DIRECTOR'S EVALUATION COMMITTEE AND ADOPTING BROWN ACT COMPLIANCE PROCEDURES

WHEREAS, Forest Charter School ("Agency") is a legislative body under the Ralph M. Brown Act (Gov. Code, § 54950 et seq.); and

WHEREAS, the Board of Directors ("Board") desires to establish a standing committee to conduct the annual performance evaluation of the Executive Director; and

WHEREAS, this committee is established to operate in compliance with the open meeting requirements of the Brown Act, including proper notice, agenda posting, and public participation; and

WHEREAS, the committee will adhere to the closed session personnel exception (Gov. Code, § 54957) for discussions regarding the evaluation, while reporting any final actions taken in open session.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Forest Charter School does hereby resolve as follows:

1. Establishment and Purpose: The Director's Evaluation Committee ("Committee") is hereby established as a standing committee. The Committee's purpose is to review the performance of the Executive Director and make recommendations to the full Board.

2. Membership: The Committee shall consist of 3 members of the Board of Directors.

- Member 1: Dan Thiem
- Member 2: Ameer Medeiros
- Member 3: Gabriella Stockdale

3. Brown Act Compliance:

- Meetings: The Committee shall meet at the call of the chair, to be determined.
- Agendas: Agendas shall be posted at least 72 hours in advance of regular meetings in a location freely accessible to the public and on the Agency website.
- Public Comment: Every agenda shall provide an opportunity for members of the public to address the Committee on matters within its jurisdiction.

4. Closed Session Protocol: Pursuant to Government Code § 54957, the Committee may meet in closed session to consider the performance evaluation of the Executive Director.

- Pre-Session Announcement: The committee must publicly announce the closed session item.
- Post-Session Report: If final action is taken to change the compensation or employment status, it must be reported in open session.

5. Term: The committee shall exist until June 30, 2026.

PASSED, APPROVED, AND ADOPTED this 10th Day of March 2026.

- Ayes:
- Noes:
- Absent:

Attest:

Amee Medeiros, Board President (Substitute)

Tita Fowler, Board Secretary

Forest Charter School

School Psychologist Salary Schedule

2026-2027

Step	Salary
1	\$90,558
2	\$92,369
3	\$94,678
4	\$99,412
5	\$101,898
6	\$104,445
7	\$107,056
8	\$109,733
9	\$111,379
10	\$113,049
11	\$114,745
12	\$116,466
13	\$118,213
14	\$119,986
15	\$121,124

Assistant Administrator and Lead Psychologist add 10% to step 15 (2026-2027 School Year Only)

Comments

1. Full-time contract = 190 days (175 students days + 15 Contract Days)
2. Full-time School Psychologist/Asst Admin & Lead Psychologist earn 10 sick leave days per school year. See Employee Handbook for more details.
3. School Psychologist/Asst Admin & Lead Psychologist do not receive vacation or holiday pay.
4. Salary steps reflect one full school year with FCS
5. Initial salary placement is at Executive Director's discretion
6. School Psychologist/Asst Admin & Lead Psychologist are Health Benefit eligible at .75 FTE with the following Annual Caps:
7. Anything above the Cap is an employee out-of-pocket expense
8. Dental & Vision are voluntary and are not covered under the Cap

Employee	\$9,000)
Employee + Child	\$10,000)
Employee + Spouse	\$10,000)
Employee + Family	\$14,500)

Charter Council Approved: 2/10/26

Effective: July 1, 2026

Forest Charter School
Certified Occupational Therapy Assistant and
Speech and Language Pathology Assistant
2026-2027

Step	Hourly
1	\$29.12
2	\$30.28
3	\$31.50
4	\$32.76
5	\$34.07
6	\$35.43
7	\$36.85
8	\$38.32
9	\$40.24
10	\$42.25
11	\$43.52
12	\$44.82
13	\$46.17
14	\$47.55
15	\$48.98

Comments

1. Full-time contract = 175 days (180 students days)
2. Full-time COTA/SLPAs earn 10 sick leave days per school year. See Employee Handbook for more details.
3. COTA/SLPAs do not receive vacation or holiday pay
4. Salary steps reflect one full school year with FCS
5. Initial salary placement is at Executive Director's discretion
6. COTA/SLPAs are Health Benefit eligible at .75 FTE with the following Annual Caps:
7. Anything above the Cap is an employee out-of-pocket expense
8. Dental & Vision are voluntary and are not covered under the Cap

Employee	\$9,000)
Employee + Child	\$10,000)
Employee + Spouse	\$10,000)
Employee + Family	\$14,500)

Charter Council Approved: 2/10/26

Effective: July 1, 2026

Forest Charter School

Stipend Salary Schedule

Credentialed Positions

A – G Course Development*	\$500 - \$1000
Labs	\$750
County Academic Tournament Coordinator	\$500 - \$1000
Curriculum Development*	\$1200
Department Head Stipend	\$1000
Master's Stipend (1)**	\$1000
Master's Stipend (2+)**	\$1000
PhD Stipend**	\$1000
ELPAC	\$50 - \$1000
K-8 Block Class Coordinator	\$5500
Mentor for 1st year ST	\$2000
Mentor for 2nd Year ST	\$500
Mentor for Block Class Instructor	\$250 per semester
Special Projects* (assigned by Director)	\$500 – \$5000
SST Coordinator	\$500 - \$2000
Intervention Coordinator	\$4000

Classified Positions

Special Projects* (assigned by Director)	\$500 – \$5000
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*requires stipend expectations and deadlines

**prorated per FTE

Charter Council Approved: 05/13/2025

Charter Council Approved Revised: 03/10/2026

Effective: 07/01/2026