

Forest Charter School

470 Searls Avenue
Nevada City, CA 95959

Monthly Charter Council Meeting Agenda

May 12, 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, and C may be considered for Consent Agenda--Meshawn Simmons**
(E-Attachments)
 - Shall the Consent Agenda be approved?
 - A. Adoption of the May 12, 2026, Meeting Agenda
 - B. April 21, 2026 Charter Council Meeting Minutes (page 5)
 - C. Warrants (April) (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: Learning Center Updates—Dawn Anthney, Janice Eggers, Christine Sween**

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

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

Peter will provide the Council with an LCAP update.

7. **Information: Charter Renewal - Peter Sagebiel**

Peter will provide the Council with an update on the FCS Charter Renewal.

8. **Information: FCS Cell Phones and Other Electronic Signaling Devices Policy—Peter Sagebiel**

(page 15)

Peter will review the draft Cell Phones and Other Electronic Signaling Devices Policy with the Council.

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

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

10. **Discussion: 26/27 Salaries and Longevity—Meshawn Simmons, Peter Sagebiel**

Meshawn and Peter will discuss 26/27 salaries and longevity with the Council.

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

(page 17)

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

Action Items:

12. **Action: Forest Charter School Policies—Meshawn Simmons**

(page 34)

- Should the Council approve the addition of the following Forest Charter School policies:
 - Missed Assignments, Satisfactory Educational Progress, and Involuntary Removal Policy
 - Record Retention & Disposal Policy
 - Grade Policy for Grades 6-12

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

(page X)

- Should the Council approve the following additions and updates to Forest Charter School Salary Schedules?
 - FCS Mental Health Counselor
 - FCS Nurse
 - FCS BCBA and OT

14. Action: Forest Charter School Assistant Director Job Description - Truckee Updates—Meshawn Simmons

(page 37)

- Should the Council approve updates to the Forest Charter School Assistant Director - Truckee job description?

15. Action: Forest Charter School Auburn Learning Center Lease Agreement—Meshawn Simmons

(page 42)

- Should the Council approve the renewal of the Auburn Learning Center Lease Agreement?

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

(page 44)

- Should the Council approve the 2026/27 Forest Charter School Charter Council Calendar?

17. Action: 2026/27 Attendance Calendar—Meshawn Simmons

(page 45)

- Shall the Council approve the 2026/27 Attendance Calendar?

18. Action: 2026/27 Local Assignment Options—Meshawn Simmons

- Shall the Council approve the use of local assignment EC option 44865?

19. Director's Update--Peter Sagebiel

- Staffing Update
- Staff Evaluations
- Other

20. Future Agenda Items

- i-Ready Trends and Comparisons (subgroups)

21. Information: Reminder of Future Meetings

2026: 6/9*, 6/9**

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

22. 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: 05/08/26

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 – April 21, 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: Dan Thiem, Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Katy Baggett, Amber Baker, Makala Clinton, Janice Eggers, Tita Fowler, B.J. Hatcher, Bernadette Healy (Auburn), Amea Medeiros, Scott Namanny (Foresthill), David Stanger, Gabriella Stockdale, Christine Sween. **Absent:** Meshawn Simmons

- 1. Call to Order: 5:02 pm**
- 2. Roll Call:** Dan Thiem, Peter Sagebiel, Meshawn Simmons, Dawn Anthney, Katy Baggett, Amber Baker, Makala Clinton, Janice Eggers, Tita Fowler, B.J. Hatcher, Bernadette Healy (Auburn), Amea Medeiros, 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 March 10, 2026, Regular Meeting Charter Council Agenda, as well as the March 10, 2026, Regular Meeting Minutes, Contracts, and Warrants, were presented for approval.

Amea Medeiros made a motion to approve the Consent Agenda. Amber Baker seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Amea Medeiros, Gabriella Stockdale, Dan Thiem

Nays: None

- 4. Discussion: Other**

None.

Information/Discussion Items:

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

Janice, Dawn and Christine provided updates on learning center activities, field trips, and highlighted current classroom topics. The co-ops across all campuses are working on exciting units such as life cycles of plants and animals, the middle east, physics lessons supported by an applied physics lesson at Roller King, financial literacy lessons, and raising trout tadpoles. A number of the co-ops are on year-end field trips to study ocean habitats and California history. All campuses continue to work on CAASPP completion and enrollment for the next school year is looking really good.

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

Peter provided the Council with an LCAP update. Still working on data collection, and the County office workshop will take place in May.

7. Information: Charter Renewal—Peter Sagebiel

Peter provided the Council with an update on the Charter renewal. Things are going well. Currently working on the districts' approval for our learning centers and gathering data.

8. Information: County Oversight—Peter Sagebiel

Peter provided a recap of the County oversight visit and letter.

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

B.J. provided an update on CAASPP testing and will bring i-Ready data to the May meeting.

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

Peter provided an update on the 2025/26 Budget and Cash Flow. Everything is on track.

Action Items:

11. Action: Use of Ending Fund Balance Funds Up To 100K for Relocatable Completion—Meshawn Simmons

Amee Medeiros made a motion to use up to 100k from the ending fund balance to complete the Nevada City Learning Center Relocatable. Gabriella Stockdale seconded the motion—all ayes.

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

Nays: None

12. Action: Use of Ending Fund Balance Funds Up To 75K for Building Upgrades—Meshawn Simmons

Amber Baker made a motion to use up to 75k from the ending fund balance for Nevada City Learning Center building upgrades to accommodate new staff and updates. Makala Clinton seconded the motion—all ayes.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale, Dan Thiem
Nays: None

13. Action: Forest Charter School Bylaws—Meshawn Simmons, Peter Sagebiel

The Forest Charter School Bylaws were presented for approval. Mostly legal updates. Gabriella Stockdale made a motion to approve updates to the Forest Charter School Bylaws. Amee Medeiros seconded the motion—all ayes.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale, Dan Thiem
Nays: None

14. Action: Forest Charter School Policies—Meshawn Simmons

The Professional Boundaries: Adult/Student Interaction, Student Behavioral Health Referral Protocols, and Investigation of Student Residency Policies were presented for approval.

Amber Baker made a motion to approve the Professional Boundaries: Adult/Student Interaction, Student Behavioral Health Referral Protocols, and Investigation of Student Residency Policies. Makala Clinton seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale, Dan Thiem
Nays: None

15. Action: 2026/27 Forest Charter School Employee Handbook—Meshawn Simmons

The 2026/27 Forest Charter School Employee Handbook was presented for approval. This is an annual approval for legal updates and additions.

Gabriella Stockdale made a motion to approve the 2026/27 Forest Charter School Employee Handbook. Amee Medeiros seconded—all ayes.

Ayes: Amber Baker, Makala Clinton, Amee Medeiros, Gabriella Stockdale, Dan Thiem
Nays: None

16. Action: Forest Charter School 2025/26 BCBA, OT, Nurse Salary Schedule—Meshawn Simmons

The 2025/26 BCBA, OT, Nurse Salary Schedule was presented for approval. This position is being filled this school year and needs to be approved.

Makala Clinton made a motion to approve the 2025/26 BCBA, OT, Nurse Salary Schedule. Gabriella Stockdale seconded the motion. All ayes.

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

Nays: None

17. Action: Forest Charter School 2026/27 Salary Schedules--Meshawn Simmons

The Forest Charter School Substitute and Supplemental Salary Schedules were presented for approval, reflecting updates to support current staffing needs.

Amber Baker made a motion to approve the 2026/27 Forest Charter School Substitute and Supplemental Salary Schedules. Ameer Medeiros seconded the motion. All ayes.

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

Nays: None

18. Director's Update--Peter Sagebiel

- Staffing Updates-Peter provided a recap of the staffing changes in the Office, Auburn, NCLC 3-5 Co-op, and Sped
- Upcoming Staff Evaluations- Peter (with the support of campus Admin) will begin year-end evaluations.
- Other - Charter Council Elections. Dan and Makala will not return in 26/27. We are looking for parent representatives to fill these positions.

19. Future Agenda Items

- i-Ready and CAASPP comparisons (same students not taking both?)

20. Closed Session - Director's Evaluation

The Council met in closed session to discuss the Director's Evaluation. Nothing to report.

21. Information: Reminder of Future Meetings

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

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

***Special Meeting**

****Budget Meeting**

22. Action: Adjourn at 6:28 pm

Respectfully submitted:

Tita Fowler, Secretary

Date

Charter Council Approved:

Dan Thiem, Chair

Date

Checks Dated 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95004930	04/03/2026	4 ELEMENTS EARTH EDUCATION INC	01-5800		4,615.00
26-95004931	04/03/2026	ALISON KENYON	01-5800		200.00
26-95004932	04/03/2026	ALL ABOUT LEARNING PRESS INC	01-4300		555.97
26-95004933	04/03/2026	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300	20,083.62	
			01-4700	779.40	20,863.02 ✓
26-95004934	04/03/2026	AOPS INCORPORATED/ART OF PROBL EM SOLVING	01-4300		168.04
26-95004935	04/03/2026	AUBURN TUTORING LLC	01-5800		345.00
26-95004936	04/03/2026	B & C ACE HOME CENTER	01-4300		73.03
26-95004937	04/03/2026	BALLET REJOICE SCHOOL FOR THE ARTS	01-5800		291.00
26-95004938	04/03/2026	BODY BALANCE ACADEMY, INC.	01-5800		474.00
26-95004939	04/03/2026	BRANDILYN DAVIDSON	01-5800		230.00
26-95004940	04/03/2026	BRIGHT THINKER INC.	01-4300	563.46	
			01-5800	300.00	863.46
26-95004941	04/03/2026	BRUCE MAIRS	01-5800		3,924.00
26-95004942	04/03/2026	CANYON VIEW ASSEMBLY	01-5600		2,200.00
26-95004943	04/03/2026	CATHLEEN WHITING	01-5800		1,620.00
26-95004944	04/03/2026	CENTER STAGE DANCE STUDIO	01-5800		245.00
26-95004945	04/03/2026	COLLEEN MANUOLA	01-5800		1,075.00
26-95004946	04/03/2026	ELEMENTAL LEARNING, INC.	01-5800		4,272.08
26-95004947	04/03/2026	EZ WAY DRIVING SCHOOL	01-5800		495.00
26-95004948	04/03/2026	GOLD COUNTRY GYMNASTICS	01-5800		2,709.40
26-95004949	04/03/2026	HOLLY HESS HART	01-5800		490.00
26-95004950	04/03/2026	IMS	01-5801		395.00
26-95004951	04/03/2026	INSPIRED LEARNING LLC dba SYLVAN LEARNING	01-5800		1,300.00
26-95004952	04/03/2026	JAN TURTON'S MUSIC	01-5800		395.00
26-95004953	04/03/2026	JANET WARNECKE	01-5800		750.00
26-95004954	04/03/2026	K&T MANAGEMENT	01-5600		2,200.00
26-95004955	04/03/2026	KATHLEEN COLE HATTEM	01-4300		294.25
26-95004956	04/03/2026	KATHRYN NUNN	01-5800		2,050.00
26-95004957	04/03/2026	LEARNING WITH LITERATURE	01-5800		3,813.93
26-95004958	04/03/2026	LITTLE BIRD MUSIC, INC.	01-5800		759.00
26-95004959	04/03/2026	LYUBOV KRESHCHUK DBA MATH AT THE BAY LLC	Cancelled		320.00 *
Cancelled on 04/30/2026					
26-95004960	04/03/2026	MATH U SEE INC	01-4300		57.26
26-95004961	04/03/2026	MINERS HARMONY MUSIC STORE	01-5800		70.00
26-95004962	04/03/2026	NEVADA CITY SCHOOL DISTRICT	01-5600		15,000.00 ✓
26-95004963	04/03/2026	NEVADA COUNTY SUPERINTENDENT	01-5800	3,780.00	
			01-5850	53,286.00	
			01-5852	53,286.00	
			01-9514	3,813.68	114,165.68 ✓

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 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95004964	04/03/2026	NICOLE THE MATH LADY	01-5800		79.00
26-95004965	04/03/2026	NO TEARS LEARNING INC	01-4300		200.43
26-95004966	04/03/2026	OFFICE DEPOT	01-4300		224.95
26-95004967	04/03/2026	PARAGON PEST CONTROL	01-5800		70.00
26-95004968	04/03/2026	PHILLIPS SCHOOL OF KUNG FU SAN SOO	01-5800		736.00
26-95004969	04/03/2026	PIONEER COMMERCE CENTER	01-5600		17,841.74 ✓
26-95004970	04/03/2026	RAINBOW RESOURCE CENTER	01-4300		1,030.44
26-95004971	04/03/2026	SAVINA HAVENS	01-5800		704.00
26-95004972	04/03/2026	SINGAPORE MATH INC	01-4300		1,067.48
26-95004973	04/03/2026	SOUTH YUBA CLUB INC.	01-5800		160.00
26-95004974	04/03/2026	SOUTHWEST GAS CORPORATION	01-5510		447.02
26-95004975	04/03/2026	T-MOBILE	01-5800	24.30	
			01-5930	1,447.56	1,471.86
26-95004976	04/03/2026	TARALEIGH DUFFY	01-5800		1,800.00
26-95004977	04/03/2026	TEACHING TEXTBOOKS INC	01-5800		63.95
26-95004978	04/03/2026	THE CLEANING SOLUTION	01-5800		2,930.00
26-95004979	04/03/2026	TIFFANY MADDEN	01-5800		3,627.21
26-95004980	04/03/2026	TIMBERDOODLE	01-4300		600.61
26-95004981	04/03/2026	TRUCKEE-DONNER REC.& PARK DIST	01-5800		4,791.00
26-95004982	04/03/2026	VERIZON	01-5800		38.01
26-95004983	04/03/2026	WHOLE MUSIC STUDIO, LLC	01-5800		240.00
26-95004984	04/03/2026	YESHIVA DERECH HATORAH	01-4300	34.84	
			Unpaid Tax	2.84-	32.00
26-95004985	04/03/2026	ZORANA RANDJELOVIC-FLORES	01-5800		340.00
26-95005350	04/10/2026	AMAZON.COM AMAZON CAPITAL SERVICES INC	01-4300	14,626.41	
			01-4400	2,791.06	
			01-4700	46.81	17,464.28
26-95005351	04/10/2026	ANTHEM BLUE CROSS	01-9514		51,066.67 ✓
26-95005352	04/10/2026	AOPS INCORPORATED/ART OF PROBL EM SOLVING	01-4300		287.48
26-95005353	04/10/2026	AUBURN TUTORING LLC	01-5800		2,760.00
26-95005354	04/10/2026	BEAM EASY LIVING CENTER	01-5800		192.00
26-95005355	04/10/2026	BODY BALANCE ACADEMY, INC.	01-5800		474.00
26-95005356	04/10/2026	CLEARFLY COMMUNICATIONS	01-5930		461.81
26-95005357	04/10/2026	DE LAGE LANDEN FINCL SRV INC	01-5600		1,891.33
26-95005358	04/10/2026	HEATHER GROVE	01-5800		910.00
26-95005359	04/10/2026	LEARNING WITHOUT TEARS	01-4300		35.92
26-95005360	04/10/2026	MILLER, JESSICA J	01-5220		77.00
26-95005361	04/10/2026	MINERS HARMONY MUSIC STORE	01-5800		40.00
26-95005362	04/10/2026	NEVADA COUNTY CHARTER SERVICES AUTHORITY	01-4300	21,925.67	
			01-5100	138,140.67	160,066.34 ✓
26-95005363	04/10/2026	OFFICE DEPOT	01-4300		288.95
26-95005364	04/10/2026	PENELOPE SULLIVAN	01-5800		240.00

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Checks Dated 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95005365	04/10/2026	RAINBOW RESOURCE CENTER	01-4300		491.22
26-95005366	04/10/2026	Rebecca Gonnella	01-5800		1,600.00
26-95005367	04/10/2026	RICHARD T KIRKPATRICK	01-5800		200.00
26-95005368	04/10/2026	RICHARDS, HEIDI L	01-5220		38.50
26-95005369	04/10/2026	SEBASTIAN	01-5930	119.41	
			01-5940	61.77	181.18
26-95005370	04/10/2026	SUZIE GEMIGNANI	01-5800		675.00
26-95005371	04/10/2026	TAHOE TOTAL HOME CARE DBA ALPE NGLOW	01-5800		2,640.00
26-95005372	04/10/2026	THE CURIOUS FORGE LLC	01-5800		120.00
26-95005373	04/10/2026	US BANK CORPORATE PAYMENT SYS	01-4300	8,318.83	
			01-5210	290.00	
			01-5300	3,440.00	
			01-5800	2,094.71	
			01-5920	17.67	
			Unpaid Tax	179.11-	13,982.10 ✓
26-95005374	04/10/2026	YESHIVA DERECH HATORAH	01-4300	104.52	
			Unpaid Tax	8.52-	96.00
26-95005714	04/17/2026	AOPS INCORPORATED/ART OF PROBL EM SOLVING	01-4300		115.39
26-95005715	04/17/2026	ASTOUND	01-5930	8.52	
			01-5940	105.23	113.75
26-95005716	04/17/2026	BOB SWEAT M.ED MATH TUTORING	01-5800		500.00
26-95005717	04/17/2026	CALIFORNIA DEPT OF TAX AND FEE ADMINISTRATION	01-9508		56.05
26-95005718	04/17/2026	CASTLE CLEANING	01-5800		4,164.00
26-95005719	04/17/2026	EMILY PELLEGRINI	01-5800		810.00
26-95005720	04/17/2026	FOWLER, TERESITA R	01-5920		10.65
26-95005721	04/17/2026	GLADIZ DE LA TORRE DBA ESPANOL CON GLADIZ	01-5800		336.00
26-95005722	04/17/2026	HAFDIS TRAUSTADOTTIR	01-5800		650.00
26-95005723	04/17/2026	HOMESTEAD TRAINING CTR LLC	01-5800		600.00
26-95005724	04/17/2026	KATHRYN NUNN	01-5800		1,670.00
26-95005725	04/17/2026	KEITH HOWE DBA MOVING BEYOND THE PAGE	01-4300		79.46
26-95005726	04/17/2026	MATH U SEE INC	01-4300		185.52
26-95005727	04/17/2026	NEVADA CITY BALLET ACADEMY	01-5800		1,250.00
26-95005728	04/17/2026	NO TEARS LEARNING INC	01-4300		34.25
26-95005729	04/17/2026	PACIFIC GAS & ELECTRIC COMPANY	01-5510	696.42	
			01-5520	2,050.26	2,746.68
26-95005730	04/17/2026	R&B COMMUNICATIONS	01-5800		395.00
26-95005731	04/17/2026	RAINBOW RESOURCE CENTER	01-4300		429.57
26-95005732	04/17/2026	SEAN BIANCO	01-5800		150.00
26-95005733	04/17/2026	SHERRY TORGERSO	01-5800		1,860.00
26-95005734	04/17/2026	SINGAPORE MATH INC	01-4300		363.90
26-95005735	04/17/2026	SPD MARKET- NEVADA CITY	01-4300	4.34	

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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no

Checks Dated 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95005735	04/17/2026	SPD MARKET- NEVADA CITY	01-4700	9.57	
			01-5920	60.36	74.27
26-95005736	04/17/2026	SUMMIT FIRE & SECURITY, LLC	01-5800		105.00
26-95005737	04/17/2026	T-MOBILE	01-5800	4.30	
			01-5930	256.17	260.47
26-95005738	04/17/2026	TEACHING TEXTBOOKS INC	01-4300		79.95
26-95005739	04/17/2026	TRUCKEE DONNER PUBLIC UTILITY	01-5520	586.62	
		REMITTANCE CENTER			
			01-5540	146.33	732.95
26-95005740	04/17/2026	WASTE MANAGEMENT	01-5570		486.75
26-95005741	04/17/2026	YESHIVA DERECH HATORAH	01-4300	34.84	
			Unpaid Tax	2.84	32.00
26-95006091	04/24/2026	AMAZON.COM AMAZON CAPITAL	01-4300	11,860.35	
		SERVICES INC			
			01-4400	1,967.64	
			01-4700	47.92	13,875.91
26-95006092	04/24/2026	AQUA MI	01-5800		2,520.00
26-95006093	04/24/2026	AT&T	01-5940		1,398.84
26-95006094	04/24/2026	AT&T	01-5940		31.91
26-95006095	04/24/2026	AUBURN TUTORING LLC	01-5800		690.00
26-95006096	04/24/2026	BRITTANY BROWN	01-5800		525.00
26-95006097	04/24/2026	CANYON VIEW ASSEMBLY	01-5600		2,200.00
26-95006098	04/24/2026	CENTER STAGE DANCE STUDIO	01-5800		245.00
26-95006099	04/24/2026	CLEVER MINDS	01-5800		1,150.00
26-95006100	04/24/2026	COMCAST	01-5930	329.65	
			01-5940	27.35	357.00
26-95006101	04/24/2026	ELIZABETH BROWN	01-5800		728.00
26-95006102	04/24/2026	ELIZABETH MCCOMB	01-5800		330.00
26-95006103	04/24/2026	EXTREME GYMNASTICS, INC	01-5800		380.00
26-95006104	04/24/2026	K&T MANAGEMENT	01-5600		2,200.00
26-95006105	04/24/2026	KAREN JANSON DBA DANCE	01-5800		180.00
		NATURAL CREATIVE COMPLEX			
26-95006106	04/24/2026	KATHLEEN COLE HATTEM	01-4300		217.65
26-95006107	04/24/2026	LEARNING WITH LITERATURE	01-5800		3,813.93
26-95006108	04/24/2026	LISA MICHELLE CLEMENT	01-5800		578.32
26-95006109	04/24/2026	MUSIC LAB AUBURN, LLC	01-5800		525.00
26-95006110	04/24/2026	NEVADA CITY SCHOOL DISTRICT	01-5600		15,000.00
26-95006111	04/24/2026	NEVADA CITY SELF STORAGE	01-5600		930.00
26-95006112	04/24/2026	PARAGON PEST CONTROL	01-5800		70.00
26-95006113	04/24/2026	PENELOPE SULLIVAN	01-5800		805.00
26-95006114	04/24/2026	PIONEER COMMERCE CENTER	01-5600		19,917.77
26-95006115	04/24/2026	ROSE-MAY MICKELSON	01-5800		420.00
26-95006116	04/24/2026	SARAH HAYS	01-5800		480.00
26-95006117	04/24/2026	SIERRA NEVADA BOULDERING GYM	01-5800		1,132.00
26-95006118	04/24/2026	STANGER, DAVID R	01-5800		1,620.00
26-95006119	04/24/2026	TIFFANY MADDEN	01-5800		4,227.21

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 04/01/2026 through 04/30/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
26-95006120	04/24/2026	TRUCKEE-DONNER REC.& PARK DIST	01-5800		350.00
26-95006121	04/24/2026	WILD ACORNS LEARNING VILLAGE	01-5800		40.00
26-95006122	04/24/2026	YOUNG MINNEY & CORR LLP	01-5802		2,751.00
Total Number of Checks			141		580,035.75

	Count	Amount
Cancel	1	320.00
Net Issue		579,715.75

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	FOREST CHARTER	140	579,909.06
	Total Number of Checks	140	579,909.06
	Less Unpaid Tax Liability		193.31-
	Net (Check Amount)		579,715.75

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.

DRAFT - CELL PHONES AND OTHER ELECTRONIC SIGNALING DEVICES POLICY

Forest Charter School (“FCS” or the “Charter School”) Governance Council recognizes the potential for cell phones, smartphones, smart watches, pagers, and electronic signaling devices (hereinafter collectively referred to as “private devices”) to disrupt the learning environment of the Charter School, and adopts this Policy to permit students to possess, but not use private devices while on school grounds, at school-sponsored activities, or under the supervision of Charter School employees, except as otherwise provided in this Policy. Students who possess any private devices must always keep them turned off and out of view while on school grounds or at school-sponsored activities and functions. Charter School teachers, administrators, and staff will confiscate any private devices used by a student in violation of this Policy.

The use of cell phones and other electronic signaling devices at school is detrimental to the academic climate because it takes valuable time away from instruction, adds to the amount of screen time a child already has, and creates disciplinary problems.

Students who possess a cell phone or other electronic signaling device shall assume responsibility for its care in accordance with this Policy. At no time shall FCS be responsible for preventing theft, loss or damage to cell phones or other electronic signaling devices brought onto campus. If students and/or parents/guardians are concerned about theft or damage to their phone or other electronic device, these items should be left at home.

All students are required to adhere to the following guidelines regarding private devices:

Students are only permitted to use private devices during the following times:

- **K-8 Grade Students:** Before school or after they have been excused for the day by their teacher or other FCS staff member.
- **9-12 Grade Students:** during passing periods, lunch, or when they are not in class (Note: this does not include study hall)
- As directed to by a teacher or staff member at FCS.
- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student’s individualized education program (“IEP”) or 504.

The use of electronic devices for any purpose – including telephone calls, text messaging, checking social media, internet “hotspot”, and other functions – is not permitted at any other time on school grounds.

Electronic devices must be turned off and put in a student's backpack or bag, be locked in the classroom administrative lock box, or left at home. Private devices must be turned off and not used:

- During instructional classroom time, including assemblies, and any other school activity, which takes place during the regularly scheduled school day.
- During break periods, between class periods, or during lunch.
- During events sponsored by the Charter School held before or after regular school hours.
- On field trips or excursions sponsored by the Charter School.

Consequences for Violation of this Policy (This includes if a student takes their phone out from wherever it is being stored out of sight and is now visible, or a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not.)

First offense: The student will be given a warning and redirected by the teacher, administrator, or other FCS staff member to turn off their device and to put it away in a bag, purse, backpack or other similar article whether or not it is within the immediate presence of the student.

Second Offense: The device will be confiscated, locked in the class or admin lock box, and returned at the end of the day. The school will notify the parents/guardians of the offense and review the cell phone policy.

Third Offense: The device will be confiscated and only returned to the student's parent or guardian. Both the student and parent/guardian will need to come in to get the cell phone and to review the cell phone policy. Going forward, the student will be required to put their phone in the class or admin lock box each day until determined by the school that they no longer have to do this.

Repeated Offenses: Referral to additional interventions or consequences consistent with the school discipline policy/procedures and/or the student will be prohibited from bringing the device to school for the remainder of the school year.

FOREST CHARTER SCHOOL FY 25-26

83%

Fiscal Year 2025/26 Through 4/16/26

Object	Description	Revised Budget	Revenue	% Rcvd
Total Year To Date Revenues		13,251,212.00	9,069,767.63	68% ✓
Object	Description	Revised Budget	Actual	% Used
Total Certificated Salaries		4,365,226.00	3,708,696.56	85%
Total Classified Salaries		1,172,373.00	949,828.39	81%
Total Employee Benefits		2,038,812.00	1,443,969.73	71% ✓
Books and Supplies				
4300	MATERIALS AND SUPPLIES	515,262.00	461,132.15	89%
4400	NON CAPITALIZED EQUIPMENT	17,500.00	28,193.49	161%
4700	FOOD	10,000.00	4,970.74	50%
Total Books and Supplies		542,762.00	494,296.38	91% ✓
Services and Other Operating Expenditures				
5100	SUBAGREEMENTS FOR SERVICES	2,233,069.00	1,657,625.98	74%
5210	CONFERENCE	9,987.00	7,518.21	75%
5220	MILEAGE REIMBURSEMENT	3,000.00	1,395.80	47%
5300	DUES AND MEMBERSHIPS	20,000.00	5,345.00	27%
5400	INSURANCE	110,000.00	79,819.17	73%
5510	GAS HEATING/FUEL	10,000.00	9,806.07	98%
5520	ELECTRICITY	30,000.00	26,825.72	89%
5540	WATER	6,500.00	4,337.07	67%
5550	SEWER	1,500.00	485.14	32%
5570	GARBAGE	7,500.00	4,274.52	57%
5600	RENT,LEASES,REPAIRS/NON CAP	475,000.00	441,087.29	93%
5800	PROF/CONSUL/SVCS/OP EXPENSE	1,287,146.00	783,500.50	61%
5801	ADVERTISING	5,000.00	467.00	9%
5802	LEGAL FEES	55,000.00	47,112.00	86%
5806	DATA PROCESSING SERVICES	50,000.00	57,495.24	115%
5840	FINGERPRINTING	1,000.00	938.00	94%
5850	OVERSIGHT	106,573.00	53,286.00	50%
5852	BUSINESS SERVICES	106,573.00	53,286.00	50%
5920	POSTAGE/SHIPPING (OUT)	3,500.00	2,090.03	60%
5930	TELEPHONE	35,000.00	20,585.83	59%
5940	INTERNET	10,000.00	3,364.00	34%
Total Services and Other Operating Expenditures		4,563,948.00	3,260,737.02	71% ✓
Total Year To Date Expenditures		12,683,121.00	9,857,528.08	78%

MS



Missed Assignments, Satisfactory Educational Progress, and Involuntary Removal Policy

Per California Education Code Section 51747, Forest Charter School (“FCS” or the “Charter School”) maintains a board policy establishing that a failure to complete **70%** of assignments during any period of **30 school days** may trigger an evaluation to determine whether it is in the best interest of the pupil to remain in independent study.

For purposes of this Policy and the Independent Study Policy, “assignment” is defined as:

- Work assigned by the teacher
- Required meetings and/or appointments between the student and supervising teacher
- Required in-person educational activities

Evaluation Triggers

In accordance with the School’s Board policy on independent study, the Executive Director and/or designee shall conduct a Best Interest Evaluation to determine whether it is in the best interests of the pupil to remain enrolled in independent study upon the following triggers:

- 1) After a failure to complete **70%** of assignments during any period of **thirty (30) school days**
- 2) In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement outlined in Education Code Section 52060(d) paragraphs (4) and (5).
 - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.
 - Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

Conducting the Best-Interest Evaluation

The Evaluation After Missed Assignments/Failure to Make Satisfactory Progress may include but is not limited to the review of the following:

- 1) Attendance based on completion of assignments as quantified by the assigned teacher(s) of record;
- 2) Demonstration of skills on assignments;
- 3) Standardized test scores;
- 4) Written tests and reports if appropriate;
- 5) Oral or written presentations;
- 6) Pupil's attitude toward learning and achievement;
- 7) Punctual attendance at scheduled appointments;
- 8) Ability to meet scheduled appointments;
- 9) Preparedness for scheduled appointments;
- 10) Pupil demonstration of adequate and appropriate progress toward
- 11) Common Core State Standards;
- 12) Appropriate learning environment;
- 13) Parent(s) ability to support pupil learning in the home.

As part of the evaluation process, the pupil, parent(s), guardian(s) or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder (all generally referred throughout as "Parent(s)") will be invited to present evidence to the individual or individuals conducting the evaluation. During this meeting, the School will determine whether it is in the best interest of the pupil to remain in independent study. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's mandatory interim record.

Additional Consideration for Pupils with a Section 504 Plan or IEP

If the School recommends removal from independent study as a result of the Evaluation After Missed Assignments/Failure to Make Satisfactory Progress, and the pupil has a Section 504 Plan or IEP, the School shall schedule an IEP meeting or Section 504 meeting (as applicable) following applicable legal timelines, to determine the following:

- 1) Whether the missed assignments were caused by or had a direct and substantial relationship to the pupil's disability, or
- 2) Whether the missed assignments were the direct result of the School's failure to implement the IEP or Section 504 Plan, as applicable.

If the answer to either (1) or (2), above, is yes, then the missed assignments are a manifestation of the pupil's disability and the School will follow applicable state and federal laws to ensure that the pupil is offered a free appropriate public education.

If the answer to both (1) and (2), above, is no, then the pupil may be removed from independent study consistent with this policy.

This meeting may be combined with the Evaluation After Missed Assignments/Failure to Make Satisfactory Progress at the discretion of the School.

Notice of Decision and Opportunity to Request a Hearing Prior to Removal

Once the evaluation is complete, if it is determined that it is not in the best interest of the pupil to remain enrolled in the independent study program, the Parent(s) shall be notified in writing of the School's intent to remove the pupil, as it is not in their best interest to remain in independent study. The Notice shall be in the native language of the Parent(s) and provided no less than five (5) schooldays before the effective date of the pupil's removal. The Notice shall include the following:

- 1) The School's intent to remove the pupil as it is not in their best interest to remain in independent study.
- 2) The opportunity of the Parent(s) to request a hearing that follows the same procedures as the School's disciplinary hearing. Parent(s) (or the pupil if over 18) must submit the request for hearing writing within five (5) calendar days from the date of the Notice.
- 3) If Parent(s) or pupil over 18 requests a hearing:
 - a. It will be scheduled following the School's expulsion hearing procedures as outlined in the School's approved charter.
 - b. The pupil shall remain enrolled and shall not be removed until the School issues a final decision.
- 4) If no hearing is requested, the pupil shall be removed from the school on the date listed on the notice.



Section: 300
Policy: 004
FCS Council Approved: April 21, 2026

Records Retention and Disposal Policy

1. Purpose

The records of Forest Charter School (“Charter School”) are important to the efficient and effective operation of the Charter School. Charter School records include those produced and received by Charter School’s administrators, employees, volunteers, and board members, both in electronic and paper form, when acting in the course and scope of their roles at Charter School. Charter School records are those found on computers, email accounts, or other electronic storage devices owned or controlled by Charter School and may include Charter School records on personal devices and email accounts. Items that may seem unimportant, such as interoffice e-mails, desktop calendars, and printed memoranda are considered records under this Policy.

Commented [1]: Should it be a policy under Business Operations?

The purpose of this Policy is to ensure that necessary records of Charter School are adequately protected and maintained and that records no longer needed by Charter School or that are of no value are appropriately discarded at the proper time. This Policy should also aid administrators, employees, volunteers, and board members of Charter School (sometimes referred to herein as “you”) in understanding obligations in retaining electronic documents, including e-mail, web files, text files, sound and movie files, PDF, Word, or other native-formatted files. If you are ever uncertain as to any procedures set forth in this Policy (e.g., what records to retain or destroy, when to do so, or how), it is your responsibility to seek direction from the Administrator of this Policy (defined below).

2. Policy and Scope

This is Charter School’s formal policy (the “Policy”) regarding the retention and destruction of records, including electronic documents. This Policy applies to all records generated in the course of Charter School’s operation, including both original documents and reproductions. It also applies to electronic documents.

The goals of this Policy are to:

- o Retain important documents for reference and future use;
- o Delete or dispose of documents that are no longer necessary for the operation of Charter School charter schools;
- o Organize important documents for efficient retrieval; and

Records Retention and Disposal Policy
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- Ensure that Charter School’s administrators, employees, volunteers, and board members know what documents should be retained, the length of their retention, means of storage, and when / how they should be destroyed.

Federal and state laws require Charter School to maintain certain types of records for particular periods. Failure to maintain such records could subject Charter School to penalties and fines, obstruct justice, affect evidence, and/or seriously harm Charter School’s position in tax or litigation matters. Thus, it is important that you understand and comply with this Policy and any future records retention or destruction policies and schedules. Notwithstanding anything contrary to this Policy, you should retain and seek direction from the Administrator concerning any records which you reasonably believe:

- (i) are or could be relevant to any future tax or litigation matter;
- (ii) arise from a dispute that could lead to litigation; or
- (iii) pertain to a lawsuit in which Charter School is a party. In such situations, Charter School must preserve records unless or until Charter School’s legal counsel determines that the records are no longer needed.

“Records” discussed herein refers to all business records of Charter School (and is used interchangeably with “documents”), including written, printed, and recorded materials, as well as electronic records (i.e., e-mails and documents saved electronically). All records shall be retained for a period no longer than necessary for the proper conduct and functioning of Charter School. No business records shall be retained longer than seven (7) years, except those that: (i) have periods provided for herein; (ii) are in the Record Retention Schedule, found at **Appendix A**; or (iii) are specifically exempted by the Administrator.

3. Administration and Oversight

Attached as Appendix A is a Record Retention Schedule (the “Retention Schedule”) that is approved as the initial maintenance, retention and disposal schedule for physical records of Charter School and the retention and disposal of electronic documents. The Retention Schedule lists several categories of records, as well as specific records that contain specific retention periods. The Superintendent of Charter School (the “Administrator”) or her/his designee is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Retention Schedule is followed. The Administrator is also authorized to: (i) make modifications to the Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Charter School and the charter schools it operates; (ii) monitor local, state and federal laws affecting record retention; (iii) annually review the record retention and disposal program; and (iv) monitor compliance with this Policy.

To ensure compliance with this Policy, the Administrator is responsible for the following oversight

Records Retention and Disposal Policy
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functions:

- Implementing this Policy;
- Ensuring that administrators, employees, volunteers, and board members are properly informed, understand, and follow this Policy and the Retention Schedule;
- Providing oversight on actual retention and destruction/disposal of documents;
- Ensuring proper storage of documents;
- Periodically following-up with legal counsel to ensure proper retention periods are in place;
- Suspending the destruction of documents upon actual or foreseeable litigation or governmental investigation; and
- Keeping administrators, employees, volunteers, and board members apprised of changes in relation to this Policy or the Retention Schedule.

The Administrator shall periodically review this Policy and Retention Schedule, modify them accordingly, and inform and educate all Charter School administrators, employees, volunteers, and board members on any such changes. All document retention and/or destruction questions should be directly addressed to the Administrator.

4. How Records are Stored

Tangible Records

Tangible records are those which you must physically move to store, such as paper records (including records printed versions of electronically saved documents), photographs, audio recordings, advertisements and promotional items. Active records that are retained as set forth in the Retention Schedule and need to be easily accessible may be stored in Charter School's administration space or equipment. Inactive tangible records that are retained as set forth in the Retention Schedule may be sent to an off-site storage facility.

Electronic Records

Electronic mail ("e-mail") that is required to be retained as set forth in the Retention Schedule should be either printed and stored as tangible records or stored electronically.

5. Destruction/Deletion of Records

Tangible Records

Tangible records that are not required to be retained as set forth in the Retention Schedule should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disk, or tape recording, ask the advice of the Administrator.

Electronic Records

E-mail records that you “delete” from a device typically remain in Charter School’s system. Thus, Charter School information technology (“IT”) staff or vendor will be responsible for permanently removing deleted emails from the computer system that are not required to be retained as set forth in the Retention Schedule. Permanently deleting a file is usually sufficient in most circumstances to dispose of a record. However, because electronic records can be stored in many locations, Charter School’s IT staff or vendor will be responsible for permanently removing deleted files from the entire system. Keep in mind, where duplicate records are involved, both/all copies should be destroyed/deleted, where proper.

Email that is considered SPAM or advertising and is not necessary to the discharge of an official duty may be immediately deleted.

6. Suspension of Record Disposal in the Event of Litigation, Investigation, or Claims

In the event Charter School is served with a document subpoena, or an employee becomes aware of a governmental investigation or audit concerning Charter School or the commencement of any litigation against or concerning Charter School, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of legal counsel, determines otherwise (“Legal Hold”). A Legal Hold will always supersede any retention period noted in **Appendix A** below. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

APPENDIX A - RECORD RETENTION SCHEDULE

The following types of records will be retained for the following periods of time. At least one copy of each record will be retained according to the following schedule:

A. CORPORATE RECORDS

Document	Time Period
Articles of Incorporation (<i>including all amendments</i>)	Permanent
Corporate Bylaws	Permanent
IRS Application for Tax Exempt Status (Form 1023)	Permanent
IRS Letter of Determination granting tax-exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax-exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting Minutes, including the text of a rule, regulation, policy or resolution not set forth verbatim in the minutes but included therein by reference.	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Licenses and Permits	Permanent
Annual Reports	Permanent
School Employee Directories	Permanent
Employee Newsletters and Handbooks	Permanent
Yearbooks and Other School Publications	Permanent

B. FINANCIAL RECORDS

Document	Time Period
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Average Daily Attendance Reporting	Permanent
Official budgets for each fiscal year	Permanent
All detailed records related to land building and equipment.	Permanent
Real estate closing statements	Permanent
Average Daily Attendance Reports, including reports for the first and second interim reporting periods (P-1 and P-2)	Permanent
Financial report of all funds, including cafeteria and student	Permanent

Document	Time Period
body funds	
Records relating to loans, bonds, receivable sales, or any other liability.	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Statements and Bank Deposit Slips	7 years
Cancelled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset inventories	7 years
Petty cash receipts /documents	7 years
Credit card receipts	7 years
Travel, Transportation, Entertainment and Gift Expenses (specific recordkeeping rules apply to these expenses. For more information, see IRS Publication 463).	3 years from the date you file an income tax return on which a deduction or item of income is claimed. If the nonprofit does not file a return, or a fraudulent return is filed, records must be kept indefinitely.

C. INSURANCE RECORDS

Document	Time Period
Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

D. CONTRACTS

Document	Time Period
All Insurance Contracts	Permanent
Construction Contracts	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

E. LEGAL RECORDS

Document	Time Period
Legal Correspondence	Permanent
Litigation Files	Permanent
Court Orders	Permanent
Trademark and Copyright Registrations	Permanent

F. DONATIONS / FUNDRAISING RECORDS

Document	Time Period
Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years
All requested IRS/grantee correspondence including determination letters and "no change" in exempt status letters	7 years
All evidence of returned grant funds	7 years

G. MANAGEMENT PLANS AND PROCEDURES

Document	Time Period
Strategic Plan	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Disaster Recovery Plan	7 years

H. PERSONNEL RECORDS

General Principle: Pension documents and supporting employee data shall be kept in such a manner that can establish at all times whether or not any pension is payable to any person and if so, the amount of such pension.

Document	Time Period
Employment and Performance • Employment contacts/agreements • Training and testing • Performance goals • Performance evaluations • Written feedback and commendations	Permanent

Document	Time Period
• Promotions and demotions • Letters of reprimand and discipline • Performance Improvement Plans • Termination, resignation, lay-offs, etc.	
Recruitment, Hiring and Job Placement Records • Job applications • Job descriptions • Resumes • Letters of recommendation • Job advertisements/postings • Results of non-medical pre-employment tests • Offers of employment • Signed pre-employment disclosures (employee handbook acknowledgment, complaint procedures, etc.) • Employee training (harassment prevention, mandated reporting, etc.) • Employee certificates, credentials, licenses, and other evidence of qualifications • Certificate of criminal background check clearance (or failure)	4 years after separation, or for the duration of any claim or litigation
Employee Medical Leave Records (PDL, FMLA, CFRA, etc.) * • Requests for leave** • Health care provider notes • Leave calculations • Records of disputes regarding leave • Employee benefits related to leave • Leave policies	4 years after separation * Records that contain employee confidential medical information should be retained in a separate, secure file. **Sick leave record is permanent .
Employee Wage Records • Wage rates and calculations • Shift schedules (hours and days) • Time cards • Individual calculations for absences, sick days, vacation days, etc. • Itemized wage statements/pay stubs	3 years after separation Note: If a record is both a <i>wage record</i> and a <i>payroll record</i> , follow the longer retention period.
Employee Payroll Records • Employee name, address, age, and occupation • Individual wage records • Regularly hourly rate • Hours worked (daily/weekly) • Weekly overtime earnings	Permanent

Document	Time Period
• Daily and weekly straight time earnings • Deductions from or additions to wages • Wages paid each pay period • Pay dates and pay periods • Unemployment Insurance Records	
Employment Eligibility (I-9 Forms)	The later of (a) 1 year after separation, or (b) 3 years from date of hire.
Employee Health Records* • First-aid records • Job injuries (causing loss of work time) • Drug and alcohol test records	5 years after separation * Records that contain employee confidential medical information should be retained in a separate, secure file.
Employee Workers' Compensation Records • Copies of claim forms • Reports of occupational injury or illness • Letters of denial of benefits • Reports to the Division of Workers' Compensation • Benefits paid • Estimates of future benefits • Applications to the Workers' Compensation Appeals Board • Orders and Awards of the Workers' Compensation Appeals Board	5 years after date of injury and 2 years after claim has been closed. * Records that contain employee confidential medical information should be retained in a separate, secure file.
Employee Benefit Records • Benefits elections • Beneficiary designations • Eligibility determinations • COBRA notices • Summary plan descriptions • Other welfare benefit plan information (life, health, disability, long-term care, post-retirement medical)	6 years after separation, but not less than 1 year following a plan termination. * Records required to determine retirement benefits, including 401(k) and similar plans, must be kept indefinitely.
Chemical Safety and Toxic Exposure Records	30 years after separation (medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon

Document	Time Period
	the termination of employment)

I. TAX RECORDS

General Principle: Charter School must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any tax return or audit.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, sales and property tax laws.

Document	Time Period
IRS Annual Tax Filing Form 990	Permanent
FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	Permanent
Payroll tax returns and withholding returns	Permanent
Earnings records	Permanent
W-2 statements	Permanent

J. STUDENT RECORDS

Document	Time Period
Mandatory Permanent (Original or copy)	Permanent (even after student leaves the charter school)
(A) Legal name of student	
(B) Date of Birth	
(C) Method of verification of birth	
(D) Sex of student	
(E) Place of birth	
(F) Name and address of parent of minor student	
- Address of minor student if different than above.	
- An annual verification of the name and address of the parent and the residence of the student.	
(G) Entering and leaving date of each school year and for any summer session or other extra session	
(H) Subjects taken during each year, half-year, summer session or quarter	
(I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.	
(J) Verification of or exemption from required	

Document	Time Period
immunizations	
(K) Date of high school graduation or equivalent	
Mandatory Interim (Original or copy)	At least 3 school years after the student leaves the charter school or usefulness ceases.
(A) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.	
(B) Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.	
(C) Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.	
(D) Language training records.	
(E) Progress slips and/or notices as required by Education Code Sections 49066 and 49067.	
(F) Parental restrictions regarding access to directory information or related stipulations.	
(G) Parent or adult pupil rejoinders to challenged records and to disciplinary action.	
(H) Parental authorizations or prohibitions of pupil participation in specific programs.	
(I) Results of standardized tests administered within the preceding three years.	
(J) Expulsion order	
(K) Independent Study Records, including but not limited to independent study agreements, representative samples of student work product, contemporaneous records documenting student attendance, evaluations pursuant to Education Code Section 51747 determining whether it is in the best interest of the pupil to remain in independent study, records of pupil participation or lack of participation in synchronous instruction and live interaction as applicable by grade level, written or computer-based evidence of pupil engagement that includes but is not limited to, a	4 years

Document	Time Period
grade book or summary document that for each class, lists all assignments, assessments, and associated grades.	
(L) Documentation of continuous enrollment and satisfactory progress towards a high school diploma for pupils 19 and over.	4 years
Permitted Records (Original or copy)	At least 6 months after the student's completion of or withdrawal from the charter school.
(A) Objective counselor and/or teacher ratings.	
(B) Standardized test results older than three years.	
(C) Routine discipline data (<i>not including expulsion orders</i>).	
(D) Verified reports of relevant behavioral patterns.	
(E) All disciplinary notices (<i>not including expulsion orders</i>).	
(F) Attendance records not used for apportionment or compulsory education (<i>i.e. attendance rosters, truancy letters, SART/SARB contract, etc.</i>)	
Miscellaneous	
Individual student injury record for which a claim was filed	Permanent (or if litigated, 4 years settlement / dismissal of the claim)
Individual student injury record for which a claim was not filed.	4 years

Draft Grade Policy for Grades 6-12

Rationale

Forest Charter School believes that grades are one of the primary ways the school communicates student progress to students, families, and the broader community. A clear, consistent, and equitable grading policy ensures that this communication is meaningful and trustworthy. FCS's policy is grounded in the belief that grades should accurately reflect what a student knows and is able to do, so that students and families can rely on them as a true measure of academic achievement. When grading practices are transparent and fairly administered, they support student growth, build confidence, and strengthen the relationship between school and home. With these considerations in mind, Forest Charter School has adopted the following policy:

Policy

1. The grading scale must include + & - grades
 - A+ is an optional grade. Teachers can add this grade to their grade scale, but it is not required.
2. If teachers include a grade/score based on subjective criteria like participation, effort, or engagement they must include the following expectations:
 - clear expectations/rubrics and opportunities for students to be successful in this grade category.
 - at least one mid-semester update on this grade so students have an idea how they are doing in this area before the final end of the semester grade/evaluation
 - Grades cannot be based on attendance.
3. Teachers must use a clear “grading scale” for letter grades. This scale needs to be articulated to students in writing when they join the class. Below is an example of a traditional grading scale that teachers may, but are not required, to use:
 - A 100% - 93%
 - A- 90% - 92%
 - B+ 88% - 89%
 - B 83% - 87%
 - B- 80% - 82%
 - C+ 78% - 79%
 - C 73% - 77%
 - C- 70% - 72%
 - D+ 68% - 69%
 - D 63% - 67%
 - D- 60% - 62%
 - F 59% - 0%

Forest Charter School

Mental Health Counselor and School Counselor Salary Schedule

2026-2027

Step	Salary
A	\$61,000
1	\$76,250
2	\$77,775
3	\$79,331
4	\$80,917
5	\$82,535
6	\$84,186
7	\$85,870
8	\$88,875
9	\$90,653
10	\$92,466
11	\$94,315
12	\$96,202
13	\$98,126
14	\$100,579
15	\$103,093

Comments

1. Full-time contract = 180 days (175 students days + 5 Contract Days)
2. Full-time Mental Health/School Counselors earn 10 sick leave days per school year. See Employee Handbook for more details.
3. Mental Health/School Counselors 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. Mental Health/School Counselors 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
Nurse Salary Schedule
2026-2027

Step	Salary
1	\$80,558
2	\$83,378
3	\$86,296
4	\$89,316
5	\$92,442
6	\$94,291
7	\$96,177
8	\$98,581
9	\$101,046
10	\$104,582
11	\$106,151
12	\$106,151
13	\$109,866
14	\$112,064
15	\$112,624

Comments

1. Full-time contract = 180 days (175 students days + 5 Contract Days)
2. Full-time Nurse earns 10 sick leave days per school year. See Employee Handbook for more details.
3. Nurses 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. Nurses 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
BCBA and OT Salary Schedule
2026-2027

Step	Salary
1	\$80,558
2	\$83,378
3	\$86,296
4	\$89,316
5	\$92,442
6	\$94,291
7	\$96,177
8	\$98,581
9	\$101,046
10	\$104,582
11	\$106,151
12	\$106,151
13	\$109,866
14	\$112,064
15	\$112,624

Comments

1. Full-time contract = 180 days (175 students days + 5 Contract Days)
2. Full-time BCBA/OT earn 10 sick leave days per school year. See Employee Handbook for more details.
3. BCBA/OT 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. BCBA/OT 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



ASSISTANT DIRECTOR JOB DESCRIPTION

TRUCKEE LEARNING CENTER

Minimum Qualifications - The Assistant Director shall meet all of the legal requirements according to charter school law at the time of hire, including Education Code Section 47605(l) if assigned to teach students.

Preferred Qualifications – Valid California Teaching Credential, Valid California Administrative Services Credential

Summary of Position: Under the direction of the Executive Director, the Assistant Director supports student achievement, school community and is part of the leadership team. The Assistant Director implements the policies of Forest Charter School; facilitates local staff meetings; builds schedules for learning center classes; enforces the FCS discipline policies; provides academic and student support.

Student Achievement

iReady & Multitudes Support (Note: these screeners could change but the duties remain the same.)

- Oversees and tracks supervising teacher implementation of the iReady Diagnostic and the Multitudes Reading Screener in Truckee
- Provides training and support in implementing these tools and giving tips in how to talk to parents who are hesitant to using these tools to try to convince them of their value

Intervention Support

- Collaborates with special ed staff to ensure tier 1 and tier 2 interventions are implemented with fidelity
- Works with supervising teachers and SST coordinators to recommend and ensure the intervention strategies are implemented with fidelity
- Reviews data to ensure intervention is being regularly implemented
- Researches and develops intervention options for students unable to utilize iReady or other online intervention curriculum

State Assessment

- Coordinates all State testing in Truckee
- Creates the schedule/timelines for State testing
- Works with special ed team to coordinate testing schedules and accommodations
- Works with Truckee staff on testing protocol

Curriculum and Instruction

- Helps develop the high school class schedule for Truckee Learning Center
- Helps develop Enrichment schedule as needed
- Helps develop expectations and procedures for co-op classes and high school block classes
- Participates in the review of school curriculum

Teacher Support

- Facilitates Supervising Teacher Trainings including new policies and goals
- Supports Supervising Teachers with student and family issues including but not necessarily limited to discipline and academics
- Supports Supervising Teachers with deadlines and policies
- Supports Supervising Teachers with 504 and IEP students
- Coordinates local staff meetings

Special Education

- Works closely with Student Services (SPED) for student support and discipline
- Participates in IEP meetings as the administrator
- Attends regular special ed team meetings

Student Support Team (SST) & Intervention

- Attends or runs SST meetings as needed
- Promotes intervention for students as needed

School Community

Enrollment

- Oversees the assignment of students to Supervising Teachers
- Works with site Enrollment Coordinator to make sure site is fully enrolled

Student Discipline

- Communicates and enforces student discipline policies and block class and co-op expectations
- Enforces student policies and expectations
- Schedules and participates in Review Board Meetings
- Conducts conflict resolution meetings when necessary
- Works with teachers and administration regarding truancy/Involuntary Removal and solutions
- Makes recommendations to director for student expulsions/suspensions/involuntary removals
- Re-evaluates student policies each year
- Provides guidance on special education discipline concerns
- Tracks student discipline such as small incidents, ongoing trends, and if a student was suspended/expelled

Graduation

- Helps with graduation ceremony
- Works with FCS administration verifying students graduation documents

Student Activities

- Oversees and organizes annual celebrations
- Coordinates 8th grade promotion
- Oversees field trips at the Truckee Learning Center

School Leadership

School Safety

- Works with the FCS administrative team, county agencies, local fire department, local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as well as respect for differences and diversity
- Participates in the development and implementation of the school-wide safety plan
- Works with the Administration and staff in coordinating the school lockdown and fire drills, and earthquake drills
- Coordinates facility inspections with local agencies

School-Wide Action Plan

- Helps develop and carry out short term and long term goals of school-wide action plan

- Provides leadership for assigned action items
- Provides updates of progress on assigned action items to the Board of Directors as needed

Staff Development

- Assists Director in planning staff development day activities
- Coordinates staff community building activities in Truckee

Committees

- Attends Faculty Council, Charter Council and Staff Meetings/Trainings as well as other committees as needed.
- Helps coordinate staff meeting agendas with other administrators

Communication

- Promotes trusting and supportive relationships with staff, students and parents
- Utilizes an effective leadership model to promote communication and collaborative decision making
- Maintains visibility and an “open door” policy with families and staff
- Sends all-call messages for Truckee Learning Centers concerning test date reminders, snow days, activity reminders, important parent trainings, updates, etc.
- Contributes to the monthly newsletter as needed

Administrative Team

- Works closely with Students Services (SPED) for student support and discipline
- Participates in IEP and SST meetings
- Coordinates 504 plans and meetings
- Coordinates K-8 meetings, and High School meetings with staff as needed
- Acts as the liaison for Forest Charter School in the Truckee community

Miscellaneous

- Participates in WASC
- Orders materials for Truckee Learning Center
- Coordinates curriculum library in Truckee
- 504 coordinator in Truckee
- Helps business office with contracts for Truckee employees
- Oversees Truckee building and grounds
- Oversees Truckee office assistant
- Coordinates Work Permits in Truckee
- Other duties and special projects as assigned, consistent with the scope and intent of the position

Physical Demands:

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This position is classified as exempt and is not eligible for overtime compensation in accordance with applicable state and federal laws.

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Forest Charter School reserves the right to modify this job description at any time.

Employment with Forest Charter School is at-will and may be terminated at any time, with or without cause or notice, by either the employee or the employer, in accordance with applicable law.

FIRST AMENDMENT TO
"STANDARD INDUSTRIAL/COMMERCIAL MULTI-TENANT LEASE - GROSS"

THIS FIRST AMENDMENT TO "STANDARD INDUSTRIAL/COMMERCIAL MULTI-TENANT LEASE - GROSS" ("1st Amendment"), made this 5th day of May, 2026 ("Effective Date"), by and between THE ESTES FAMILY TRUST ("Lessor") and Forest Charter School ("Lessee") (Lessor and Lessee may be referred to individually as a "Party" or collectively as the "Parties").

WHEREAS, Lessor and Lessee are the current "Lessor" and "Lessee" respectively under that certain "Standard Industrial/Commercial Multi-Tenant Lease - Gross" dated January 26th, 2026 ("Initial Lease"), as amended per that certain "_____ Amendment to 'Standard Industrial/Commercial Multi-Tenant Lease - Gross'" ("_____ Amendment") (the Initial Lease and _____ Amendment are collectively referred to herein as the "Lease") pursuant to which Lessor leases to Lessee, and Lessee leases from Lessor, the properties at 11950 & 11952 Masters Court Auburn California 95602 ("Premises"); and, WHEREAS, the Parties have determined to extend the term of the Lease, and to otherwise amend the Lease upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the Parties, Lessor and Lessee agree as follows:

1. Recitals; Defined Terms. The foregoing recitals are true and correct and are incorporated herein by reference. All terms defined in the Lease retain their meaning herein, unless specified herein to the contrary.
2. Term. The term of the Lease is hereby extended for an additional **three (3)** years through and including **June 30, 2029 2026** ("Extended Term"), on the same terms and conditions as contained in the Lease; provided, however, commencing **July 1, 2026**, the Base Rent shall be as follows below:

From	To	Months	Monthly rent
July 1, 2026	June 30, 2027	12	\$ 2,288.00
July 1, 2027	June 30, 2028	12	\$ 2,380.00
July 1, 2028	June 30, 2029	12	\$ 2,475.00

3. Additional Option to Renew. Lessee shall have the option to renew the Lease for _____ () terms of one (1) year each on the same terms and conditions (each being a "Renewal Term") (the Extended Term and any Renewal Terms are hereinafter collectively referred to as "Term"); provided, however, Base Rent shall increase two percent (3%) per year each lease year. Written notice of intent to renew shall be given to Lessor by Lessee at least thirty (30) days prior to the expiration of the Extended Term or Renewal Term.
4. No Default. Lessor acknowledges that, as of the Effective Date, Lessee is not in default under the terms of the Lease and no event has occurred which, with notice or the passage of time or both, would constitute an event of default of Lessee under the terms of the Lease.

5. Brokers. Lessor and Lessee represent and warrant to each other that they have not had any dealings with any real estate brokers or agents in connection with the negotiation of this 1st Amendment. Lessor and Lessee hereby agree to indemnify and hold each other harmless from and against any and all liability, loss, cost, or expense which Lessor or Lessee may suffer in connection with any real estate brokers or agents claiming by, through, or under either Party seeking any commission, fee, or payment in connection with this 1st Amendment.
6. No Further Amendment. Except as expressly modified and amended by this 1st Amendment, all other terms, covenants, and conditions of the Lease shall remain in full force and effect. The terms of this 1st Amendment shall control over any conflicts between the terms of the Lease and the terms of this 1st Amendment.
7. Miscellaneous.
- (a) Electronic Transmission. Original signatures transmitted and received via e-mail of a scanned document, e.g., PDF or similar format, are true and valid signatures for all purposes hereunder and shall bind the Parties to the same extent as that of an original signature.
 - (b) Counterparts. This First Amendment may be executed in multiple counterparts, and each counterpart, when fully executed and delivered, shall constitute an original instrument for all such multiple counterparts and shall constitute but one and the same instrument.
 - (c) Successors and Assigns. This First Amendment shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.
 - (d) Approval. Lessor represents and warrants to Lessee that the consent of a third party is not required to execute and enter into this First Amendment, including, without limitation, any mortgagee or lender.
 - (e) Authority. The individuals executing this First Amendment on behalf of each Party, respectively, hereby represent and warrant that they are empowered and duly authorized to so execute this First Amendment on behalf of the Party they represent.
 - (f) Scope. The amendments set forth herein are limited precisely as written and shall not be deemed (i) to be a consent to or a waiver of any other term or condition of the Lease, or (ii) to prejudice any right or rights which Lessor or Lessee may now have or may have in the future under or in connection with the Lease, or at law or in equity.

IN WITNESS WHEREOF, the Parties have executed this First Amendment as of the Effective Date.

Date: 5/6/2026

Date: _____

LESSOR:

LESSEE:

By:

 _____

By: _____

Name: Keith Estes

Name: _____

Title: Owner

Title: _____

Forest Charter School

DRAFT-Charter Council Meeting Calendar for 2026/2027

Regularly scheduled meeting dates for the Forest Charter School Charter Council are generally held at 5:00 PM in Sequoia (Room #7), located at 470 Searls Avenue, Nevada City, California, 95959, unless otherwise noted. All other learning centers will participate through two-way satellite communication.

Date	Time	Notes
August 25	5:00 PM	
September 15	5:00 PM	
October 6	5:00 PM	
November 10	5:00 PM	
December 8	5:00 PM	**Budget Meeting
January 12	5:00 PM	
February 9	5:00 PM	
March 9	5:00 PM	**Budget Meeting
April 20	5:00 PM	
May 11	5:00 PM	
June 8	5:00 PM	**Budget Meeting, *Special Meeting/LCAP Public Hearing

* Special Meeting/Public Hearing

** Budget Meeting

Charter Council Approved: May 11, 2026

FCS Attendance Months - 26/27						
Month	Start Date	End Date	Days	Instructional Days	Internal Due Date	Due Date to NCSOS
1	8/17/26	9/11/26	20	19		
2	9/14/26	10/9/26	20	20		
3	10/12/26	11/6/26	20	15		
4	11/9/26	12/4/26	20	16		
P1	8/17/26	12/4/26		70		12/18/2026
5	12/7/26	1/1/27	20	10		
6	1/4/27	1/29/27	20	19		
7	2/1/27	2/26/27	20	14		
8	3/1/27	3/26/27	20	20		
P2	8/17/26	3/26/27		63		4/23/2027
9	3/29/27	4/23/27	20	15		
10	4/26/27	5/21/27	20	19		
11	5/24/27	6/18/27	20	8		
Annual	8/17/26	6/18/27		42		
Total Instructional Days				175		