

**FOREST CHARTER SCHOOL  
MONTHLY CHARTER COUNCIL MEETING**

**Date:** Tuesday, April 22, 2008  
**Time:** 4:30 pm  
**Location:** 224 Church St., Nevada City, CA

**Minutes approved unanimously at Regular  
Charter Council Meeting 5-20-08**

**COUNCIL MEMBERS:**

Larry Homan, Chair-Community Member  
Susan Morris, Vice-Chair, Parent Rep.  
Camille Taylor, Secretary, Parent Rep.  
Nancy Markson, ES Rep.  
Linda Hill, ES Rep.  
Sandy Saccomanno, Parent Rep.  
Janice Comstock, Parent Rep.  
Sue Barnickol, Parent Rep.  
Annabelle Ziegenhagen, Student Rep.

**MINUTES**

1. Call to Order 4:42 pm
2. Pledge of Allegiance
3. Closed Session

**5:53 pm - 6:07 pm break**

4. Open Session 6:07 pm
5. Closed Session Report: Action will be taken on closed session matters and approved in closed session during May Charter Council Meeting
6. **DISCUSSION/ACTION:** Approval of March 18 Charter Council Minutes [*Attachment A*]

*Sandy S moves to adopt the 3/18/2008 Minutes; Linda Hill seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

7. **DISCUSSION/ACTION:** Adoption of Agenda

*Sandy Saccomanno moves to adopt the 4/22/2008 Agenda as updated; Nancy Markson seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

8. **OTHER:** Opportunity for members of the audience and Charter Council to address the Council on non-agendized items. Agendized items may be either addressed at this time or when the items come up for discussion. The Council cannot discuss or take

action on non-agendized items tonight, but items may be agendized at a later Council meeting for discussion and/or action. Public comments are limited to five (5) minutes.

Thank you for the pizza!

9. **DISCUSSION/ACTION:** Approval of Single Plan for Student Achievement [Steve Canavero]

Minor edits (non-substantive) to previous draft.

*Camille Taylor moves to adopt the Single Plan for Student Achievement, as updated; Sandy Saccomanno. seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

10. **INFORMATIONAL: School Accountability Report Card (SARC)** [Steve Canavero]

Handout provided at meeting: This is an annual report. We are a new school (technically) with a new CDS code. Once approved, it will be on our website, once this is done and submitted to the state which completes our responsibility on this matter. **On May agenda for approval**

11. **INFORMATIONAL:** Pathways Student Information System and ES Report Writer: Transition for the 2008-2009 school year [Sandy McDivitt / Steve Canavero]

Sandy McDivitt: Looking at an efficient system to collect data, more reliable and user friendly than the paper-based system. A team of ESs tested Reportwriter for ease of use, ability to sort, reporting on academic achievement. Team met on Friday, April 18, after meeting with Steve C to learn the system's parameters, and unanimously voted to recommend Pathways Student Information and Reportwriter system for the school. They gave suggestions regarding mentoring, guiding them through the learning process. Steven has invested a lot of time to this.

Steve Canavero: Right product for our school at this time...the only thing of its kind in the market. This one system will streamline all accountability on all levels.

Nancy Markson: For a person who is not terribly computer literate, she was concerned about the time for training and set-up, but she found the support staff at Pathways made one-on-one time to go through the process, on a weekend, which was tremendously helpful. Now she is very enthusiastic. Feels this will save a tremendous amount of time for ESs and bring everything to conformity.

Sandy McDivitt: Peter will be shadowing Steve C in order to oversee the system once Steve is gone.

Linda Hill: What is the state looking for? Will the bulk of paperwork be eliminated through this?

Debbie Carter: yes, complete streamlining and consistency

Nancy Markson: all ESs will be writing learning records/portfolios in the same way! Another component will include block class teachers for ES automatically.

12. **DISCUSSION/ACTION:** Independent Study Policy [Sandy McDivitt / Steve Canavero]

Sandy McDivitt: As an IS school, we need to operate under an IS policy and Nevada County does not have one (TRESA did). Steve Canavero drafted a policy that drew from the CDE board and the TRESA policy. It had to be modified significantly because most of the language was for an IS program within a traditional site-based school. **This will be an action item for the May Council meeting.** Charter Council members should read it for consideration next month. This supports our teachers and administration in enrollment and maintaining the integrity of our IS program.

*Linda Hill moves to table this action item to the May Council meeting; Nancy Markson seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

13. **DISCUSSION/ACTION:** School Calendar for 2008-2009 School Year [Peter Sagebiel]

Going into June will cause an 11<sup>th</sup> short learning period, but it will better support the ESs and allow a later start in August. STAR testing may be 3<sup>rd</sup> or 4<sup>th</sup> week in April. Remove reference to Minimum days. Semester will end before December break. Learning periods are still pending with the county.

*Sandy Saccomanno moves to adopt the proposed 2008-2009 Calendar; Sue Barnickol seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

14. **INFORMATIONAL:** 2007-2008 Budget Review [Debbie Carter] (handout by Debbie Carter)

90% of purchase orders are in, but not all are in the calculation in the handout. Very clear, detailed and informative

15. **DISCUSSION/ACTION:** Revised Salary Schedule for 2008-2009 School Year [Debbie Carter] (handout by Debbie Carter)

Debbie Carter: Goal to provide range for compensation rather than a per-student compensation. Would like to change the schedule by blocking #s of students. This extends to Co-Op Teachers and instructors.

Sandy McDivitt: no COLA raises, changing steps to 15 steps (from 10 steps),

Debbie Carter: we have not done a long-term plan/projection to see where our teachers will be and how to maintain it. Comments regarding notes.

*Sandy Saccomanno moves to adopt the Education Specialist Salary Schedule; Sue Barnickol seconds the motion*

*Ayes: All (5)    Nays: None    Abstain: None*

16. **INFORMATIONAL:** 2008-2009 Budget [Debbie Carter] (*attachment provided at meeting*)

Intent was to bring a more cohesive budget, but ran out of time. Handout is for discussion purposes so that Debbie can continue to work the budget for **approval at the May Council meeting**. Last year's budget was based on 590, actuals are 625.

For next year, Creekside will grow from 48 students to a maximum of 64 students.

Students from the McLaughlin Learning Center will use FCS as their school of record (approximately 30 students). This will take place as a cooperative for these 30 students.

### **Larry asks for a glossary for acronyms**

17. **DISCUSSION/ACTION:** ES Special Project Stipends [Debbie Carter] (Attachment B)

This is a summary sheet where their work is not included in their payroll, therefore it needs approval.

*Camille Taylor moves to approve the Stipend Request; Linda Hill seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

18. **DISCUSSION/ACTION:** Aplus Membership Renewal [Debbie Carter]

Sandy McDivitt: Aplus is the association of personalized learning schools that supports our model of charter school, headed by Jeff Rice. This helps us with vendor discounts. Organization maintains a very strong network for charter schools and personalized learning organizations.

*Sandy Saccomanno moves to approve renewal of Aplus membership renewal; Nancy Markson seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

19. **DISCUSSION/ACTION:** Field trips [Debbie Carter] (handout provided at meeting)

- Truckee Learning Center: Mono Lake Truckee Field Trip, May 28-30, 2008, lead by Mark Kiem
- Truckee Learning Center: Washington DC, May 12-16, 2008, private pay trip for high school students lead by Sarah Dorland
- IDEA Academy: Lake Tahoe Camping/Kayaking, May 15-16, 2008, 11<sup>th</sup> and 12<sup>th</sup> graders, lead by Josh Miller, Jen Homan and Amy Bittinger

*Nancy Markson moves to approve fieldtrips; Sandy Saccomanno seconds the motion*

*Ayes: All    Nays: None    Abstain: L Homan*

20. **DISCUSSION/ACTION:** Conflict of Interest Code Policy [Larry Homan] *[Attachment C]*

*Nancy Markson moves to adopt Conflict of Interest Policy; Linda Hill seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

21. **DISCUSSION/ACTION:** Bylaw Amendment of Article III, Section 2 regarding Conflict of Interest [Larry Homan] *(Attachment D)*

*Linda Hill moves to adopt the First Amendment to Bylaws; Sue Barnickol seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

22. **DISCUSSION/ACTION:** Statement of Economic Interest (Completion of Form 700) [Larry Homan]

Forms reviewed and signed by Charter Council Members. They will be sent to Jane McCardle for filing.

23. **DISCUSSION/ACTION:** Transfer of Instructional Budgets - Committee Update [Peter Sagebiel and Debbie Carter]

Nancy Markson, Larry Homan, Peter Sagebiel, & Debbie Carter met last week in response to the form regarding transferring funds from one student's budget to another. The question was whether there could be a conflict within the ESs students or students who have another ES. The group decided that they did like the form, that it established a conscious process, but that it needed to transfer funds to a Director's Fund from which distributions would be made at the request of an ES. Funds would be earmarked and spend prior to the end of the year. In Truckee, the students wanted the funds to go to the Truckee Center to support block classes, which is another option to funds going to another student. **Camille Taylor will revise the policy for approval at the May Council meeting.**

*Susan Morris moves to table this item for Action at the May Council Meeting; Sandy Saccomanno seconds the motion*

*Ayes: All    Nays: None    Abstain: None*

24. **INFORMATIONAL:** Employee Health Benefits Changes [Peter Sagebiel/Debbie Carter]

Peter Sagebiel: FCS had strong representation at this CUBE committee meeting. The changes will be effective July 1, 2008. FCS health benefit will not include dental and vision, but will provide an optional dental insurance option. Life insurance policy (\$50,000 for \$9/month), small group insurance (age rated rather than tiered) because there are more plan options available in the small group category (6 options: 2 HMO, 2 PPO, 2 HAS). Presentation from broker at May staff meeting, particularly on HSAs.

25. **DISCUSSION/ACTION:** Health Benefits/Cash-In-Lieu [Sandy McDivitt]

Sandy McDivitt: Thanks to the representatives of FCS on this matter...it was a big job considering the state of health benefits in this country. There are not many providers in our community for Blue Cross. We are going with Blue Shield, which has more providers in our area. Some concerns as a non-union employer was to really take care of our employees. Proposed raising cap from \$6000 to \$6500, feeling that it was important that in a non-raise year to help with health benefit costs in a year when costs will go up from the increase effective this May.

Most schools did not provide cash-in-lieu (only 2 schools have it). FCS has 9 employees that receive cash-in-lieu. Not wanting to immediately remove this from the employees, the recommendation is to phase out cash-in-lieu by \$1000/year, or take the FCS health benefits as a primary insurance coverage with spouse's as secondary coverage (not available for HAS plans). In 6 years, there will be no cash-in-lieu at FCS.

Peter Sagebiel: most will not allow cash-in-lieu in the future or being on spouse's insurance when insurance is available under the employee's plan

*Susan Morris moves to accept phasing out of cash-in-lieu at \$1000/year; Sandy Saccomanno seconds the motion*

*Ayes: All      Nays: None      Abstain: None*

26. **DISCUSSION/ACTION:** Policies [Peter Sagebiel]

- o Donations (*Attachment E*): many families were spending beyond instructional budget for block classes, so donations were made to the school. This policy walks the line between requesting donations and violating free and equitable education

*Camille Taylor moves to adopt Donations Policy; Nancy Markson seconds the motion*

*Ayes: All      Nays: None      Abstain: None*

- o Extended Personal Leave Policy (*Attachment F*)

*Sandy Saccomanno moves to table Extended Personal Leave Policy; Sue Barnickol seconds the motion*

*Ayes: All      Nays: None      Abstain: None*

- o Plagiarism Policy (*Attachment G*)

*Camille Taylor moves to adopt Plagiarism Policy; Linda Hill seconds the motion*

*Ayes: All      Nays: None      Abstain: None*

27. **DISCUSSION/ACTION:** Items A and B may be considered for Consent Agenda:

- A. New Contracts (*Attachment H*)
- B. Warrants (*Attachment I*)

*Linda Hill moves to approve Consent Agenda; Sandy Saccomanno seconds the motion*

*Ayes: All      Nays: None      Abstain: None*

28. **INFORMATIONAL:** Director Update [Sandy McDivitt]

- o Brown Act Workshop: so many of the Council attending the workshop. It was a workshop lead by Jim Young. Larry and Sandy have attended such work Linda Hill has a question: as long as the agenda is posted at the main site, is it not to post at all sites? Larry believes that agenda should be posted at a to. Debbie has the workshop handout for anyone who would like it.
- o Creekside Update – fun at Souper Bowl. Kids sang songs, Truckee musicians performed, auction and raffle were successful, fun fundraiser. Efforts of Creekside and their strong parent group were wonderful. Sandy and Terena will be coming to Creekside on May 1 (perhaps for Open House)
- o Truckee Facility – still working on facility for next year. There was a great parent meeting on the subject this week with lots of brainstorming. There are lot more eyes out there looking for possibilities. Sandy says that there are some hopeful seeds out there. Sandy has some meetings set up. STAR testing is going well (kudos to BJ for organizing well), and everyone is showing up and doing their best. Sandy and Terena will be coming to Truckee on May 1
- o Block Class Facility Opportunities/Community Partners – conversation set up for Father Sebastian to partner with Mount St. Mary's facility regarding using their facilities...could be a win-win situation. The St. Canis partnership is working well, so this might work well also. Each block class has to be set up each day which causes much set-up time. Not having to do this would really ease ES efforts to teach block classes.

- Vienna Saccomanno – worked with NASA in the Mojave and has been offered a job for summer work with one of the scientists. She was a little nervous, not knowing what to expect, but she asked questions and had a great time. Not sure where the assignment would be.
- Samantha Saccomanno – one of seven students chosen from a large applicant pool to attend Tech Trek at Stanford this summer. She was honored at an AAUW meeting.
- Other – Graduation is coming up on June 6 at 5:00 (approximately 72 walking graduates), will be at Veterans Hall, which was just renovated. Kim Sagebiel will be the keynote speaker. Charter Council members are invited.
- Prom is coming up on 5/17 on the Tahoe Gal (now a tradition). Linda Hill and Sandy will be going as chaperones.
- Open House is Tuesday, May 22, 2008

29. **INFORMATIONAL:** Reminder of Future 2007-2008 Meetings

- May 20, 2008
- June 17, 2008

30. Adjourn

*Nancy Markson moves to adjourn; Susan Morris seconds the motion*

*Ayes: All      Nays: None      Abstain: None*