

~ To inspire our students and community through a sustainable, comprehensive academic environment...

Forest Ranch Charter School – Board of Directors
Tuesday, September 18, 2018 at 5:30PM
15815 Cedar Creek Road, Forest Ranch, CA 95942
Meeting Agenda

1. **Open Session** – Call to Order at 5:42 pm
2. **Roll Call**
 - a. Christia Marasco – Director
 - b. Lisa Speegle – consulting CBO - absent
 - c. Janina Carter – Chair, Parent Representative (June 2019) - absent
 - d. Robin Wilder – Vice Chair, Parent Representative (June 2019) - absent
 - e. Michele Jimenez – Secretary, Teacher Representative (June, 2020)
 - f. Leslie Wright – Treasurer, Audit Liaison, (June 2021)
 - g. Norm Walker – Community Representative (June 2021)
 - h. Lynne Wright – Community Representative (June 2019)
 - i. Robert Chaplin – FRCA Liaison, Educational Representative (June 2021)
 - j. Heather Hastain – PTP Liaison, Parent Representative (June 2020)
 - k. Jody Cornielson – Parent Representative (June 2021)
3. **Celebrations / Recognitions:** Christia recognized that we have an excellent faculty and superior support team in our staff. We have an excellent resource teacher, Emily. We received a nice response at Back to School Night from families that would like to volunteer to plan and work towards our marketing goals. We have ten board members, which is excellent.
4. **Public Comments on Items NOT on the Current Meeting Agenda:** None
5. **Changes / Deletions to Current Meeting Agenda:** None
6. **Consent Calendar** (10 minutes): Heather Hastain would like to pull item c for discussion. Heather Hastain moved to approve the consent calendar items a-c with the change of item C, vi of the Field Trip Policies, to add “as per item 3 b i” to the end of the sentence. Leslie Wright seconded the motion. Ayes: Robert Chaplain, Norm Walker, Leslie Wright, Heather Hastain, Jodi Cornielson, Michele Jimenez Noes: None Absent: Lisa Speegle, Robin Wilder, Janina Carter
 - a. **Consider Approval of Meeting Minutes from July 24**
 - b. **Consider Approval of Meeting Minutes from August 16**
 - c. **Consider Approval of Curriculum and Instruction Policies:** Heather Hastain suggested that we change item C, vi of the Field Trip Policies, to add “as per item 3 b i” to the end of the sentence.
 - d. **Consider Approval of Proposed Field Trips**
7. **Discussion/Action Calendar**
 - a. **Consider Approval of new Board Member to fill Community Rep. Vacancy:** Because there is an open seat that has not been filled and was not filled in May, we would like to fill the position

- with Heather Hastain moved that we approve the new board member, Sam Daugherty, to fill the vacant position of community representative. Robert Chaplain Seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Lisa Speegle, Janina Carter, Robin Wilder
- b. **Discussion of Transportation Contract:** After many meeting with the bus company we came to an agreement with Cabs for Kids and have signed a contract. Christia and the board will continue to research alternative options. Norm Walker requested a copy of the final contract. Christia negotiated with Neva to delete certain items on the rough copy of the contract and will make the rough and final contracts to the board.
- c. **Review and Consider Approval of Wellness Committee Report:** Leslie Wright approved that we approve the Wellness Committee Report. Jodi Cornielson Seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Lisa Speegle, Janina Carter, Robin Wilder.
- d. **Review and Consider Approval of Budget versus Actual Summary Report:** Christia led a discussion regarding the budget versus actual summary report submitted to us by Lisa Speegle, our CBO. The report included a thorough textual report from Lisa explaining the differences in budget categories. The board is excited about making it through last year with an excess. Christia is taking the experience from last year of cutting areas in budget to balance enrollment to empower her decision making this year. She will make sure that the staff team will remain strong for the benefit of the students. She will also strengthen our new marketing and volunteer teams, and continue to problem solve the financial situation surrounding the bus. Robert Chaplain moved that we approve the Budget versus Actual Summary Report. Leslie Wright seconded the motion. Ayes: Michele Jimenez, Leslie Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Lisa Speegle, Robin Wilder, Janina Carter.
- e. **Review and Consider Approval of Unaudited Actuals from 2017-2018:** Jodi Cornielson moved that we approve the Unaudited Actuals from 2017-2018. Leslie Wright seconded the motion. Ayes: Michele Jimenez, Leslie Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder.
- f. **Discuss and Consider Approval of July/August Financials:** Heather Hastain moved that we approve the July/August Financials. Jodi Cornielson seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder.
- g. **Discuss and Consider Approval of New Positions – Business Services Coordinator, After School Program Coordinator:** Christia submitted job descriptions for both After Care Coordinator and Business Services Coordinator. The board discussed responsibility levels of two employees currently on staff and the equity of their current wage. Michele Jimenez moved that: “After School Program Director, no credential” position from a starting wage of \$12.50 per hour to \$13.25 per hour, which then changes each step with an increase of .75 per hour. Lynne Wright seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Abstaining: Jodi Cornielson. Absent: Janina Carter, Lisa Speegle, Robin Wilder.

Leslie Wright moved that we add a position of Business Services Coordinator to the Hourly Payscale Guidance form at the rate of \$15.75 per hour. Jodi Cornielson seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder.

- h. **Consider Approval of Marketing Timeline:** The marketing committee met and came up with a timeline of marketing events for the 2018-2019 school year. Heather Hastain moved to approve the marketing timeline. Leslie Wright seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder.
- i. **Consider Approval of Fox Fund Letter and Beginning of Year Fundraising Events:** Heather Hastain moved to approve the Fox Fund Letter and Beginning of the Year Fundraising Events. Leslie seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Heather Hastain, Jodi Cornielson, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder
- j. **Discussion and Consider Approval of Possible Change to Order of Bond Projects:** Christia shared the history of the field bond project, and the projects that we have already spent money on. Christia presented the solar project. This project would come from the Clean Energy Act restricted monies as listed in our budget. We have a couple options: roof mounted panels or free standing, ground mounted panels. If we choose to do the roof mounted panels the board needs to be aware that the new portables belong to FRCS, not the district. If FRCS was to close they could remove, sell, or gift the portables. If the solar panels are on top of the portables, this would be a problem. The new roofs required for the support of the solar panels on the portables would come out of measure K money; the panels will come out of Clean Energy Act restricted funds. Michele mentioned that Lisa Speegle was concerned about vandalism with ground mounted panels, and also taking up usable space. The facilities committee was concerned about drainage under the ground mount panels, we will research. If we choose ground mount panels they will be fenced. Michele Jimenez moved that we install the solar panels on the ground, which should allow for the field project to be done without changing our order of priorities. Heather Hastain seconded the motion. Ayes: Michele Jimenez, Lynne Wright, Jodi Cornielson, Heather Hastain, Leslie Wright, Norm Walker, Robert Chaplain. Noes: None Absent: Janina Carter, Lisa Speegle, Robin Wilder.

8. Reports and Presentations:

a. Director Report

- i. Enrollment: Covered Earlier under budget.
- ii. Student Achievement and Related Measures: Students are currently taking i-ready assessments.
- iii. Campus and Student Safety
- iv. Human Resources
- v. Upcoming School Events
- vi. Professional Development: Teachers have a staff development day this month.

- b. **Teacher Report:** Michele will gather and email out to board members by this Friday, September 21, 2018.

- c. **Facilities Report:** Covered earlier under Bond Projects.

- d. Technology Report
 - e. Parent Teacher Partnership Report: There will be a big meeting at the community center, September 26th, at 6 pm, and we have many excited participants expected to attend.
 - f. Board Development: Purposely not added due to many agenda items.
9. Future Agenda Items
- b. Fundraising Calendar for 2018/19
 - c. Student Policies
 - d. Safe School Plan
 - e. Results State testing
 - f. Strategic Plan
10. Adjournment: 7:58 pm